



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 145966

INSPECTION DETAILS

Inspection Date 13/10/2003
Inspector Name Rachel Edwards

SETTING DETAILS

Day Care Type Out of School Day Care
Setting Name Woodleys Out Of School Club
Setting Address The Old School Room
St Michaels School, Back Lane, Aldbourne
MARLBOROUGH
Wiltshire
SN8 2BP

REGISTERED PROVIDER DETAILS

Name The Committee of Woodleys Out Of School Club

ORGANISATION DETAILS

Name Woodleys Out Of School Club
Address The Old School Room
St Michaels School, Back Lane, Aldbourne,
MARLBOROUGH
Wiltshire
SN8 2BP

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

Woodley's Out of School Club opened in 1999. It operates from the Old School room on the St. Michael's School site, in the village of Aldbourne, near Marlborough. The Club primarily provides after school care for children attending this local school.

There are currently nine children from four to under eight years on roll. The group have experience of working with children who have special needs. At present, there are no children attending with English as an additional language. Children attend varying numbers of sessions and these run from 15.00 - 18.00, Monday to Thursday, term time only.

Five part-time staff work with the children, two of whom have a childcare qualification. The setting is managed by volunteers and receives support from the local Early Years Development and Childcare Partnership (EYDCP).

How good is the Day Care?

Woodley's out of school club provides good care for children.

Staff are generally familiar with and follow the recently reviewed policies and procedures. Most aspects of safety are satisfactory and there are very good arrangements for the safe collection of children from school. Standards of hygiene are high.

Staff know children well and spend time talking to and playing with them. They make sure that all children are included and they meet their individual needs well. Children with special needs are particularly well supported. Behaviour management is excellent and a real strength of the group. Children enjoy a healthy and nutritious cooked tea which is very popular with the parents.

The children are involved in the running of the group; they decide on themes, choose activities; plan the menu and agree the rules, they feel it is 'their' club. They enjoy a range of activities that they may freely choose, they play outside most days and regularly have walks through the village, for example to the library. They recently enjoyed a visit from an organisation that brought a variety of small creatures for the children to handle and had an outing to a crazy golf course.

Parents are well informed about all aspects of the group. The policies and procedures are clearly displayed and staff take time to exchange information with

the parents at the end of the session. Most documentation is in place. Feedback from parents and children is encouraged through the use of a suggestion box.

What has improved since the last inspection?

At the last inspection the group agreed to revise a number of policies and procedures; to adequately supervise children at all times; to make the premises and outdoor area secure; to ensure toys and equipment are well maintained and easily accessible to children; to ensure staff records include qualifications and status of checks and to show how minimum staff qualifications will be met.

The group have made very good progress since the last inspection.

All policies and procedures have now been reviewed and are displayed on the parent's notice board. An extra member of staff is now employed to prepare tea so leaving two other staff in the main hall. A padlock has been put on the outside side gate and a security chain used on the inside door to keep the premises secure. A regular system of cleaning and checking equipment is now in place and storage re-arranged so that children can select their own activities. Staff records now include certificates of qualification but do not show evidence of police clearance. Two staff are now suitably qualified and the rota ensures that 50% of staff at each session are qualified.

What is being done well?

- Children help to plan and take part in a wide range of interesting activities. Themes are well developed and often involve local outings and craft activities.
- Children enjoy a balanced, healthy and nutritious cooked tea. They are involved in agreeing the menu which is displayed for parents. Their dietary needs, likes and dislikes are taken into account.
- Staff know the children well and spend time talking to and playing with the children. As a result all children's individual needs are well met and children with special needs are very well supported.
- There is a good partnership with parents, who are well informed about all aspects of the group.
- There are very clear and safe procedures for the pick up of children from school and for their collection at the end of the session.

An aspect of outstanding practice:

Behaviour management is excellent. Staff have high expectations and a consistent approach, children are considerate and very well behaved. The children have been involved in drawing up the rules for behaviour and a lovely poster shows children how to 'make a good choice' in deciding how to behave in certain situations. They may be given green cards for unwanted behaviour, with a second red card resulting a letter home. Children are rewarded with a 'leaf', once the displayed tree has 100 leaves, the whole group can choose a treat. Currently they are working towards a

party and they enthusiastically discuss the food and games they will play. (Standard 11)

What needs to be improved?

- documentation, ensure a record is kept of visitors to the setting and the child protection policy includes procedures of what to do if an allegation is made against a staff member and staff records includes status of checks;
- safety, children's unsupervised access to the kitchen and outdoor play area and security of children's belongings.

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
6	Prevent children from having unsupervised access to the kitchen and outside play area.
13	Ensure that the child protection procedures include what to do in the event of an allegation being made against a member of staff or volunteer. Ensure there are effective procedures for informing staff of child protection issues.

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.