



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 203407

### INSPECTION DETAILS

Inspection Date 11/08/2004  
Inspector Name Barbara Ann Bush

### SETTING DETAILS

Day Care Type Out of School Day Care  
Setting Name Alphabet After School Club  
Setting Address St. Mary's School  
St. Mary's Road  
Kelvedon  
Essex  
CO5 9DS

### REGISTERED PROVIDER DETAILS

Name The Committee of Alphabet After School Club 1089318

### ORGANISATION DETAILS

Name Alphabet After School Club  
Address St. Mary`s School  
St. Mary`s Road  
Kelvedon  
Essex  
CO5 9DS

## 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

Alphabet Out Of School Club opened in 2000. It operates from a portacabin in the grounds of a school in the village of Kelvedon. The group serves the local area.

There are currently forty children on roll. Children attend for a variety of sessions. The setting currently supports a number of children with special needs and could support children who speak English as an additional language.

The group opens five days a week during school term times and holidays. Sessions are from 07:30 until 08:45 for the breakfast club; 15:00 until 18:00 for the after school club and 08:00 until 18:00 for the holiday scheme.

Seven members 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 recognised early years qualification. The setting receives support from 4Children.

### How good is the Day Care?

Alphabet Out of School Scheme provides good quality care for children.

Staff members are suitably qualified and have completed First Aid training. They continue to attend additional courses to further their childcare knowledge. Sessions are organised to ensure that each child has some individual care and attention. The premises are welcoming and child friendly. The scheme provides a good range of toys and activities to meet the developmental needs of the children. Records are in good order.

Staff members risk assess the premises and minimise hazards. Children pay attention to hand washing and good hygiene standards in general. Meals and snacks are provided in accordance with parental wishes.

Staff members are aware of their responsibilities regarding child protection issues, caring for children with special needs and providing resources that reflect equal opportunities.

Toys are rotated so that interest is maintained. Younger children access sensory toys encouraging conversation about touch, sound and colour. Older children can

choose from creative play and games. Good use is made of the outside play area for ball games, jumping and climbing. Children also visit the nearby park. Staff members are interested in the children's conversation and encourage their skills. Parents and carers work together to ensure that a co-ordinated approach is given to behaviour management.

Good working relationships are established with the parents. Time is made to talk each day about the children's welfare and development. Confidentiality is maintained.

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

At the last inspection it was required that the daily register accurately recorded the times of arrival and departure of the children and staff. This has been completed.

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

- Staff members work very efficiently together to provide well organised care for the children.
- Children are happy to attend the scheme and are interested in new experiences, play well together and respond affectionately to the staff.
- Premises are secure, clean, well maintained and have appropriate temperature.
- Staff members have a positive approach to managing behaviour. They give the children frequent praise and encouragement to behave well, and they are aware of the boundaries

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

- accident book-entries need to be confidential.

#### **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
7	Ensure that entries in the accident book are confidential.

## **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.*