



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 260711

INSPECTION DETAILS

Inspection Date 05/08/2003
Inspector Name Rosalie Mary Turner

SETTING DETAILS

Day Care Type Out of School Day Care
Setting Name Activate
Setting Address 14 Ipswich Road
Norwich
Norfolk
NR2 2LR

REGISTERED PROVIDER DETAILS

Name u/a

ORGANISATION DETAILS

Name u/a
Address u/a
,
u/a

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

Activate is a holiday activity programme which opened in 1999. It operates from the pre-preparatory building of Town Close House School in the city of Norwich. The premises offer a sports hall, computer room, art and craft room, heated indoor swimming pool, playing fields and scenic woodlands. The holiday activity programme serves a wide catchment area and caters for children from a variety of backgrounds.

There are currently 43 children from five to under eight years on roll. The activity programme also caters for children aged eight to fourteen years in separate areas of the school.

The group opens five days a week during two weeks of the school summer holidays. Sessions are from 08:30 until 17:30.

The facility employs seven staff, six of whom have early years qualifications. Four staff work with the children at any one time, supported by student team leaders. The staff do not follow any formal teaching methods. However, they work towards the aims of the facility to provide a caring and supportive environment where children can further their range of skills and experiences through play.

How good is the Day Care?

Activate provides satisfactory care for children aged five and under eight years.

The staff work well as a team. Their experience as teachers and qualifications in early years give them appropriate skills and knowledge which are practised in the setting. Most paperwork is in place to enable the group to run effectively, although there is no procedure to show actions if a child is lost, uncollected or missing.

Staff show good awareness of children's safety. They assess possible danger well to enable children to play with minimum risks both inside and outside. However, not all details are recorded when fire drills are practised. Staff have good hygiene standards. The purpose provided sick bay allows children who are unwell to be cared for away from the holiday activities and helps to prevent the spread of infection.

Staff spend time with children to ensure that children from all backgrounds and of all abilities are fully included. They encourage children to respect each other's needs

and feelings to help each child feel valued.

The partnership with parents is mainly good although parents have not given written consent as to who can collect their child. The parent guide and policies inform parents of practices and the two way flow of information on a daily basis ensures children are cared for according to their parents' wishes.

What has improved since the last inspection?

At the last inspection Activate was asked to keep a record of fire drills and to develop their child protection and complaints procedures.

Fire drills are recorded in a booklet but not all details are in place according to the Fire Safety Officer's requirements. The increased detail in the child protection policy raises staff and parents' awareness of referral procedures and is helping to protect children from possible abuse. The expansion of the complaints policy enables parents' concerns to be dealt with promptly and fairly.

What is being done well?

- Staff plan a varied programme of activities which enables children to have fun and to develop their capabilities in all areas of learning.
- Staff are friendly and approachable and children are confident in their company. The staff make good use of praise and encouragement to help children to work together, share and take turns.
- The child centred environment, with good facilities and displays of children's work is welcoming to the children and helps them to settle quickly.
- The wide range of stimulating toys and equipment enables children to experiment and develop their own ideas. All equipment is easily accessed to allow children to self select and play independently.
- Staff have a calm and consistent approach to the children. They give clear explanations when they modify unwanted behaviour which is helping children to learn right from wrong.

What needs to be improved?

- familiarity with the National Standards and associated guidance for Out of School Care;
- the records of fire drills - to record numbers of adults and children involved, location of the fire, duration of the drill and problems encountered;
- the policies - to reflect the positive behaviour management techniques that are used in the group and to show actions that would be taken if a child is lost, uncollected or missing;
- documentation - to obtain written parental consent as to who can collect their child.

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
6	show how records of fire drills are kept to the satisfaction of the Fire Safety Officer. (This refers to the numbers of adults and children involved, location of the fire, duration of the drill and any problems encountered)	06/08/2003
14	develop a procedure showing actions to be taken in the event of a child being lost, uncollected or missing	31/08/2003

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

Std	Recommendation
1	obtain a copy of the National Standards and associated guidance for Out of School Care and ensure you are familiar with them
11	review the behaviour and sanctions policy to reflect the positive techniques that are used in the group
12	obtain prior written consent from parents as to who can collect their child

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.