



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 260160

INSPECTION DETAILS

Inspection Date	18/08/2003
Inspector Name	Jennifer Turner

SETTING DETAILS

Day Care Type	Out of School Day Care
Setting Name	St James's Primary School Pre School & Out of School Activities
Setting Address	St James's School Wollaston Stourbridge West Midlands DY8 4RU

REGISTERED PROVIDER DETAILS

Name	The Committee of St James's CE Primary School Governing Body
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ORGANISATION DETAILS

Name	St James's CE Primary School Governing Body
Address	Kingsway Wollaston Stourbridge West Midlands DY8 4RU

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 James Primary Out of School opened in 2000. It operates from a hall within St James Primary school in Wollaston, West Midlands. The Out of School serves the local area.

There are currently 60 children from 4 to 12 years on roll. Children attend for a variety of sessions. The setting currently supports a number of children with special needs, and who speak English as an additional language.

The group opens 5 days a week during school term times for the Breakfast and After school club from 07:30 until 08:45 and 15:30 until 17:30. The holiday club sessions are from 08:30 until 17:30 during the Easter and Summer holiday period.

Five part time/full time staff work with the children. Over half the staff have early years qualifications to NVQ level 2 or 3. One member of staff is currently working towards a post graduate certificate in primary education.

How good is the Day Care?

St James's Out of School provides satisfactory quality care for children.

The premises are warm and welcoming and there are many interesting displays of art work and other activities undertaken by the children who attend the scheme. Staff work well together and they have a good understanding of their role. However, no qualified first aider was present at the session.

The operational plan is supported by a variety of policies, procedures and relevant documents for parents to complete.

Resources within each room are varied and easily accessible. Children have good opportunities to make independent choices about their play and learning.

Staff are vigilant in promoting good health and hygiene practices and good attention is paid to security and supervision. However, a number of entries within the accident and medication records have not been signed by parents to acknowledge the entries. Staff demonstrated a good awareness of the dietary needs of the children and they offer regular drinks and snacks.

Activities include a good balance of both adult led and child initiated play. Staff have a flexible approach and there is a good emphasis on developing social skills and offering fun and relaxation through practical play. Staff work hard to ensure that all children are included, they are sensitive to meeting the needs of children with additional needs and they work with parents and other agencies to provide an inclusive environment. However, they do not have a special needs policy specific to their provision.

Relationships between staff and children are well established and children are happy and settled. Children are given consistent guidance in learning how to behave well and effort and achievement is recognised and rewarded appropriately.

Partnership with parents is given high priority. There are various opportunities for information sharing, parents are kept well informed about their children's progress and activities provided.

What has improved since the last inspection?

The groups child protection procedures now includes the procedures to be followed in the event that an allegation is made against a member of staff. The devising of a policy for the care of sick children ensures that staff act in the best interest of children. Staff are clear about the procedures in the event that a child is lost or uncollected from the group and the policy is shared with parents. Although the premises is a no smoking area there is no written policy to support this.

What is being done well?

- Staff use space effectively to allow children free access to resources and equipment.
- The children are involved in a broad range of activities that support their development and space is given for them to relax after the vigour of the school day.
- Staff make good use of spontaneous opportunities to promote and reinforce learning as they talk and play with the children and they are very warm and caring in their attitude.
- They act as good role models as they help children learn how to relate to each other.

What needs to be improved?

- the procedures for parents to sign records acknowledging accidents involving their children
- the procedures for parents to acknowledge medication administered to their children
- staffing arrangements to ensure a qualified first aider is present

- the implementation of a special needs policy.

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
2	Ensure a qualified first aider is present at all sessions	31/03/2004

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

Std	Recommendation
7	Ensure a record is maintained of all accidents and it is signed by the parents.
10	Ensure there is a written statement about special needs which is consistent with current legislation and guidance and includes both special educational needs and disabilities.
7	Ensure records are kept of all medicines administered to children, and parents sign the record book to acknowledge the entry.

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.