



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 130617

INSPECTION DETAILS

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| Inspection Date | 14/09/2004 |
| Inspector Name | Jane Mount |

SETTING DETAILS

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| Day Care Type | Out of School Day Care |
| Setting Name | The After School Club Ltd |
| Setting Address | Cloisters Hall The Cloisters Rickmansworth Hertfordshire |

REGISTERED PROVIDER DETAILS

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| Name | The Afterschool Club Ltd 3424673 |
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ORGANISATION DETAILS

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| Name | The Afterschool Club Ltd |
| Address | Cloisters Hall The Cloisters Rickmansworth Herts |

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 After School Club and Holiday Playscheme has been registered since June 1997. The After School Club is for children aged 4 years to 8 years and takes place at The Cloisters Hall, Rickmansworth. The provider has another After School facility for children aged over 8 years which operates from The Rickmansworth Centre, Rickmansworth. The Holiday Playscheme is for children aged 4 years to 12 years and takes place at The Cloisters Hall.

The premises at The Cloisters Hall consists of a large hall, a smaller hall, a kitchen, 6 toilets, storage facilities and an outside play area. The After School Club is open from 15:00 to 18:30, Monday to Friday, term time only. The Holiday Playscheme is open every school holidays from 08:15 to 18:00.

Children who attend The After School Club are collected from 10 local primary schools and the catchment area includes Croxley Green, Rickmansworth, Mill End and Chorleywood. Children attend for a variety of sessions and the setting has no children who speak English as an additional language and 3 children attend with special needs.

There are 16 staff who work with the children at the 3 provisions. They work on a full time or part time basis and this includes the owner and manager, Debbie Tindall.

The inspection visit took place when the After School Club was running.

How good is the Day Care?

The After School Club and Holiday Playscheme provide satisfactory care for children.

Space is organised in a child friendly manner allowing children access to a range of activities and play opportunities. The children are interested and involved in their play and they are given the opportunity to mix freely, working either independently or in groups of varying sizes. Staff interaction is carefully balanced allowing the children to learn independently but also giving support and direction when needed.

There is a strong partnership with parents to meet the individual needs of the children and information is shared on a regular basis. Documentation is generally satisfactory although there are several areas that need further development and improvement.

Areas for promoting children's health and safety are satisfactory and the dietary needs of the children are met well. Special dietary information is recorded and shared with all staff.

The procedures for dealing with behaviour are understood and implemented well by staff. Acceptable behaviour is encouraged and staff have strategies for dealing with behaviour in a consistent manner. The children are aware of the settings routines and procedures and know what is expected of them.

What has improved since the last inspection?

At the last inspection the provider agreed to ensure children have an appropriate range of activities and resources to promote equal opportunities and to display positive images which reflect diversity. The provider has purchased a variety of multicultural resources and there are posters displaying religious festivals.

The provider also agreed to keep a separate medication book and a fire log book and to carry out a risk assessment of bags and shoes in the entrance hall. A separate medication book and a fire drill record are now maintained and shoes and bags have been removed and are now stored in the small hall.

It was agreed the provider would re-plan sittings for tea to ensure more social interaction and to provide more varied and nutritious food. The sittings for tea are now with smaller numbers of children which allows staff and children the opportunity to talk to each other. The provider has discussed the tea menu with parents. Parents are happy with the selection of sandwiches and crisps provided as they only wish the children to have a snack as all children have a dinner when they go home.

The provider agreed to provide plans of free play and planned activities for each term. Ideas are discussed with staff and flexible plans are in place.

It was also agreed the provider would determine whether the After School Club needs to register under the Data Protection Act as all records are kept on computer. The provider states she has checked and has been told this is not necessary.

What is being done well?

- All staff know what is expected of them and carry out their roles and responsibilities effectively. There are sufficient staff working directly with the children and the children appear secure and confident with the adults caring for them.
- The children's play is supported well by staff. The children are involved in a varied and flexible programme of activities and they are able to make their own choices and independence is encouraged.
- The staff work in close partnership with parents and information is shared between staff and parents through regular discussions, newsletters and an informative noticeboard.

What needs to be improved?

- the recording procedures for staff and visitor attendance
- the recording procedures for medicine, accidents and risk assessment
- the procedures for obtaining child protection information
- the organisation of child protection statement and special needs statement
- the procedures for storing children's registration documents.

Outcome of the inspection

Satisfactory

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 should have regard to the following recommendations by the time of the next inspection**

| Std | Recommendation |
|-----|--|
| 2 | Ensure there is a system of recording times of arrival and departure for staff and visitors. |
| 6 | Develop risk assessment to ensure a written record is maintained of completed risk assessments and includes any action taken or required. |
| 7 | Ensure there are clearer recording procedures for documenting accidents and medicine administered. |
| 10 | Ensure special needs statement is included in policies and procedures available to staff and parents. |
| 13 | Obtain Government booklet 'What to do if you're worried a child is being abused' and ensure child protection policy has regard for the Area Child Protection Committee guidance and procedures as set out in booklet. |
| 14 | Review procedure for storing children's registration forms to ensure parent written consents are kept on the premises at all times and that it is stored in a locked filing cabinet to ensure confidentiality is maintained. |

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.