



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 253874

INSPECTION DETAILS

Inspection Date	26/04/2004
Inspector Name	Jackie Nation

SETTING DETAILS

Day Care Type	Out of School Day Care
Setting Name	Manor Way Primary School Out of Hours Club
Setting Address	Brier Mill Road Halesowen West Midlands B63 3HA

REGISTERED PROVIDER DETAILS

Name	The Committee of Manor Way Activity Club
------	--

ORGANISATION DETAILS

Name	Manor Way Activity Club
Address	Manor Way School Brier Mill Road Halesowen West Midlands B63 3HA

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

Manor Way Out of Hours Club opened in 1997. It group organises activities for all children in the dining room within the school. The group has access to a small kitchen, toilets and a fully enclosed outside play area. The group serves children who attend Manor Way Primary School.

There are currently 27 children from 4 to 8 years on roll. It is the policy of the group to accept children up to the age of 11 years. Children attend for a variety of sessions.

The group opens five days a week during school term times. Sessions are from 08:00 until 08:50 and 15:30 until 17:30.

Three staff work with the children. Two staff have NNEB qualifications. One member of staff is working towards an NVQ Teaching Assistant qualification.

How good is the Day Care?

Manor Way Out of Hours Club provides satisfactory care for children.

The club provides a welcoming and caring environment where children are happy and settled. There are effective procedures in place for vetting staff and staff working with the children have relevant qualifications and experience. Staff are deployed effectively, they are enthusiastic and join in with activities. Most documentation is in place, however confidentiality is not always maintained when recording accidents and incidents. There is no procedure in place if a child is lost or a parent fails to collect a child.

Positive steps are taken to promote safety in the setting to ensure hazards to children are minimised. Good hygiene routines are practised throughout the session and children are provided with a range of snacks on their arrival at the club. Staff know the children well and treat them with equal concern. Staff have a positive attitude to caring for children with special needs in partnership with parents. Staff have an awareness of child protection, however the policy does not include the procedure to be followed in the event of an allegation being made against a member of staff.

Children's individual needs are met and staff plan a range of activities and play opportunities with appropriate resources. Children have some degree of

self-selection, they know what toys are available and they enjoy taking part in outside play. Staffing interaction is good, staff listen to what children say and talk to them about what they are doing. Children behave well and are caring towards each other. Staff present as good role models and employ effective strategies to encourage children to behave appropriately. However, there is no reference to bullying in the behaviour policy.

Staff foster positive relationship with parents and information is shared on a regular basis. Parents have access to policies and procedures, however, parents are not aware of who to contact if they have a complaint.

What has improved since the last inspection?

At the last inspection the manager agreed to ensure committee members completed and returned DC2, CRB forms and staff clearances to the regional centre and implement a policy for sick children.

All required documents and clearances have been sent to the regional centre. There is a written policy in place for sick children to prevent the spread of infection and ensure staff act in the child's best interests if they are ill.

What is being done well?

- Staff plan and provide a range of interesting activities which promote children's all round development. Children relate well to each other and there are opportunities to have fun and relax.
- The environment is welcoming, staff are friendly and children approach staff with ease and confidence.
- Staff undertake risk assessments to ensure that children are safe and secure in their care.
- Staff work in partnership with parents to meet the needs of the children. Parents are kept informed about the provision, through policies and procedures.

What needs to be improved?

- the procedures to be followed if a parent fails to collect a child or a child is lost
- the behaviour management policy statement, to include a reference to bullying as unacceptable behaviour
- the recording procedures for accidents and incidents to ensure confidentiality
- the complaints procedure, with details of how parents can contact Ofsted if they wish to make a complaint
- staffs knowledge and understanding of child protection, and the procedure to be followed in the event of an allegation being made against a member of

staff or volunteer.

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
14	Devise a statement of procedure to be followed if a parent fails to collect a child or a child is lost.	28/05/2004

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

Std	Recommendation
11	Ensure the behaviour management policy includes a reference to bullying.
12	Ensure confidentiality when recording incidents and accidents.
12	Review the complaints procedure to include details of Ofsted.
13	Ensure all staff have a knowledge and understanding of the child protection policy and that the policy includes the procedure to be followed in the event of an allegation being made against a member of staff or volunteer.

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.