



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 160185

### INSPECTION DETAILS

Inspection Date	13/10/2003
Inspector Name	Helen Ann Woods

### SETTING DETAILS

Day Care Type	Full Day Care
Setting Name	Havelock After School and Holiday Playscheme
Setting Address	Havelock Road Southall Middlesex UB2 4PA

### REGISTERED PROVIDER DETAILS

Name	London Borough of Ealing Play Services
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### ORGANISATION DETAILS

Name	London Borough of Ealing Play Services
Address	Perceval House, 14-16 Uxbridge Road London W5 2HL

## 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

Havelock Holiday Club and After School Club runs from Havelock School in Southall and is managed by The London Borough of Ealing Play Services.

Havelock Holiday Club is open to children from the community aged from 4 years to 12 years, during school holidays, from 08:30 to 18:00, places are booked in advance.

The After School Club is open from 15:00 to 18:00 during school term time. Children are collected from Three Bridges School, Diary Meadow School and St Anselms School.

Children use the main hall and the playground.

### How good is the Day Care?

The Havelock After School Club and Holiday Play scheme offers good overall care for children aged four years to under eight years. This inspection report refers to the After School Club.

The premises are spacious and well organised to create a stimulating, orderly and supportive environment for the children. A new perimeter fence and entry system helps to keep the children safe and risk assessments identify and reduce hazards.

Although the person in charge does not currently hold the appropriate level 3 Childcare qualification, she has completed level 2 and has commenced study for the Level 3 childcare NVQ.

Staff plan and provide a broad range of practical activities. They work well as a team and rotate their duties. Policies and procedures for the effective organisation of the provision are in place and followed in practice by the staff.

Children are provided with regular drinks and a snack, however the quantity and quality of the snack is not sufficient, children are supplementing with additional snacks from their packed lunch boxes.

Staff ensure that children with special needs are fully included in all the activities. Most members of staff have attended special needs training, children with special

needs are welcomed into the group.

Records and details of children's individual requirements are well organised and up to date however details of persons authorised to collect children are not always fully recorded and staff contact details are recorded where they might be accessed by an unauthorised person. Parents are kept informed about their children and the activities at the centre.

The staff have a high level of awareness of all the risks to the children's health and safety and there are clear procedures for managing children's behaviour, including an anti bullying statement, which has been agreed between staff, children and parents.

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

At the last inspection the provider agreed to ensure that children under 8 are escorted from the school to the club; ensure a named deputy is in place to take charge in the absence of the manager; ensure that children under 8 are in group sizes that do not exceed 26 children; ensure that a complaints policy and procedure is available to parents; ensure all areas used by the children are secure; ensure staff ratios are met and conduct risk assessments on the premises to minimise identified risks.

All of the actions have been completed.

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

- The organisation of records and details about the children supports the individual care needs of the children well.
- Staff attend regular team meetings and are encouraged to seek additional training opportunities.
- Staff interaction with the children is of a high quality and includes joining in activities and supporting children's language and thinking.
- Activities are planned using staff observations of the children's enjoyment, skills and abilities.
- Planning includes ensuring that activities are stimulating, interesting and inclusive for children with special needs.
- Children are able to make their own choices and access resources easily. They are busy, confident with the staff, relaxed and happy.
- A clear health and safety risk assessment procedure is followed and the necessary actions and precautions are taken, following the premises risk assessment.
- Staff use behaviour management strategies appropriate for the age and developmental stage of the individual child, as well as praise and encouragement for positive behaviour.

- Parents are informed verbally about their child's progress and written information is provided through a notice board and parent's news letter.

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

- The person in charge to complete level 3 qualification.
- The quantity and quality of the snacks to ensure that they are nutritious and comply with children's dietary requirements.
- The recording of named persons authorised by parents for the collection of children.
- The recording of staff contact details so that they are 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
1	Ensure that the person in charge obtains the NVQ level 3 qualification in child care, as planned.
8	Ensure that the snack is sufficient for the numbers of children attending and takes account of children's individual dietary requirements.
12	Ensure that details of individuals named by the parent as authorised to collect their children are recorded in writing.
14	Ensure that names, address and contact details of the staff are recorded in a confidentially appropriate place.

## **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.*