



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN EY233061

### INSPECTION DETAILS

Inspection Date 13/10/2003  
Inspector Name Joanne Lindsey Caswell

### SETTING DETAILS

Day Care Type Out of School Day Care  
Setting Name Action House  
Setting Address St. Paul's School  
St. Pauls Road West  
Dorking  
Surrey  
RH4 2HS

### REGISTERED PROVIDER DETAILS

Name The Committee of Action House

### ORGANISATION DETAILS

Name Action House  
Address St Pauls School  
St Pauls Road West  
Dorking  
Surrey  
RH4 2HS

## 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

Action House opened in 2002. It operates from within the school hall of St Paul's School, Dorking and is open to the pupils of the school. It is registered for children from 4 to 8 years, but children up to 11 years may attend and are included in the registered numbers.

Action House opens every weekday, during term time, from 15:20 to 18:00 and is also open during school inset days, by arrangement.

A team of qualified and experienced play worker staff supervise the children and offer a range of activities making full use of the school's facilities.

### How good is the Day Care?

Action House provides good quality care for children. Staff accept their regulatory responsibilities and are dedicated to providing a high quality, professional service. The club is very well organised with effective staff deployment and conditions of registration adequately met. Staff provide a very relaxed, friendly and welcoming environment in which children are safe, well-cared for and have access to an excellent selection of interesting activities. Resources are plentiful, well-maintained and easily accessible. Regulatory documentation is maintained.

Staff manage health and safety issues well with clear policies and set procedures. Staff are vigilant regarding children's safety and security, and relevant precautions are taken. However, limited information is exchanged between school staff and club staff regarding children's well-being during the school day for club staff to share with parents. Children's dietary needs are recorded and taken into account by staff when planning activities involving food. Anti-discriminatory practice is implemented by all staff and good examples are set for children. Equality is reflected in the range and type of activities provided, enabling all children to participate fully. Children with special needs are supported by staff and are integrated into the club. Staff are aware of child protection issues and implement relevant policies.

Staff plan an excellent range of activities for children. Freedom of choice is encouraged and children play in mixed age groups. All children are valued by staff and their individual needs are identified and addressed. Children's behaviour is managed well, with children devising their own rules and recognising clear guidelines and boundaries.

Staff work hard to establish good working relationships with parents and carers. Parental feedback is encouraged and valued and staff provide a very warm and welcoming environment for all parents.

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

not applicable.

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

- Staff are professional, organised and motivated. They work well as a team, fully support one another and provide a fun, happy, informal and relaxed environment for children.
- Children have access to an excellent selection of resources and facilities. Staff make full use of the outside play areas and supervise children well. Good procedures and lines of communication are in place for staff to supervise children fully, both inside and outside.
- Staff interact with children extremely well. They enjoy their company and are knowledgeable about their differing needs. Children approach staff confidently and are happy in their care.
- Staff implement their regulatory responsibilities well. They demonstrate a full understanding of the National Standards and provide high standards of care.

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

- first aid training for unqualified staff;
- the methods of communication between school staff and club staff;
- the detail included in the complaints policy.

#### **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   |
|-----|--|
| 7   | improve communication between school staff and club staff to ensure relevant information is passed on to parents |
| 7   | ensure a trained first aider is present at all times   |
| 12  | ensure the complaints policy contains details of the regulator   |

## **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.*