



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 955621

### INSPECTION DETAILS

Inspection Date	08/08/2003
Inspector Name	Sheila Collins

### SETTING DETAILS

Day Care Type	Out of School Day Care
Setting Name	West Berkshire Mencap Childrens Services
Setting Address	Enborne Gate, Enborne Road Newbury Berkshire RG14 6AT

### REGISTERED PROVIDER DETAILS

Name	West Berkshire Mencap
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### ORGANISATION DETAILS

Name	West Berkshire Mencap
Address	Enborne Gate, Enborne Road Newbury Berkshire RG14 6AT

## 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

West Berkshire Mencap Children's Services are provided by West Berkshire Mencap, a registered charity. The out of school care services, which first started in 1997, meet in the Mencap Centre building, which is owned and run by the charity. The centre is purpose built and facilities include a large hall, a multi - sensory room, a quiet room and an enclosed outdoor play area.

Children attending have learning disabilities and come from all areas of West Berkshire. Facilities offered include a holiday playscheme, Saturday schemes and an after school club.

The playscheme operates for a number of weeks during school holidays, offering activities and care for 25 children aged three to eight years and also for children aged eight to nineteen years. This meets on Mondays, Tuesdays , Thursdays and Fridays between 9:30 and 15:30.

'Sat Fun' meets one Saturday per month, offering activities and care for eight children aged five to ten years between 9:30 and 12:30 and 13:30 and 16:30.

'Share Our Saturdays' meets on two Saturdays per month, offering activities and care for six children aged five to thirteen years between 10a.m. and 4p.m.

After school clubs meet during term time only. On Monday, Tuesday, Wednesday and Friday, the 'Active Zone' catering for 12 children aged four to nineteen operates between 15:30 and 18:00 .On Thursdays, between 16:30 and 18:30, the 'Fit Club' caters for a maximum of 12 more able children aged eleven to sixteen years.

The Children's Activities Officer and the leaders of all the Clubs have or are undertaking early years qualifications. A variety of staff are employed during the year, as well as volunteers.

### How good is the Day Care?

West Berkshire Mencap Children's Services provides a good standard of care for children. All aspects of the provision are well organised and effective use is made of staff, volunteers, space and resources to ensure that all children are well cared for. High priority is given to ensuring children's safety collectively and individually, both at the centre and on outings. Staff are aware of safety issues with the perimeter fence and ensure that the children are not allowed in the area.

The centre is well resourced and children have a range of stage appropriate activities and equipment to choose from. All children attending have special needs and staff work with 1:1 volunteers and parents to ensure that each child is well supported, cared for according to their specific needs and are included in activities, which are appropriate for them. Individual care patterns and behaviour strategies are agreed with parents and consistently followed. Comprehensive policies and procedures are in place to guide staff but not all of these are shared with parents at the present time.

There is a good partnership with parents and carers. Staff and volunteers update them daily on the activities their child has taken part in. Parents receive a handbook and regular newsletters .

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

The last inspection was transition inspection.

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

- Staff and volunteers work with parents to ensure that the children's individual needs are met. Individual care and eating patterns, behaviour management strategies and play plans are followed.
- Children have a wide variety of stage appropriate resources to choose from.
- Staff and volunteers are vigilant at all times to ensure children's safety.

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

- the procedures for registration to include times of arrival and departure of children;
- (Standard 2.)
- the written procedures to be followed if a child was to become lost or is uncollected;
- ( Standard 2)
- the sickness and exclusion policy due to illness; ( Standard 7)
- the complaints procedure to include OFSTED; ( Standard 12)
- the availability of the child protection procedure to parents. ( Standard 13)

### **Outcome of the inspection**

Good

## **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	devise and implement a procedure to be followed in the event of a child not being collected or becoming lost	31/10/2003

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

Std	Recommendation
2	ensure that the times of arrival and departure of children are recorded in the registers
7	devise and implement a policy and procedure to be followed if a child becomes ill whilst at the centre and to prevent the spread of infection.
12	ensure that the complaints procedure includes the details of OFSTED as regulator.
13	make available the child protection procedures to parents.

## **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.*