



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 311468

### INSPECTION DETAILS

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|-----------------|------------|
| Inspection Date | 09/11/2004 |
| Inspector Name  | Pam Hill   |

### SETTING DETAILS

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|-----------------|--|
| Day Care Type   | Out of School Day Care   |
| Setting Name    | Bradley Out of School Club   |
| Setting Address | Bradley Community Centre<br>St Thomas Gardens<br>Huddersfield<br>West Yorkshire<br>HD2 1UZ |

### REGISTERED PROVIDER DETAILS

|      |   |
|------|---|
| Name | The Committee of Bradley Out of School Club |
|------|---|

### ORGANISATION DETAILS

|         |  |
|---------|--|
| Name    | Bradley Out of School Club   |
| Address | Bradley Community Centre<br>St Thomas Gardens<br>Huddersfield<br>West Yorkshire<br>HD2 1UZ |

## 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

Bradley Out of School Club opened in 1998 and operates from a detached single storey building in Bradley, within walking distance of Bradley Junior & Infant School and main bus routes from Huddersfield Town centre. The club has access to a large open play room for play and activities, with kitchen and toilet facilities adjoining. The premises benefit from access to an enclosed outdoor play area. A maximum of 32 children may attend the Out of School Club at any one time. The club is open from 07:45 until 08:45 and 15:00 until 18:00 five days a week, during term times. During school holidays, the club is open from 08:00 until 18:00.

There are currently 43 children aged from 4 years on roll including 11 children aged over 8 years. The club serves the local community and children attend for a variety of sessions. The club does not currently support any children who have special needs or those who speak English as an additional language.

There are four regular part-time staff who work with the children. Two members of staff have an Early Years qualification to NVQ level 2 or 3 and one member of staff is currently working towards a qualification. The club receives support from the Local Authority and is a member of the Kids Club Network.

### How good is the Day Care?

Bradley Out of School Club provides good quality care for children. Staff are deployed effectively and have a clear understanding of their roles. The premises are warm, welcoming, clean and well maintained, space within the open plan playroom is used effectively with areas created for different types of play. Toys and resources are of good quality and range, are presented at low level, encouraging children to self select and have an input into toys and resources available. Outdoor play is provided through use of an enclosed basketball court, close to the premises. All policies and procedures are in place and the vast majority include sufficient detail. However, systems to monitor staff training needs are currently basic.

Staff have a good understanding of safety through regular risk assessments and security is given priority. Children's understanding of fire safety is actively promoted and systems are in place to promote safety on outings and effectively minimise hazards. Children's personal hygiene routines are promoted and staff are familiar with systems to record accidents and administer medication. Staff understand their role in protecting children and are aware of the need to attend training relevant to

their role. They have a good awareness of the children's individual needs relating to personal care and dietary requirements.

Staff interact well with the children, encourage social skills, facilitate play and are vigilant through effective deployment. Flexible activity plans allow children's requests regarding toys and resources to be included. Staff are consistent in their approach to managing behaviour, provide regular praise, resulting in confident and well behaved children.

The group have a positive relationship with parents. However, systems are not fully in place to provide parents with all the information relating to the setting, and the requirements for packed lunches. A professional relationship is maintained through detailed contracts.

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

At the last inspection, the committee agreed to address several issues relating to documentation. All policies are now in place and include sufficient detail providing a clear outline of the service. The committee also agreed to meet recommendations made by the fire department, increase the number of qualified staff and address several issues relating to safety on the premises. Staff have attended training and currently half hold an Early Years Childcare qualification to NVQ level 2 or 3. A new fire exit has been fitted and a daily risk assessment introduced effectively minimising hazards and promoting a safe play environment for the children.

In addition the committee also agreed to improve children's access to drinking water and improve the staff's awareness and understanding of effective behaviour management strategies. Children now have access to a drink throughout each session and staff have attended training on behaviour management strategies, promoting consistency and providing children with clear guidance.

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

- The staff interact well with the children. They spend time asking questions, extending discussions and help to facilitate the children's play. Children are confident, well behaved, happy to attend and eager to participate in activities.
- Children's involvement in the group is actively encouraged. Children's views regarding foods and daily activities are sought enabling staff to provide a variety of toys and resources that reflect the children's interests. Flexible activity plans allow the children's requests to be met regularly.
- Staff are deployed effectively, have a good understanding of their roles and use space well to create areas for different types of play, whilst allowing children to move freely between activities. Low level storage encourages self selection and promotes decision making skills.
- The premises are safe, secure, clean and well maintained. Information is displayed for parents and children including examples of work promoting a welcoming environment and providing the children with a sense of belonging.

- Staff have a good understanding of the children's individual needs, preferences, diets and allergies fostered through regular discussions with parents, a good level of interaction and information shared between the club and the school. Effective systems are in place to support children with Special Needs.

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

- systems to share policies and procedures with parents paying particular regard to sharing child protection procedures before children are admitted into day care
- documentation to ensure staff files include details of any induction and staff appraisal undertaken
- information provided for parents relating to the storage of foods.

#### **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.)**

Since April 2004 there has been one complaint about National Standard 12: Working in Partnership with Parents and Carers regarding staff not maintaining confidentiality and meeting parental wishes. The group have provided Ofsted with a report about how they will investigate the complaint. The investigation is still on going and the group remain qualified for registration.

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

| Std | Recommendation  |
|-----|---|
| 2   | Further improve the individual staff records to include information about induction programme and appraisal system. |

|    |  |
|----|--|
| 8  | Develop system to advise parents of what can be stored safely within packed lunches.   |
| 12 | Increase opportunities for parents to become familiar with all of the clubs policies and procedures; including the Child Protection procedure before children's admission to day care. |

## **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.*