



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 218377

### INSPECTION DETAILS

Inspection Date	19/05/2003
Inspector Name	Julie Mary Preston

### SETTING DETAILS

Day Care Type	Out of School Day Care
Setting Name	ST MICHAEL'S OUT OF SCHOOL CARE SERVICE
Setting Address	ST MICHAEL'S FIRST SCHOOL MARKET SQUARE,PENKRIDGE NEAR STAFFORD STAFFORDSHIRE

### REGISTERED PROVIDER DETAILS

Name	The Committee of THE GOVERNING BODY
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### ORGANISATION DETAILS

Name	THE GOVERNING BODY
Address	ST MICHAEL'S FIRST SCHOOL MARKET SQUARE,PENKRIDGE NEAR STAFFORD STAFFORDSHIRE ST19 5DJ

## 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

St Michael's Out of School Club opened in 1996. It operates from one of the classrooms within St Michael's First School in Penkridge, having access to toilet facilities and outdoor play space within the school playground. The group caters for children who attend the school and older siblings who attend Penkridge Middle School.

There are currently 49 children from 4 to 11 years on roll. Children attend for a variety of sessions. The group supports children with special needs.

The group opens five days a week during term times. Sessions are from 8.00 a.m. until 9.15 a.m. and 3.00 p.m. until 5.30 p.m.

Seven part time staff work with the children. Two have early years qualifications. One is currently working towards an early years qualification. The group is supported by a governing body.

### How good is the Day Care?

St Michael's Out of School Club provides satisfactory care for children from 4 years upwards.

A warm and welcoming environment is provided for parents and children. Children are happy, settled and enjoy the activities and experiences provided by the group both inside and outside. Good relationships have been established between staff, children and parents. Most aspects of safety are satisfactory and good hygiene practices are encouraged.

A range of toys and equipment is provided that is freely available to enable children to self select activities and develop independence. Areas within the room are set up for specific activities, these are child led and include free choice of activities and quiet time. Staff ensure children with special needs are fully included in activities.

Staff working within the group are qualified or experienced in caring for school aged children. They work well as a team in the care they provide for children. A limited range of policies and procedures are provided that the group work towards and parents are made aware of these.

The group maintain good links with parents and share information daily about the

care of their children.

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

Some improvements have been made since the last inspection. Most actions raised have been addressed. A morning supervisor is now in place and is working towards attaining a NVQ Level 3 qualification. Equal opportunities is now reflected within resources and activities.

Currently during the morning session only half of the staff hold an appropriate qualification .

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

- A good range of activities is provided both inside and outside. (Standard 3)
- Good levels of interaction between adults and children with adults responding to children's interests.(Standard 3)
- Children attending with special needs are well supported and have access to activities alongside their peers.(Standard 10)
- Good relationships with parents are provided. (Standard 12)

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

- qualification levels of staff during the morning session; (Standard 2)
- activity planning procedures;(Standard 3)
- risk assessment procedures; (Standard 6)
- emergency treatment consent; (Standard 7)
- medication policy, records and consent; (Standard 7)
- equal opportunities policy; (Standard 9)
- special needs policy and awareness of the Code of Practice (2002) for the Identification and Assessment of Special Educational Needs; (Standard10)
- knowledge and understanding of the Area Child Protection Committee guidance and procedures;(Standard 13)
- procedures to be followed in the event of allegations of abuse or neglect being made against a staff member; (Standard 13)
- procedures to be followed if a parent fails to collect a child or a child is lost.(Standard 14)

#### **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
2	Develop and implement an action plan detailing how at least half of all childcare staff will hold a level 2 qualification in childcare.	01/12/2003
6	Conduct a risk assessment on the premises identifying action(s) to be taken to minimize identified risks.	01/09/2003

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

Std	Recommendation
2	Maintain a record of arrival and departure times of visitors.
2	Provide individual staff records including details of name, address, recruitment, training and qualifications of all staff and committee members.
3	Devise a planning system for recording activities provided by the group, including children's input and how staff observations underpin future plans.
6	Maintain security of the premises.
6	Maintain supervision of children at all times.
10	Staff gain awareness of the Code of Practice (2002) for the identification and assessment of special educational needs.
12	Update the complaints procedure to include details of how to contact the regulator.
12	Provide information and guidance for volunteers and committee members on their roles and responsibilities.
13	Staff to gain awareness of Area Child Protection guidance and procedures.
7	Undertake a review of all procedures associated with the administration of medication to children.
9	Devise an equal opportunities policy that is consistent with current

	legislation and guidance. Also ensure that this is understood by all staff and shared with parents.
10	Devise and make available to parents a written statement on special needs which is consistent with current legislation and guidance. Also ensure that this is understood and implemented by staff.
14	Provide a statement of procedure to be followed if a parent fails to collect a child or a child is lost.

## **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.*