



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 309836

### INSPECTION DETAILS

Inspection Date	06/12/2004
Inspector Name	Harpal Thandi

### SETTING DETAILS

Day Care Type	Out of School Day Care
Setting Name	Kirkham and Wesham B and A Club
Setting Address	Kirkham & Wesham CP School Nelson Street Kirkham Preston PR4 2JP

### REGISTERED PROVIDER DETAILS

Name	The Committee of Kirkham & Wesham Primary School
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### ORGANISATION DETAILS

Name	Kirkham & Wesham Primary School
Address	Kirkham & Wesham CP School Nelson Street Kirkham Preston PR4 2JP

## 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

Kirkham and Wesham After School Club opened in 2000 and operates from the school hall and on occasions the resource room in Kirkham and Wesham Primary School, which is situated off a main road in Kirkham. A maximum of 30 children under eight years may attend the club at any one time. The after school club is open each weekday during term time from 15:15 to 17:45. In addition, a breakfast club operates daily from 08:00 to 08:45. All children have access to a secure enclosed outdoor play area.

The club is open to children attending Kirkham and Wesham Primary School. The club supports three children with special needs and currently there are no children who speak English as an additional language.

The club employs three regular staff [one of whom is on sick leave] all the staff, including the manager hold appropriate early years qualifications.

### How good is the Day Care?

The after school club in Kirkham and Wesham Primary School provides satisfactory care for children. The club provides a well maintained environment where children are confident with the clubs routine. Some aspects of the vetting procedures have not yet been completed. Although there is a satisfactory selection of toys there are insufficient other resources to promote children's understanding of equal opportunities. Weaknesses have been identified in many aspects of the documentation.

Access to the provision is monitored but the plans for identifying and reducing risks are limited. Good hygiene practices are promoted with the children to reduce the risk of infection and children have access to regular drinks throughout the course of the session however, the range of healthy and nutritious snacks is limited. Staff have an understanding of child protection issues and the procedures to be followed in order to safeguard a child's welfare.

Children are happy and relaxed as they move freely between the available activities. Staff are aware of and work together to meet children's special needs but children's understanding of equal opportunity issues is not sufficiently promoted. Age appropriate strategies are used to manage children's behaviour, which encourages them to behave well.

Verbal information is shared regularly with parents to ensure continuity of care between the club and the home setting.

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

At the last inspection the club was asked to provide confirmation that the correct vetting procedures had been completed, supervise children at all times, maintain a record of visitors, obtain parental consent prior to administering first aid creams, store all confidential information securely and add the regulators address and telephone number to the complaints procedure.

Some aspects of the vetting procedure have not yet been completed but this matter is currently being addressed, children are now supervised at all times, a record of visitors has been set up, the club state they do not administer any first aid creams, all records are now stored in a locked room and Ofsted's details have been added to the complaints procedure.

As a result of the majority of these actions being addressed, the safety and well being of the children has been enhanced.

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

- Children are able to make their own choices, as a range of resources are available to them including some, which are shared with the school. For example, a whiteboard, creative materials and library books. Club resources include construction, role play, television/video, Play station, games and outdoor play equipment.
- The areas used by the club are well maintained with adequate storage space in an adjacent room. Children's safety is enhanced through procedures, which ensure staff are made aware of any children leaving the hall to use the toilets.
- As the current members of staff both work in the school, they are aware of children's special needs and they make sure they share any relevant information, which will help them to meet the needs of the individual children.
- Children are encouraged to behave well through the use of age appropriate strategies. These include explaining to the children why certain behaviour is unacceptable and asking children to sit next to a member of staff for a few minutes. Children receive praise for positive behaviour.

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

- procedures to be followed if a child is lost or a parent fails to collect a child
- written permission before administering medication and ensuring the record is signed by parents
- carrying out of regular fire drills

- practice in conducting risk assessments
- the range of healthy and nutritious snacks
- the promotion of equal opportunities
- procedures for appointing, vetting and inducting new staff
- the staff registration system
- written permission from parents for seeking emergency medical advice or treatment
- the child protection policy.

**PREVIOUS COMPLAINTS (This section applies only to inspections carried out from September 2004. The complaint record relates to complaints from the last inspection or 1st April 2004 whichever is later.)**

There are no complaints to report.

#### **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	Draw up procedures to be followed if a child is lost or a parent fails to collect a child.	16/12/2004
7	Make sure prior written permission is obtained before administering medication and ensure the record is signed by parents.	16/12/2004

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

Std	Recommendation
1	Improve the procedures for appointing, vetting and inducting new staff.

6	Carry out regular fire drills with the children and develop the practice of risk assessments.
8	Ensure children have access to a range of healthy and nutritious snacks.
9	Ensure that equal opportunity issues are promoted with children.
14	Attend to the following: ensure your registration system shows when staff are present; request written permission from parents for seeking emergency medical advice or treatment; and ensure the child protection policy contains the correct referral contact information and the procedure to be followed if an allegation is made against a member 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.*