



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 101494

INSPECTION DETAILS

Inspection Date 11/12/2004
Inspector Name Jennifer Read

SETTING DETAILS

Day Care Type Out of School Day Care
Setting Name Hop, Skip and Jump Cotswold
Setting Address Seven Springs
Cheltenham
Gloucestershire
GL53 9NG

REGISTERED PROVIDER DETAILS

Name The Committee of Hop, Skip and Jump Cotswold

ORGANISATION DETAILS

Name Hop, Skip and Jump Cotswold
Address Seven Springs
Cheltenham
Gloucestershire
GL53 9NG

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

Hop, Skip and Jump Cotswold opened in 1982 and is funded and managed by Seven Springs Foundation. The centre operates from two log cabins located in the rural area of Seven Springs to the south east of Cheltenham. The centre has an art room, main hall with soft play area, kitchen, sensory room, clinic, parents room and changing and toilet facilities. There is an enclosed adventure play area and playing fields for outdoor activities. The centre support special needs children from Gloucestershire and are open to groups on a pre-booked basis, families are welcome at any time.

A maximum of 60 children may attend the centre at any one time. There are currently 18 children aged from 4 to under 8 years. Additional care is provided for children up to 18 years. The centre is open Monday, Tuesday, Wednesday, Friday and Saturday from 09.00 to 17.00 all year round. Children are accompanied by their teachers or carers during the week. On alternate Saturdays children under eight are collected in the centre's mini-bus and may attend unaccompanied from 10.00 to 15.00.

The children are cared for by a team of 10 members of staff most of whom hold recognised child care qualifications. The team leader is working towards the National Vocational Qualification (NVQ) in Playwork at Level 3 and the deputy has the NVQ in Early Years and Education at Level 3. All staff have completed child protection training and three staff have completed an approved first aid course.

How good is the Day Care?

Hop, Skip and Jump Cotswold provide satisfactory care for children. They offer a bright, cheerful and welcoming setting. Space is used and organised well to provide a wide range of indoor and outdoor experiences for children. Staff are very observant and implement high levels of safety. Detailed, daily risk assessments are completed and two-way radios are used successfully by staff to ensure children are safe and secure. The rooms are clean and well maintained and cleaning rotas are displayed and completed appropriately by staff.

There are effective procedures for staff recruitment and induction. The well-qualified and committed staff team provide a range of activities and play opportunities to support children's interests. Staff actively promote children's independence and decision making skills during play and daily routines. They encourage children to

express themselves and explore movement and climbing in the soft play and adventure play areas. Children appear happy and investigate the lights, music and tranquillity of the sensory room.

Meal times are used well to promote children's social skills. Staff have a sound knowledge of the children and meet their individual needs effectively. The centre have a proactive approach to integrate and include all children and carers. They provide suitable resources and support to promote children's welfare. Staff manage children's behaviour well.

The centre have established a close partnership with parents. Termly newsletters, the centre website, parents membership and regular communication are used well to keep parents informed about the setting and their child's care. Not all records are signed and shared with parents. The lost and uncollected child, sick child, complaints and child protection policies are not in place or contain all the recommended detail. All records and documentation are stored securely to maintain confidentiality.

What has improved since the last inspection?

At the last inspection, the provider was given six actions to address: to devise an action plan that sets out how supervisors will achieve a level 3 qualification; to extend the complaints and child protection policies and include the procedure if an allegation of abuse is made; to ensure all policies and procedures are made available to parents; to request written permission from parents to seek emergency medical advice or treatment and to follow written advice from a medical practitioner regarding all prescribed medications given to children. The team leader and deputy have completed appropriate level 3 qualifications. The child protection and complaints policies are in place. Not all the recommended detail is included to ensure staff and parents have a clear knowledge of procedures to follow. A letter was sent to all parents informing them the centre policies are available at any time. Daily medication is kept in the office when children attend and only administered by senior members of staff in line with the written instructions. This enables staff to monitor the administration of medication safely.

What is being done well?

- Staff demonstrate a sound knowledge of the children and meet their individual needs well. Staff have a proactive and inclusive approach to the care of special needs and provide suitable resources and play opportunities to encourage children's independence, decision-making skills and interests.
- Children's safety and well-being is paramount. Staff take effective steps to ensure children play within a safe and secure environment. Access to the setting is monitored successfully with a buzzer entry system and staff supervision of the gate. Staff have completed suitable mini-bus training to transport children safely and maintain high staff to child ratios.
- The setting is inviting and welcoming for children and parents. The climbing structures and adventure play areas are well organised and designed to

enable children with special needs to explore freely and take risks safely.

What needs to be improved?

- the policies and procedures for, a lost or uncollected child, the exclusion of children who are ill or infectious, complaints and the procedure to follow if an allegation of abuse is made while a child is in the care of the setting
- staff's knowledge of child protection procedures.

PREVIOUS COMPLAINTS (This section applies only to inspections carried out from September 2004. The complaint record relates to complaints from the last inspection or 1st April 2004 whichever is later.)

There are no complaints to report.

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
14	Devise a policy and procedure if a parent fails to collect a child or a child is lost.	28/02/2005

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

Std	Recommendation
7	Devise and implement a policy about the exclusion of children who are ill or infectious, and ensure medication and accident records are shared and signed by parents.
12	Extend the complaints procedure to include the Ofsted contact details and make all policies available to parents.

13	Develop staff's knowledge and awareness of child protection issues and extend the procedure to follow if an allegation of abuse is made while a child is in the care of the setting.
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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.