



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN EY271661

INSPECTION DETAILS

Inspection Date 22/04/2004
Inspector Name Rachel Ruth Britten

SETTING DETAILS

Day Care Type Out of School Day Care
Setting Name St Mary's After School Club
Setting Address Belgrave Avenue
Congleton
Cheshire
CW12 1HT

REGISTERED PROVIDER DETAILS

Name MASK 3826659

ORGANISATION DETAILS

Name MASK
Address 122 Leek Road
Congleton
Cheshire
CW12 3HX

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

St Mary's Out of School Club is situated in a single storey building in the grounds of St Mary's RC Primary School, Congleton. The premises are used during the day for a preschool group.

Places are offered to children attending St Mary's RC School and other children in the local area.

It is registered for twenty four children aged three and over, and will be staffed on a one to eight ratio. Initially it will offer before and after school care but may offer holiday care later.

The children have access to two play rooms with toilet and washing facilities. There is a kitchen for the preparation of snacks.

Outside there is a school playground and adjoining field.

Fifteen children are on roll at the time of inspection, with eight in attendance on that afternoon.

How good is the Day Care?

Overall the day care at the out of school club is judged to be satisfactory.

The organisation of the care is weak, with improvements needed in the availability to staff and parents of a full set of policies, procedures and information covering all aspects of the provision. This includes the need for staff records (including vetting information) on the premises; and procedures for complaints, lost or uncollected children and child protection.

However, the daily register is kept accurate and up to date, and full accident records and child details are kept.

The premises are welcoming and suitable, although more storage, toys and equipment are needed.

The safety and care of children is satisfactorily attended to by staff who are vigilant about hygiene and personal safety for children. Small numbers make the atmosphere homely, where each individual child can be involved in choosing

pastimes and can receive one to one support from staff if needed.

Recording of medicines administered; an increase in the range of resources showing positive images of other cultures; and written information about safety, vehicles and drivers are all needed. Also the insurance and certificate of registration should be displayed.

Staff provide a choice of nutritious and substantial snacks and drinks, but their knowledge of child protection matters needs extending.

The range and quality of the activities is sufficient for children to be interested and well occupied, although some staff are more involved with the children than others. Behaviour is generally promoted by consistent fairness, although children could be more involved in devising their own ground rules and some of the content and structure of the sessions.

Parent questionnaires indicate a high level of satisfaction with the varied activities, atmosphere, and friendly staff. However, full policies and procedures should be made available to parents, and all enrolment forms should be signed by them.

What has improved since the last inspection?

Not applicable

What is being done well?

- The accurate recording of daily registers, the regular conduct of fire drills, and the proper use of accident records help to ensure that children are safe in the setting and any emergencies could be handled appropriately.
- The small numbers, vigilance of staff, and their flexibility during the session, allows individual children to have their needs met and to be interested and well occupied.

What needs to be improved?

- the staff records, so that contact details, recruitment, vetting, training, and qualifications information is available on the premises
- policies, procedures, and information, which contains all the material required by the National Standards, including statements on child protection, missing or uncollected children, and complaints
- child protection information and knowledge, so that staff have sufficient knowledge and information is made available to parents
- the range and balance of activities, so that these are extended once storage arrangements are improved and include resources which reflect positive images of other cultures and of disability
- the availability of necessary documentation, so that insurance and

registration certificates are displayed; written information about health and safety and transporting of children arrangements are available on site; and a system for the recording of medication administration is devised

- the enrolment forms, so that these are all signed by parents.

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
2	Ensure that accessible individual staff records are kept on the premises containing names, addresses, and information about recruitment, vetting, training and qualifications.	22/05/2004
2	Ensure that you have a full set of policies, procedures, and documentation kept on the premises for staff to work to.	22/05/2004
13	Ensure that all staff have a good knowledge and understanding of child protection issues, and that arrangements are made to share child protection procedures with parents.	22/05/2004
14	Ensure that all statements of procedure are available for child protection (including those to be followed in the event of an allegation being made against a member of staff); lost or uncollected children; and complaints about the service.	22/05/2004

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

Std	Recommendation
1	Ensure that there are effective procedures for the appointment and vetting of staff, and that evidence of this is available on file for inspection.

3	Consider how the range and balance of activities can be extended and how the children can be more involved in the planning of the activities of the club.
4	Ensure that there is sufficient accessible storage both in and out of doors to enable equipment and activity resources, including resources which show positive images of other cultures and disability, to be increased.
6	Ensure that the certificate and insurance are displayed and that written information is on the premises concerning health and safety, gas/electric safety, risk assessments and details of named drivers and vehicles.
7	Ensure that a recording system is devised for recording the details of any medicines administered.
12	Ensure that all enrolment forms containing children's details and consents from parents to emergency medical treatment are signed.

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.