



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN EY239518

INSPECTION DETAILS

Inspection Date 15/03/2004
Inspector Name Jean Evelyn Thomas

SETTING DETAILS

Day Care Type Out of School Day Care
Setting Name St Joseph' Before and After School Club
Setting Address St Joseph's Roman Catholic Primary School
Moreton Road
Upton
Wirral
CH49 6LL

REGISTERED PROVIDER DETAILS

Name The Committee of St Joseph's Out of School Management
Committee

ORGANISATION DETAILS

Name St Joseph's Out of School Management Committee
Address St. Joseph's Catholic Primary School
Moreton Road
Upton, Wirral
Merseyside
CH49 6LL

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

St Joseph's Out of School Care service opened in September 2002.

It operates from the hall and playgroup room within St Josephs R.C Primary School, Upton. There is a fully enclosed outdoor play area.

There are currently 63 children on roll. Children attend a variety of sessions. The setting currently supports children with special needs.

The group opens 5 days a week during the school term. Sessions are from 07:45 a.m. until 08:50 and 15:40 until 18:00.

The service employs four full time staff to work with the children who have early years qualifications.

How good is the Day Care?

St Josephs Out of School Management Committee provide satisfactory care for children. The facilities provide a welcoming setting for children. Staff set out activities prior to the children's arrival. The service is well organised, a contributing factor for this is the staff working as an effective team. However the service has to make sure the procedures for the appointment of staff and meeting the qualification requirements complies with the National Standards. The play materials and equipment are in good condition. A wide range of resources can be easily accessed by the children allowing them to make their own choices in play. The documentation was available for inspection and systems ensure confidentiality.

The staff give priority to keeping children safe both inside and when playing in the outdoor play area. A qualified first aider is on duty each session. The service provides substantial snacks, children's dietary preferences and needs are catered for. Information is obtained from parents to ensure children's individual needs are met.

An interesting and varied programme of activities is planned with sufficient resources to support the activity. The staff develop positive relationships with the children, presenting themselves as good role models and showing respect for the children's individual personalities. Good behaviour management strategies are in place.

There is a commitment to work in partnership with parents including good opportunity for the exchange of information. The service has comprehensive written policies and procedures, although some are to be reviewed. Specific policies and procedures are to be made available to parents.

What has improved since the last inspection?

not applicable

What is being done well?

- The service is well organised with systems in place to ensure a consistent approach to the implementation of policies and procedures which include induction training for new members of staff and regular team meeting to make sure all members are fully aware of their role and responsibilities.
- The contingency arrangements for relief staff to cover staff absences and to offer higher adult / child ratio's to meet the individual needs of the children.
- The planning of activities provides a wide range of play experiences. Staff's awareness of the differing needs of children after a busy day at school and their flexible approach to implementing the plans to meet the requests or needs of children. The service is able to provide areas for quiet and energetic activities.
- The relationship staff develop with the children to help a child feel relaxed and confident. Interaction between the children and staff is plentiful with staff obviously enjoying the children's company, listening to the children and treating them all with respect.
- There is good attention to safety by offering a high level of supervision, conducting daily risk assessments and implementing the safety procedures.

What needs to be improved?

- the vetting procedures to include all staff and volunteers
- the procedure for appointing new members of staff to ensure it complies with the National Standards and action plans where staff do not hold the appropriate qualification
- the seeking of written parental consent prior to administering medication
- the child protection statement to include the procedure to be followed if an allegation is made against a member of staff or volunteer
- the availability of specific policies and procedures to parents.

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
1	Ensure that there are effective procedures in place for vetting all committee members, staff and volunteers.	16/03/2004
2	Develop an action plan that sets out how staff qualification requirements will be met.	06/04/2004
14	Obtain written permission from parents before administering medication to children and make sure details are accurately recorded in the medicine book after it has been administered.	06/04/2004
14	Ensure the child protection statement includes the procedure to be followed in the event of an allegation being made against a member of staff or volunteer.	06/04/2004

The Registered Person should have regard to the following recommendations by the time of the next inspection

Std	Recommendation
12	Ensure the required policies and procedures are made available to parents.
1	Develop the procedure for appointing new members 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.