



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 137381

### INSPECTION DETAILS

Inspection Date	06/05/2004
Inspector Name	Sandra Rosemary Pierce

### SETTING DETAILS

Day Care Type	Sessional Day Care
Setting Name	Bromley Out Of School Club
Setting Address	Hawes Lane West Wickham Kent BR4 9AE

### REGISTERED PROVIDER DETAILS

Name	The Committee of The Partnership of Joy Bassett and Andrew Bowes
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### ORGANISATION DETAILS

Name	The Partnership of Joy Bassett and Andrew Bowes
Address	Bromley Out of School Club Hawes Lane West Wickham Kent BR4 9AE

## 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

Bromley Out of School Club was registered in 1990. It operates from one main hall, gym, arts and crafts room and coffee bar that is part of a Youth Centre set in the Phoenix school premises, situated in a residential area of West Wickham. There is an enclosed playground and use of the school playing field for outside activities.

There are currently 80 children aged from four and half years to eleven years on roll. The group supports children who have special needs and children who speak English as an additional language.

The group opens after school from 15.00 to 1800 during school term times. During school holidays the group operates from 8.00 to 18.00. Children are mainly collected after school from four local primary schools. Allocated members of staff attend each school and escort the children to the club in Youth Centre vehicles. Some parents make independent arrangements for their children's transfer between school and the club.

Two full time and sixteen part time staff work with the children. Eight members of staff have child care qualifications and experience and one member of staff has a qualification in sports and recreation. Two staff are currently on training programmes.

### How good is the Day Care?

Bromley Out of School Club provides satisfactory care for children attending. The focus of the inspection was on the after school club. Staff take full advantage of the spacious facilities to create a friendly, relaxing and supportive environment full of activities children enjoy. Record keeping is sufficient but policies and procedures are out of date and do not adequately support the operational framework of the group. There is no induction training for staff and vetting procedures are not organised effectively. The group has no procedures to follow if a child is lost, or left by a parent and advice on child protection does not comply with that of the Area Child Protection Committee.

Most aspects of health and safety are satisfactory. The outdoor play area is safely enclosed although access to the premises is not secure and risk assessments require review. Staff are generally vigilant in their supervision of children and parents are informed about the processes for the collection of children. Emergency

evacuation of the premises is practiced regularly. After school snacks are organised to provide children with the opportunities to make independent choices.

Children are happy to attend the group and participate enthusiastically in a range of interesting games, sports and creative activities that offer scope for stimulation and relaxation to meet their individual needs. However, play resources and books that reflect equality of opportunity are not always readily available. The staff provide time for children to practice and refine their skills and they have the opportunity to play independently or with support when required. Activities are changed regularly to keep children purposefully occupied. Staff praise and encourage children and relate well with them although behaviour management is not always consistent.

The group establishes positive relationships with parents and staff are available to talk and assist in the provision of information.

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

At the last inspection the group agreed to develop their procedures for accident recording, send staff on child protection training and appoint a named member of staff to ensure that appropriate action can be taken when a child who has special needs is admitted into the group.

The group has implemented procedures to ensure accidents are countersigned by parents, and make a note against the recording when they still fail to do so. There is a designated member of staff to promote the welfare and development of children with special needs within the group and a staff member has completed Child Protection awareness training, collating guidance on child protection issues for inclusion in the staff handbook. However, procedures for child protection do not meet regulatory requirements.

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

- The environment and resources are organised well to enable children to take part in a wide range of indoor and outdoor activities.
- Staff have knowledge and understanding of children's particular interests and provide a variety of fun and stimulating activities and play resources. Children requiring additional support are assisted by staff members to ensure they can participate. The children are relaxed and enjoy themselves.
- Fire and emergency evacuation procedures are maintained and practiced on a regular basis and password systems are in place should a nominated person collect children from the group.
- Staff are aware of children's individual dietary requirements, enabling them to cater appropriately and provide children with a selection to choose from.
- There is an effective partnership between parents and group. Staff are available for parents to discuss the needs of their children and parents are complimentary about the service the group provides.

**What needs to be improved?**

- the child protection policy including procedures to be followed in the event of an allegation being made against a member of staff
- a statement of the procedures to be followed in the event of a child being lost or not being collected
- staff vetting procedures
- policies and procedures that assist staff awareness of their responsibilities and enable consistency in working practices
- wording on documents and information where the role of Ofsted is confused with the Local Authority
- risk assessment review with reference to ensuring all aspects of the provision are regularly covered and recorded
- security and monitoring of the premises including registration records for visitors
- the availability of play resources and books that reflect equality of opportunity and anti-discriminatory practice.

**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
13	Develop a written statement of the procedures to be followed in the event of an allegation being made against a member of staff or volunteer.	20/06/2004
14	Develop a written statement of the procedure to be followed in the event of a parent failing to collect a child or a child is lost.	20/06/2004

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

Std	Recommendation
14	Ensure documents and information clarifies the role of Ofsted.
1	Ensure that there are effective procedures in place for checking that staff have appropriate references to work with children before commencement of employment.
2	Expand and update policies and procedures to outline working practices clearly and ensure staff have been adequately briefed about their roles and duties.
6	Review risk assessments on a regular basis to ensure all aspects of the provision are covered and recorded.
6	Make arrangements to ensure access to the provision is organised and monitored to provide security for the children, and full details of visitors to the premises are recorded appropriately.
7	Ensure accidents are all countersigned by parents/carers.
9	Ensure that children have access to an appropriate range of play resources and books that promote equality of opportunity and anti-discriminatory practice.

## **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.*