



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN EY100681

### INSPECTION DETAILS

Inspection Date 12/08/2003  
Inspector Name Lisa-Marie Jones

### SETTING DETAILS

Day Care Type Out of School Day Care  
Setting Name Parish Church Children's Club  
Setting Address Parish Church Infants  
Warrington Road  
Croydon  
CR0 4BH

### REGISTERED PROVIDER DETAILS

Name The Committee of Parish Church Children's Club

### ORGANISATION DETAILS

Name Parish Church Children's Club  
Address Parish Church Infants  
Warrington Road  
Croydon  
Surrey  
CR0 4BH

## 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

Parish Church Children's Club has been registered since 2002.

It operates from the nursery and infants school within the grounds of Parish Church School. The Club serves the children who attend the school.

Children attend for a variety of sessions. They do not have any children attending with special educational needs or who speak English as an additional language.

The group runs a breakfast club from 08:00 to 09:00 and an after school club from 15:00 to 17:30, term time only. They also run during the Summer and Easter holidays from 08:00 to 17:30.

Thirteen full and part time staff work with the children. Two have early years qualifications.

### How good is the Day Care?

Parish Church Children Club provides satisfactory care for children ages 5 to under 8 years.

Staff ensure children are safe both inside and outside the club, although there are no written risk assessments, or health and safety guidelines for staff to follow. Staff follow verbal instructions from the Manager.

At the time of the inspection access to the building was not monitored effectively as people were able to enter the building unannounced and there was the potential for children to leave the building unsupervised.

Staff appear to work well as a team and therefore are able to carry out duties efficiently to enable the smooth running of the club. Children's attendance is recorded but staff and visitors attendance is not.

All staff CRB checks are still outstanding. Only two staff have the required qualifications and no adequate procedures are in place for deputising.

Children benefit from consistent routines for playing and eating. Activities planned enable the children of all ages to take part in a wide range of creative pursuits.

The resources, equipment and premises are good, with full use made of the School nursery and junior hall, and playgrounds. Children are able to choose the activities they take part in and daily discussions take place about what is happening in the club.

Rules are revisited to remind children of what is expected of them.

Policies and procedures need to be put in place regarding child protection, lost or uncollected children and outings. Policies and procedures for complaints (for parents) and behaviour management need to be updated. Staff are not updated with information regarding the club's policies and procedures especially with regard to child protection.

#### **What has improved since the last inspection?**

Not applicable.

#### **What is being done well?**

- Discussions take place at the beginning of each day with all the children as to what is happening in the club (Standard 3).
- Rules and regulations are reinforced with the children on a daily basis so they are aware of what is expected of them (Standard 11).

#### **What needs to be improved?**

- the policies and procedures for child protection; complaints; behaviour management; outings and lost or uncollected children (standards 2, 6, 11, 12 and 13);
- risk assessment documentation for the premises (standard 6);
- health and safety guidelines for staff (standard 6 and 7);
- the system for managing access to the premises (standard 4);
- the system for ensuring that children can not leave the premises unsupervised (standard 6);
- staff understanding of certain policies and procedures (standard 12 and 13);
- the procedures for deputising (standard 2);
- the ratio of qualified staff (standard 2);
- the recording of staff and visitor attendance (standard 2);
- the arrangements for ensuring that all staff are vetted (standard 1).

#### **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 must take the following actions by the date shown

Std	Action	Date
1	make suitable arrangements to protect children from persons who are not vetted	12/09/2003
2	devise and implement procedures to follow in the event of a child being lost, or of a parent failing to collect a child	12/09/2003
13	keep a statement of child protection arrangements based on local Area Child Protection Committee procedures	12/09/2003

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

Std	Recommendation
7	provide written Health and Safety guidelines for staff
2	keep a daily record of staff and visitor attendance
2	ensure that there are effective deputy arrangements
2	devise an action plan setting out how qualification requirements will be met
6	produce an Outings procedure
6	carry out, and regularly review risk assessments of the premises, and ensure that staff have understanding of them
6	ensure that children cannot leave the building unsupervised
6	have effective an system in place to manage the access to the premises
11	devise an implement a system for recording physical intervention
11	ensure bullying is included in the behaviour management statement
12	include the Regulator details in the complaints procedure for parents
13	develop (staff's) knowledge and understanding of child protection issues

## **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.*