



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 511584

INSPECTION DETAILS

Inspection Date 05/08/2003
Inspector Name Susan, Esther Harvey

SETTING DETAILS

Day Care Type Out of School Day Care
Setting Name Westlea After School, Breakfast & Holiday Club
Setting Address Sunshine Room & Mobile Classroom
Weastlea School, Langstone Way, Westlea
Swindon
Wilts
SN5 7BT

REGISTERED PROVIDER DETAILS

Name The Committee of Westlea After School, Breakfast & Holiday Club

ORGANISATION DETAILS

Name Westlea After School, Breakfast & Holiday Club
Address Sunshine Room & Mobile Classroom
Weastlea School, Langstone Way, Westlea
Swindon
Wilts
SN5 7BT

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

Westlea After School Club, Breakfast Club and Holiday Playscheme opened in 1991. It operates from two mobiles which are on the site of Westlea Primary School, Westlea, Swindon.

The club serves the local area.

There are currently 50 children from four to eight years on roll. Children attend a variety of sessions. Two children have special needs and there are no children who speak English as an additional language.

The group opens five days a week during term time from 07:45 to 08:45 and from 15:00 to 18:00. During holiday times the group opens five days a week from 08:00 to 18:00.

Five part-time and full-time staff work with the children. Four have a qualification in play work, and one staff member has a level two qualification in early years.

The setting receives support from the Early Years Development and Childcare Partnership.

How good is the Day Care?

Westlea After School, Breakfast and Holiday Club provide satisfactory care for children.

All staff work together as a team, and have appropriate qualifications. The way the club is organised, gives the children an opportunity to be part of the decision-making process. The space and resources available for children to use have been creatively managed by the staff, and give the children independence through being able to make choices. Most policies and procedures are comprehensive and made available for parents in a Welcome Pack, however they lack detail in some areas.

The staff are generally aware of safety and most potential hazards within the setting. The staff are proactive in maintaining children's understanding of appropriate hygiene practices and encouraging healthy eating options.

The staff provide a stimulating range of activities and topics which encourages children's imaginative and creative abilities by designing and making fun clothes.

The children were able to use a variety of textures and materials whilst doing this. Resources and projects provided by the staff enable equality of opportunity for the children, and children with special needs are well supported. Children's self esteem is encouraged through appropriate praise and action from the staff, and the children respect each other's feelings.

All staff are fully aware of child protection issues and parents made aware of the procedure. However one area of the procedure lacked detail.

Parents are involved in the management of the club, and there is an adequate system in place for the exchange of information between parent and staff, which enables an effective partnership.

What has improved since the last inspection?

At the last inspection Westlea After School Breakfast and Holiday Club were asked to provide, relevant vehicle documents for transporting children in a car, these were provided and copies retained on the premises. The club were also asked to provide a sick children's policy this has now been incorporated into the main parent pack.

What is being done well?

- The space available for the children is organised creatively so that they are well cared for and supported during the session.
- The children have the opportunity to be involved in part of the decision-making process in the club, and staff provide a stimulating and interesting range of activities for the children.
- The staff are proactive in ensuring that children maintain good hygiene practices by regular monitoring.
- The children have an input into what snacks are purchased, by the use of a comment sheet. This enables the children to have independent choice of the food they eat.
- The staff are inclusive and provide children with the opportunity to develop their independence, children's differences are acknowledged by encouraging choice and comments.

What needs to be improved?

- the induction process ensuring that new staff understand all aspects of the health and safety procedure;
- the security of the premises which is to be included in a written risk assessment;
- the access to staff qualification and training records; and
- parental access to the regulator's contact details.

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	ensure that the name and telephone number of the registered person is available to parents	05/08/2003

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

Std	Recommendation
2	ensure that staff have an adequate induction programme which covers all aspects of health and safety and that their training and qualification records are available for inspection
6	provide a written risk assessment that takes into account the security of the premises
12	provide parents with the regulator's contact details
13	ensure that there are written procedures in the event of an allegation being made against a member of staff or volunteer

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.