



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 509544

INSPECTION DETAILS

Inspection Date 16/08/2004
Inspector Name Hazel Farrant

SETTING DETAILS

Day Care Type Out of School Day Care
Setting Name Yateley Manor Playscheme
Setting Address C/O Yateley Manor Preparatory School
51 Reading Road
Yateley
Hampshire
GU46 7UQ

REGISTERED PROVIDER DETAILS

Name YATELEY MANOR SCHOOL

ORGANISATION DETAILS

Name YATELEY MANOR SCHOOL
Address 51 Reading Road
Yateley
Hampshire
GU46 7UQ

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

Yateley Manor Playscheme has been established since 1990. The playscheme is held in Yateley Manor School in Yateley. The playscheme uses the school's facilities and grounds. The playscheme is open to the children of Yateley Manor School and serves the families from the surrounding areas.

The playscheme is open Monday to Friday from 08:30 to 17:00 during the holidays. The club is registered to care for a maximum of one hundred and fifty children aged three to under eight years old. Children aged between eight and thirteen years also attend the playscheme. There are currently no children attending who have special education needs or who speak English as an additional language.

Ten members of staff work with the children and are suitably qualified. Half the staff hold current First Aid certificates.

How good is the Day Care?

Yateley Manor Playscheme provides satisfactory quality care for children. Staff interact warmly with the children. They provide attention to the children, involving themselves in the play. The club operates in the Yateley Manor School building and has use of many of the school's facilities including an indoor swimming pool. They have use of a secure outside area for physical play. The playscheme is run predominantly by staff from Yateley Manor School, who have suitable qualifications. Staff are committed to updating skills and knowledge by making use of available training. Most policies and documentation are in place, however regulatory policies such as procedures for a 'lost child' or 'failure to collect a child' need to be devised and implemented. A record of all children's dates of birth will be included in their documentation.

Staff have regard to children's safety both indoors and outside. They encourage children to be aware of personal hygiene and develop independence in their personal care. Children follow a healthy and nutritious diet, individual dietary requirements are met. The staff team supports children with additional needs and all children are treated with equal concern. Staff have knowledge of child protection, parents read the policy for information.

The staff offer children a range of activities, children have opportunities of self-selection so that their needs are met. Children are developing independence

they can self-select activities and pour out their own drinks. Staff spend time talking and listening to children extending their knowledge and understanding. Staff provide good role models for children and are consistent and caring, using praise and encouragement appropriately. Children are secure in their environment.

Parents are welcomed in the group and encouraged to talk over any concerns with their child's key worker. Parents can access policies via the internet.

What has improved since the last inspection?

Not applicable.

What is being done well?

- Children have free choice of age appropriate toys, so that individual preferences are met. Children are able to choose activities. Children are developing independence they can choose resources from boxes and tables. Staff spend time talking and listening to children extending their knowledge and understanding.
- Children's individual dietary requirements are high priority. Children follow a healthy and nutritious diet and have good opportunities of choice.
- The group's behaviour management strategy promotes good behaviour in children and enables them to play well and co-operate together. The clear guidelines help children feel secure in their environment. Staff act as good role models, which helps children to develop their relationships.
- The group fosters good partnerships with parents and liaises closely with them to ensure they are involved and informed about their child's care. Parents read policies via the internet. Staff give daily information to parents at collection time.

What needs to be improved?

- records and documentation to be reviewed and updated to include: lost child policy; failure to collect policy; special needs policy; record clearly children, staff and visitors time of arrival and departure; keep a record of fire/emergency evacuation drills; complaints policy to have Ofsted's address and telephone number added; keep a signed record of existing injuries; DC2 forms to be completed by all staff; display conditions of registration certificate; display public liability insurance; record all children's dates of birth.

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
2	devise and implement a procedure to be followed in the event of failure to collect a child or a child being lost	16/12/2004
12	keep a record of children's dates of birth	16/12/2004
14	display a copy of conditions of registration	16/12/2004

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

Std	Recommendation
14	Review and update documentation.

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.