



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 224871

INSPECTION DETAILS

Inspection Date	18/11/2003
Inspector Name	Margaret Webster

SETTING DETAILS

Day Care Type	Out of School Day Care
Setting Name	ACES Before & After School Club - Manor Primary
Setting Address	Ettingshall Road Coseley Wolverhampton West Midlands

REGISTERED PROVIDER DETAILS

Name	The Committee of Management Committee
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ORGANISATION DETAILS

Name	Management Committee
Address	Ettingshall Road Coseley Wolverhampton West Midlands

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

ACES Out of School Club is held in Manor Primary School. It opened in 1997 and operates from one of the classrooms within the Manor Primary School. The club serves the children from the school.

There are currently 24 children from 5 to 12 years on roll. Children attend for a variety of sessions.

The club opens 5 days a week term time only. Sessions are from 15.00pm to 18.00pm daily.

Two members of staff work with the children. Both members of the staff are working towards a recognised early years qualification. The setting receives support from the Early Years Development and Child Care Partnership.

How good is the Day Care?

ACES Before and After School Club provides satisfactory care for the children. All the staff are working towards a recognised early years qualification.

There has been a change of the room used since the last Inspection and Ofsted have not been informed of the changes. The setting does not have a written procedure for lost or uncollected children.

The setting has a limited range of toys and activities for the age range of children who attend.

The environment is warm, welcoming and well maintained throughout. Fire drills are practised regularly and records are maintained. The premises are secure and there is an effective system in place for the safe collection of the children. Staff are vigilant about the children's hygiene and one member of staff has a current first aid certificate.

Records are kept of all accidents however, the staff do not obtain written permission to administer medication or keep signed records of medication administered. There is a policy for sick children.

Drinks are provided throughout the session and food is sent in by the parents. This needs to be stored appropriately throughout the day.

There are limited toys and equipment that reflect equality of opportunity and diversity. The setting provides care for children with special needs but they do not have a special needs policy and staff are not aware of the code of practice. All behaviour management is age related and developmentally appropriate and there is a policy available for the parents and the staff.

There is a happy and friendly atmosphere in the Out Of School club and good partnerships have been established with parents. The staff discuss the children's needs with the parents and the policies and procedures are available to staff and parents.

Records are kept of the children's details and the parents contact details.

What has improved since the last inspection?

At the last inspection The Out of School Club agreed to provide an action plan stating how the supervisor and staff would obtain a qualification appropriate to the post. This has been actioned and Mrs Karen Wright (The Manager) and Mr Stephen Wright are both working towards a recognised early years qualification. They are due to complete the qualification early in 2004.

The staff agreed to provide an activity plan to provide more play opportunities for the children, to provide a written special needs policy that was consistent with current legislation, and to become familiar with the Area Child Protection Committee Procedures. The club have not fulfilled the last three actions.

What is being done well?

- There is a daily register of attendance kept which records the times of arrival and departure of the children.
- All staff have attended health and safety courses.
- The security system has improved and the premises are secure.
- Behaviour management is age related and developmentally appropriate. Good behaviour is praised and encouraged, The children are happy and confident.
- There is a happy and friendly atmosphere in the Out of School Club. The staff make the parents welcome. The children are encouraged to read their school books to the staff.

What needs to be improved?

- notify Ofsted of any relevant changes that take place
- procedures for lost or uncollected children
- increase range of toys and equipment that will support the children's development

- procedures for recording the parents consent for medicines to be administered and signed records of any medicines administered
- provide facilities for the children's food to be stored at the correct temperature
- provide a range of toys and equipment that reflect diversity and equality of opportunity
- provide a written statement for special needs children and become aware of the code of practice
- ensure that all staff become aware of the area child protection procedures.

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 Ofsted is informed of relevant changes that take place within the setting, including change of staff and rooms within registered premises.	18/12/2003
2	Provide a policy that outlines the procedure to be followed if a child is lost or uncollected.	25/11/2003
7	Keep a written record, signed by parents and staff of all medicines administered to children.	25/11/2003

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

Std	Recommendation
3	Plan a range of activities and play opportunities for the children's overall development.
8	Ensure that the food sent in by the parents for the children to eat is stored at the right temperature through out the day.
9	Ensure that children have an appropriate range of activities and resources

	that promote equality of opportunity and anti-discriminatory practice.
10	Devise and make available to parents, a written statement on special needs which is consistent with current legislation and guidance. Ensure that this is understood and implemented by all staff.
10	Ensure that the staff become aware of the Code of Practice.
13	Develop the staff's knowledge and understanding of child protection issues and ensure that they become familiar with the Area Child Protection procedures.

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.