



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 136032

INSPECTION DETAILS

Inspection Date 27/06/2003
Inspector Name Nigel Lindsay Smith

SETTING DETAILS

Day Care Type Out of School Day Care
Setting Name Manorbrook Out of School Club
Setting Address Manorbrook Primary School
Park Road
Thornbury
South Gloucestershire
BS35 1JW

REGISTERED PROVIDER DETAILS

Name The Committee of Manor Brook out of School Club

ORGANISATION DETAILS

Name Manor Brook out of School Club
Address Manor Brook out of School Club
Manor Brook Primary School, Park Road
Thornbury, South Glos
BS35 1JW

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

Manorbrook Out of School Club operates from a classroom at Manorbrook Primary School, Thornbury. The club serves the local area; children from other schools may also attend.

A maximum of 24 children aged from four to eight years may attend. Children attend for a variety of sessions. The group supports children with special needs and currently there are no children on roll who speak English as an additional language.

The club opens five days a week during school term times. Sessions are from 08.00 to 08.45 and 15.30 to 18.00 hours.

Five paid staff and a volunteer staff work with the scheme. Two have early years qualifications and two are currently working towards a recognised early years qualification.

How good is the Day Care?

Manorbrook Out of School Club provides satisfactory care for children. The staff are appropriately qualified and experienced and organise the premises and equipment to provide children with a welcoming environment. Staff and committee members maintain a variety of records, policies and procedures, but these do not fully cover all eventualities and legal requirements. There is an wide range of equipment for indoor and outdoor use.

Staff have thorough procedures and practices in place to ensure children's safety. They promote good hygiene and take steps to avoid children catching infection and illness unnecessarily. They have satisfactory arrangements for ensuring that children have a snack on arrival and sufficient drinks, taking account of any dietary needs and allergies. They are aware of any cultural or religious needs that children have and provide equipment to familiarise all children with the wider multi-cultural society. The building is accessible to wheelchair users. The staff have an appropriate general awareness of their responsibility to protect children.

Staff provide children with a range of activities and support them appropriately, also allowing them to relax after their day at school. They provide clear expectations of good social behaviour and manage this effectively. The children are well-behaved and are involved in the activities offered.

Staff make a range of written information available to the parents, including the policies. The parents are able to talk to a member of staff if required when they collect their children.

What has improved since the last inspection?

At the last inspection the club agreed to:

ensure that a written statement on behaviour management including bullying, and a written statement regarding special needs were produced and discussed with parents; these were produced and made available to parents in January 2002.

What is being done well?

- Staff plan a varied programme of activities in a relaxed environment, and the children are able to make their own suggestions.
- The Club has a range of good quality items for indoor and outdoor use, for example, they have provided fixed wooden outdoor equipment
- Staff give high priority to children's safety both inside and outside the scheme, for example, risk assessments are completed and discussed by all staff at their meetings.

What needs to be improved?

- the arrangements in the event of a child being lost or uncollected, so that there are written guidelines;
- the system for recording the administration of medication;
- the written arrangements regarding child protection

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
7	keep a written record, signed by parents, of medicines given to children	30/11/2003

The Registered Person should have regard to the following recommendations by the time of the next inspection	
Std	Recommendation
2	develop procedures to be followed in the event of a child being lost or a parent failing to collect a child
13	develop the statement of child protection arrangements to include the roles of staff

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.