



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN EY235703

### INSPECTION DETAILS

Inspection Date 03/02/2004  
Inspector Name Susan Cox

### SETTING DETAILS

Day Care Type Out of School Day Care  
Setting Name Reepham Primary School  
Setting Address School Road  
Reepham  
Norwich  
Norfolk  
NR10 4JP

### REGISTERED PROVIDER DETAILS

Name The Committee of Reepham After School Club 1089989.

### ORGANISATION DETAILS

Name Reepham After School Club  
Address Reepham Primary School  
Schoolroad Reepham  
Norwich  
Norfolk  
NR10 4JP

## 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

Reepham Out of School Club was registered in September 2002. It operates from the Reepham Primary School dining room, with use of the school hall during the winter months for indoor physical play. Toilets are available within the school. The outside play area is also used. The group serves the children and families of the school and surrounding area.

Registration is for 24 children from the age of four to eight years. Children up to 12 years of age may also attend. Children attend for a variety of sessions. The group welcomes children with special needs and those who have English as an additional language.

The group opens Monday to Friday during term times from 07:45 to 08:45 and also from 15:00 to 18:00. During holidays a play scheme is provided from 08:00 to 18:00.

Four staff work with the children during term times. One holds early years qualifications and three are currently training. Further staff are available during holidays.

The group works in partnership with the school. It is currently undertaking the Norfolk Kite Mark as part of quality assurance.

### How good is the Day Care?

Reepham Out of School Club provides good quality care for children from four to eight years of age.

The qualified and experienced manager supports a team of staff who are actively engaged in training to meet qualification standards. They supervise children and may be assisted by a parent for the walk to the High School where sessions are provided by qualified sports coaches. There is a clear understanding of the way these sessions are run, but they are not covered by written procedures or a risk assessment. The school dining room presents as a bright, attractive and child centred environment. The school hall, playground and field are all used in appropriate weather conditions to provide a variety of play environments. Record keeping is clear and generally confidential.

Staff have a sound understanding of keeping children safe. They monitor access but the premises are not always secured. Information is gathered to enable staff to

respond appropriately to accidents or children's health needs. Children receive a range of balanced snacks, which encourage healthy eating. There is an inclusive attitude that values each child as an individual with activities being adapted as appropriate for children with special needs.

Staff plan an interesting and stimulating range of activities on the premises. There are many opportunities for children to develop their independence and self-esteem. Staff know the children well and aim to develop particular interests. Football, tennis and gym coaching plus swimming enable children to take part in a comprehensive range of activities, according to parental wishes. Behaviour is good.

There is an effective partnership with parents involving a daily exchange of information, to ensure the children are cared for appropriately. Staff have systems for passing information between parents and the school to ensure all are well informed to meet the needs of the children.

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

Not applicable.

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

- Staff talk and listen to the children. They value what they say and extend learning opportunities through play and conversations. New words are introduced appropriately, ensuring children know their meaning, such as nocturnal and extinct when talking about birds. Children are enthusiastic about bird watching and have made bird feeders that they can see from the playroom.
- Children are consulted about the snacks that are prepared. They help make a shopping list, asking for favourites to be included such as more bananas and variety packs of cereals for breakfast. Children enjoy a wide range of fresh fruit such as pineapple, kiwi and plums, along with bananas, apples, pears and oranges, which encourages healthy eating.
- Children are encouraged to be independent. They help set out and clear away activities, working well together and with the staff. They are included in the selection and preparation of snacks and enjoy washing up their own crockery and cutlery.
- Children have made a book about expectations of behaviour in the group. Staff are good role models, using praise and encouragement appropriately. Issues are dealt with consistently with clear explanations and the children being encouraged to apologise. Children are learning right from wrong in a supportive environment.
- There are secure relationships with parents. A leaflet gives good information about the service the group offers and there is a flexible settling in procedure to meet individual needs. Policies and procedures reflect the running of the group and are available to parents. Questionnaires have been used with parents and children to assess their views.

**What needs to be improved?**

- written procedures/risk assessments for coaching activities and swimming, including walking children to and from the school
- the risk assessment of the security of the premises
- confidentiality of recording accidents

**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	Develop a written risk assessment and procedures for activities such as swimming and coaching sessions, which includes the safety of getting the children to and from the activities.
6	Conduct a risk assessment of the security of the premises and take any identified action.
14	Review the recording of accidents to ensure confidentiality.

## **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.*