



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 127232

### INSPECTION DETAILS

Inspection Date 13/08/2003  
Inspector Name Jackie Liffen

### SETTING DETAILS

Day Care Type Out of School Day Care  
Setting Name Headcorn Playscheme  
Setting Address Headcorn C.P. School,  
Headcorn  
Ashford  
Kent

### REGISTERED PROVIDER DETAILS

Name Headcorn parish Council

### ORGANISATION DETAILS

Name Headcorn parish Council  
Address C/O Helen Anderson  
41 Oak Farm Gardens  
Headcorn, Ashford  
Kent  
TN27 9TZ

## 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

Headcorn Playscheme is controlled by Headcorn Parish Council and Maidstone Borough Council.

It opened in the 1980s and was registered in 1991 under the 1989 Children Act. It operates from part of the local school premises, including the hall and an outside play area, during four weeks of the summer holidays.

It is registered to accept a maximum of 90 children aged 4 - 12 years of age, with no more than 50 being under 8 and no more than 40 under 5. There are currently approximately 150 children on roll.

Ten full-time staff work with the children of whom two are qualified primary school teachers.

### How good is the Day Care?

Headcorn Playscheme provides satisfactory care for children. Although none of the staff have early years qualifications, most of them are experienced and knowledgeable about the best ways of presenting activities which the children enjoy.

The adult:child ratios are well met and at first younger children are grouped together until they gain enough confidence to join in with the older ones. The premises are safe, secure and suitable for the purpose and the resources, toys and activities help to create an accessible and stimulating environment.

Children are able to play with a range of toys and activities and have the opportunity to enhance their development in all areas. Staff are aware of the importance of promoting equality of opportunity and anti-discriminatory practice for all children. The group displays their behaviour management policy on the notice-board.

Staff take active steps to promote safety within the setting and try to ensure that proper precautions are taken to prevent accidents. They are aware of the need for children to maintain good hygiene practices. The group provides plenty of drinks for children which they can help themselves to at any time. They are aware that some children may have special needs.

Relevant documentation is available on site, which staff are able to use, in order to care well for the children, and deliver activities which are fun and enjoyable.

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

Since the last inspection, new fencing has been erected which prevents children reaching the stream. Records are kept for the appropriate length of time and the girl's cloakroom is sufficiently clean. However, the complaints policy is still not up-to-date. Leaders have also introduced new activities which expand the experiences available to children.

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

- Younger children are grouped together until they have the confidence to choose and join in other activities.
- Weekly plans are pinned on the notice-board.
- Children choose their own activities and staff are aware, so that each child is encouraged to undertake each activity on offer.
- Children can play in the large school hall where they have plenty of space.
- Children have all the resources necessary for them to use their imagination in their play and creativity.
- Children can help themselves to drinks at any time.
- Sufficient, understanding staff provide 1:1 help if necessary.
- Parent's permission is sought for extra-curricular activities.

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

- the numbers of qualified staff; (Standard 2)
- a written risk assessment; (Standard 6)
- a written policy on sick children; (Standard 7)
- the nutritional value of snacks; (Standard 8)
- the resources depicting other cultures/disabilities; (Standard 9)
- a written special needs policy; (Standard 10)
- a complaint's policy; (Standard 12)
- the staff's knowledge of child protection procedures; (Standard 13)
- the updating of policies. (Standard 14)

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

Std	Recommendation
1	ensure that there are effective procedures in place for checking that staff are suitably qualified and/or experienced to work with children
6	consider developing a written risk assessment;
7	develop a written policy explaining procedures when children are sick;
8	consider how snacks can provide nutritional value to children;
9	seek advice regarding the provision of appropriate resources
10	consider how to develop a written policy on special needs;
13	ensure that all staff have a good knowledge of child protection procedures;
14	ensure that policies are revised to reflect current procedures

## **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.*