



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 135019

### INSPECTION DETAILS

Inspection Date 29/09/2004  
Inspector Name Helen Maria Steven

### SETTING DETAILS

Day Care Type Out of School Day Care  
Setting Name Burdett Coutts Out Of School Group & Holiday Playscheme  
Setting Address Rochester Street  
Westminster  
London  
SW1P 2QQ

### REGISTERED PROVIDER DETAILS

Name

### ORGANISATION DETAILS

Name Mr Stephen James Brickell & Ms. Caroline Hall  
Address Burdett Coutts Out of School Group & Holiday Playscheme  
Rochester Street  
Westminster  
London  
SW1P 2QQ

## 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

Burdett Coutts Out of School Group & Holiday Play Scheme opened in 1995. It operates from the ground floor school hall at Burdett Coutts Church of England Primary School in Westminster. The provision serves families of children attending the school.

There are currently 28 children from 4 to 7 years on roll and there are also 46 children aged 8 - 11 on roll. Children attend for a variety of sessions. The setting currently supports a number of children with special educational needs and who speak English as an additional language.

The group opens 5 days a week throughout the year. Sessions are from 08:00 until 09:00 and 15:30 until 18:00 during term times and during the school holidays sessions are from 08:00 until 18:00.

11 staff including the providers work both full and part-time with the children. 8 of the staff team are volunteers. 50% of the staff team required to worked with the children under 8 have early years qualifications. The group also use the skills of a table tennis coach for one session each week.

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

### How good is the Day Care?

Burdett Coutts Out Of School Group & Holiday Playscheme provides good care for children.

The play scheme is well staffed with 50% of required staffing staff for children under eight years holding relevant childcare qualifications. The After School Club and Holiday Schemes are mainly staffed by volunteers, many of whom have been working at the club for a number of years and have strong links with the school. The club operates from the school hall and the playground and the environment is made welcoming to the children by the creative use of the wide range of resources and equipment. Most of the relevant paperwork is in place with basic written policies and procedures regarding several issues.

The staff have a good understanding of ensuring children's safety in the club and when on outings, however no written risk assessments are in place. There is a

commitment to providing a service that promotes equality, which is reflected in the resources provided. Staff provide an inclusive service and the providers have a good understanding of child protection issues, which they cascade to the volunteers.

The children are provided with a stimulating range of activities although no specific plans are in place, the staff are very focussed and interested in working directly with the children and behaviour is managed effectively but the good practice is not supported by a written policy.

The staff have a good working relationship with parents, they are made to feel welcome and are given copies of the written policies when their children start at the club.

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

Actions were set at the last inspection have been addressed and resulted in the following improvements:

The children are able to have a book area as part of their regular activities, a system is in place to monitor the suitability of items brought to the club by the children and the first aid box has been updated.

There have been improvements in record keeping; there is a system for recording the times of attendance for staff, children and visitors. There is a record of fire drills and a copy of details relating to the vehicle were available for inspection. The parents now sign accidents records and the system will be reviewed to ensure confidentiality is maintained.

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

- A wide and varied selection of play provision and a balanced range of activities are on offer. The toys and equipment are stimulating, fun, set out creatively and provide sufficient challenge for the children.
- There is positive interaction between staff and children, staff speak to the children with respect and take account of the children's individual preferences. Staff are actively involved in the activities both inside and out.
- Staff have a positive attitude to the inclusion of children with special needs. The provider supports children with special educational needs during the school day and aims to provide a consistent service for those children who attend the club.
- Children play cooperatively with each other, boys and girls organised and played football together without adult intervention. The children were all actively engaged in play throughout the session and staff that created an atmosphere that promotes good behaviour.

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

- Records, policies and procedures that are required for the efficient and safe management of the provision.
- A system to ensure that parents give prior written permission to administer any medication.
- Evidence of risk assessments being carried out and reviewed regularly.
- Availability of written policy for behaviour management and the procedure to follow in the event that a child becomes lost.
- The quality and sufficiency of information given to volunteers regarding their roles and responsibilities.

### 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
14	Review the records, policies and procedures of the club to ensure that the provision has documents in place that are required for the efficient and safe management of the provision.

## **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.*