



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 314744

INSPECTION DETAILS

Inspection Date 14/09/2004
Inspector Name Carol Box

SETTING DETAILS

Day Care Type Sessional Day Care
Setting Name The Step Up Group
Setting Address Hook C of E Primary School
Garth Lane, Hook
Goole
North Humberside
DN14 5NW

REGISTERED PROVIDER DETAILS

Name The Committee of The Step Up Group

ORGANISATION DETAILS

Name The Step Up Group
Address Hook C of E Primary School
Garth Lane, Hook
Goole
North Humberside
DN14 5NW

ABOUT THE INSPECTION

The purpose of this inspection is to assure government, parents and the public of the quality and standard of day care. When making judgements, inspectors have regard to how well the provider meets the National Standards for under Eights Day Care and Childminding. A list of these is attached. The report identifies strengths and areas for improvement.

This inspection report must be made available to all parents.

Information about the setting

The Step Up Group opened in September 1994 and is located in the residential area of Hook near Goole. It operates from 4 rooms within a bungalow situated in the grounds of Hook Church of England Primary School. The group serves the local area.

They are registered to receive 14 children from 3 to under 5 years and currently have 19 children on roll of which 18 are in receipt of nursery education funding. Children attend for a variety of sessions. There are currently no children attending with special educational needs or who speak English as an additional language. The group opens five days a week term time only and sessions are from 09:00 to 11:30 and 13:00 to 15:30. One part time and three full time staff work with the children. The majority of staff hold a relevant childcare qualification - one further staff member is working towards gaining a recognised qualification. The setting receives support from the Local Authority.

How good is the Day Care?

The Step Up Group provides unsatisfactory care for children. The operational plan is ineffective. Procedures to deputise are inadequate and Ofsted has not been informed of relevant changes regarding staff and committee members. There are unsuitable arrangements regarding vetting procedures and staff training. Regulatory policies and procedures and recording systems are either insufficient to meet the standard or lack the necessary detail.

The group shows adequate measures are taken to promote most aspects of children's personal health and hygiene through teaching children the importance of hand washing through the daily routine. However, no staff hold a relevant first aid qualification and staff responsible for handling food are not fully aware of food safety and hygiene regulations. Procedures in place regarding safety both inside and outside the premises are insufficient as there are several hazards that pose a risk to children. There are no written risk assessments and public liability insurance has expired. However, children are taught basic safety rules through discussion and routine.

Children have access to an appropriate range of activities to help them make adequate progress in all areas of development but there is very limited planning in place and insufficient evidence to show how staff plan the next steps in children's

learning. There is an adequate range of furniture, toys and equipment but some are not well maintained. Adequate measures are in place to promote equal opportunities and staff meet the children's individual needs well. Good relationships observed between staff and children.

Strategies to manage children's behaviour are age appropriate and staff continually praise children for their efforts. Children enjoy snack time and are given opportunity to develop independence and self help skills through this activity. There is limited information to inform parents of the service offered and their children's overall care and development.

What has improved since the last inspection?

'not applicable'

What is being done well?

- Staff interaction with the children is good. Staff are interested in what children do and say; talk and listen to them; ask questions to make them think; respond to children's interests; praise and encourage them. Staff provide appropriate activities to help children make progress in all areas of development.
- Snack time is organised well. Children enjoy choice of drinks and are given opportunity to develop their social and self help skills.
- The individual needs of children are met well. Staff are caring and calm when addressing children's needs ensuring children feel valued and well cared for in a calm environment.

What needs to be improved?

- the manner in which information and documentation is made available to the regulatory body, committee responsibilities; vetting procedures; proof of staff qualifications; staff profiles;
- planning, assessments and records to help staff plan the next steps of children's learning;
- safety, hygiene and maintenance in relation to developing risk assessments; obtaining public liability insurance, providing a fire blanket; steps to prevent children gaining unsupervised access to kitchen, crate of glass bottles, unsafe sand tray, unsafe radiators and metal tubing, unclean wash basins, aprons and toys; the inaccessibility to obstructed egress via kitchen door if required and the procedures for monitoring children's access from the provision;
- records, policies and procedures in relation to developing an effective operational plan; attendance register to show clearly the hours of attendance; lost child policy; outings policy; clear and concise recordings of accidents in

relation to dates and times; systems to record medication; complaints; pre-existing injuries; incidents and physical restraints; the procedures for ensuring policies detail the required information in particular equal opportunities; behaviour; child protection; special needs; complaints;

- staff opportunities for training in relation to first aid, food hygiene and other relevant training.

Outcome of the inspection

Unsatisfactory

CONDITIONS OF REGISTRATION

All registered persons must comply with all conditions of registration included on his/her certificate of registration.

As a result of this inspection conditions of registration have been imposed / varied / removed and a new certificate of registration will be issued.

WHAT NEEDS TO BE DONE NEXT?

The Registered Person must take the following actions by the date shown

Std	Action	Date
1	Submit an action plan giving details of the committee and ensure clearance forms including DC2s and CRB are submitted for all committee members and staff. Identify how the committee will take responsibility for ensuring all actions and recommendations contained in this report are complied with.	25/10/2004
2	Submit an action plan detailing how at least one member of staff with a current first aid certificate will be on the premises or on outings at any one time.	25/10/2004
5	Ensure toys and equipment are clean and safe.	25/10/2004
1	Ensure Ofsted is informed of relevant regulatory changes ensure there are suitable arrangements to protect children from persons who are not vetted.	25/10/2004
6	Ensure there is no risk to children from the broken sand tray, the broken toilet door and safety gate, the unsafe radiators and metal tubing and ensure children are not able to gain unsupervised access to the kitchen.	25/10/2004
14	Ensure there is a procedure to follow in the event of a lost child.	25/10/2004

The Registered Person should have regard to the following recommendations by the time of the next inspection

Std	Recommendation
2	Improve the operational procedures to ensure they work effectively; that the procedures to deputise are effective, staff profiles are in place and proof of qualifications are on the premises; ensure attendance register clearly details children's hours of attendance and ensure there is a system in place to show how the continuing training needs of staff will be met.
3	Ensure staff observe and record what children do to help them plan the next steps in children's learning.
4	Ensure the premises are clean and well maintained; ensure there is a procedure to escort children safely on outings and written consent is sought from parents.
7	Ensure there is a consistent system in place for recording accidents; devise a systems to record any medication given; ensure staff are aware of regulations relating to food safety and hygiene.
8	Ensure staff are made aware of children with special dietary needs.
9	Improve equal opportunities policy to include procedures for recruitment.
10	Improve special needs statement to include procedures for disability.
11	Improve behaviour management policy to include procedures for bullying; devise a system to record incident and physical restraints.
12	Improve complaints policy to include the regulator's (Ofsted's) telephone number and address; ensure there are effective arrangements in place to inform parents of the service provided; share children's records with them and keep them well informed of their child's care and development.
13	Improve child protection policy to include procedures regarding allegations of abuse made against a member of staff; devise and implement a system to record pre- existing injuries.

SUMMARY OF NATIONAL STANDARDS

STANDARD 1 - SUITABLE PERSON

Adults providing day care, looking after children or having unsupervised access to them are suitable to do so.

STANDARD 2 - ORGANISATION

The registered person meets required adult: child ratios, ensures that training and qualifications requirements are met and organises space and resources to meet the children's needs effectively.

STANDARD 3 - CARE, LEARNING AND PLAY

The registered person meets children's individual needs and promotes their welfare. They plan and provide activities and play opportunities to develop children's emotional, physical, social and intellectual capabilities.

STANDARD 4 - PHYSICAL ENVIRONMENT

The premises are safe, secure and suitable for their purpose. They provide adequate space in an appropriate location, are welcoming to children and offer access to the necessary facilities for a range of activities which promote their development.

STANDARD 5 - EQUIPMENT

Furniture, equipment and toys are provided which are appropriate for their purpose and help to create an accessible and stimulating environment. They are of suitable design and condition, well maintained and conform to safety standards.

STANDARD 6 - SAFETY

The registered person takes positive steps to promote safety within the setting and on outings and ensures proper precautions are taken to prevent accidents.

STANDARD 7 - HEALTH

The registered person promotes the good health of children and takes positive steps to prevent the spread of infection and appropriate measures when they are ill.

STANDARD 8 - FOOD AND DRINK

Children are provided with regular drinks and food in adequate quantities for their needs. Food and drink is properly prepared, nutritious and complies with dietary and religious requirements.

STANDARD 9 - EQUAL OPPORTUNITIES

The registered person and staff actively promote equality of opportunity and anti-discriminatory practice for all children.

STANDARD 10 - SPECIAL NEEDS (INCLUDING SPECIAL EDUCATIONAL NEEDS AND DISABILITIES)

The registered person is aware that some children may have special needs and is

proactive in ensuring that appropriate action can be taken when such a child is identified or admitted to the provision. Steps are taken to promote the welfare and development of the child within the setting in partnership with the parents and other relevant parties.

STANDARD 11 - BEHAVIOUR

Adults caring for children in the provision are able to manage a wide range of children's behaviour in a way which promotes their welfare and development.

STANDARD 12 - WORKING IN PARTNERSHIP WITH PARENTS AND CARERS

The registered person and staff work in partnership with parents and to meet the needs of the children, both individually and as a group. Information is shared.

STANDARD 13 - CHILD PROTECTION

The registered person complies with local child protection procedures approved by the Area Child Protection Committee and ensures that all adults working and looking after children in the provision are able to put the procedures into practice.

STANDARD 14 - DOCUMENTATION

Records, policies and procedures which are required for the efficient and safe management of the provision, or to promote the welfare, care and learning of children are maintained. Records about individual children are shared with the child's parent.