



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 260345

INSPECTION DETAILS

Inspection Date 02/08/2004
Inspector Name Janet Ann Forster

SETTING DETAILS

Day Care Type Out of School Day Care
Setting Name Milton School Care Club
Setting Address Milton Primary School
Leek Road, Milton
Stoke on Trent
Staffs

REGISTERED PROVIDER DETAILS

Name The Committee of Milton School Care Club

ORGANISATION DETAILS

Name Milton School Care Club
Address Milton Primary School
Leek Road, Milton
Stoke on Trent
Staffs

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

Milton Out of School Care Club opened in 2001. It operates from four rooms in Milton Youth and Adult Centre. The club serves the local area.

There are currently 33 children from 3 to 11 years on roll. Children attend for a variety of sessions. The setting supports children with special needs.

The club opens five days a week during school term time and most of the school holidays. Sessions are from 07:30 to 9:00 and 15:15 to 18:00 during term time and 07:45 to 17:30 during holiday time.

Three part time staff work with the children. All have early years qualifications to NVQ level 2 or 3.

How good is the Day Care?

Milton Out of School Care Club provides satisfactory care for children. There is an adequate understanding of the National Standards. However, a failure to inform Ofsted of staffing changes means that relevant clearance procedures have not been completed for new staff. There are some well documented policies and procedures in place; although policies for behaviour management, special needs and comprehensive medication procedures are not in place. There is an induction programme for new staff. The premises are clean and tidy and offer a welcoming environment for parents and children.

Attention to safety is a priority and risk assessments are carried out, however, staff have insufficient knowledge of child protection issues and procedures. Effective daily routines encourage children to learn about hygiene practice and children understand the importance of hand washing after toileting and before eating.

Staff develop trusting relationships with children. Staff talk and play with the children. Children are happy, settled and behave well. Effective use is made of the available space and an interesting, varied range of activities are planned for the children.

There are positive relationships with parents and carers. Parents are informed of how the setting operates through policies and information leaflets.

What has improved since the last inspection?

Not applicable, as there were no actions raised at the previous inspection.

What is being done well?

- Space is well used to provide children with a broad range of activities to promote their development and learning.
- Positive relationships are developed with parents. Information is shared daily to ensure the needs of the children are fully addressed.

What needs to be improved?

- the system to inform Ofsted of any staffing changes
- the system to record children's arrival times
- the arrangements to obtain parental signatures on medication records
- the devising of a written special needs statement and behaviour management statement
- the developing of staff knowledge of child protection issues and ensuring that the child protection statement includes details of the procedures to follow if an allegation is made against staff.

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	Ensure that Ofsted are informed about any changes to the person in charge and adults working with the children and ensure that appropriate procedures are in place to protect children from persons not vetted.	02/08/2004

13	Develop staff's knowledge and understanding of child protection issues and ensure that the child protection procedure for the club complies with local Area Child Protection Committee (ACPC) procedures.	30/09/2004
7	Ensure that parents sign the medication administration records to acknowledge the entry.	30/09/2004

The Registered Person should have regard to the following recommendations by the time of the next inspection	
Std	Recommendation
11	Devise and implement a behaviour management policy.
2	Improve the accuracy of the details recorded in the daily attendance record.
10	Devise and make available to parents, a written statement on special needs which is consistent with current legislation and guidance. Ensure that this is understood and implemented by all staff.

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.