



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 119263

### INSPECTION DETAILS

|                 |                         |
|-----------------|-------------------------|
| Inspection Date | 11/08/2003              |
| Inspector Name  | Elizabeth, Claire Price |

### SETTING DETAILS

|                 |                                                                   |
|-----------------|-------------------------------------------------------------------|
| Day Care Type   | Out of School Day Care                                            |
| Setting Name    | Holly Spring After-School & Holiday Club                          |
| Setting Address | Lily Hill Road<br>Bullbrook<br>Bracknell<br>Berkshire<br>RG12 2SW |

### REGISTERED PROVIDER DETAILS

|      |                            |
|------|----------------------------|
| Name | The Committee of Committee |
|------|----------------------------|

### ORGANISATION DETAILS

|         |                                                                   |
|---------|-------------------------------------------------------------------|
| Name    | Committee                                                         |
| Address | Lily Hill Road<br>Bullbrook<br>Bracknell<br>Berkshire<br>RG12 2SW |

## 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

Holly Spring After School and Holiday Club was registered in 1999. The club operates from a classroom in the Holly Spring Infant School. The School is located on the outskirts of Bracknell close to a housing development. The club gives priority to children who attend the infant and junior schools or are resident in the local community. Children from other schools in the area may attend the club.

The facilities provide care for 24 children between the ages of four (in full time education) and seven years old. The club also accepts children up to the age of eleven. The after school club is open five days a week during school term times between 15:20 - 18:00. The holiday club is open during the school holidays between 08:45 and 17:30pm.

Two full time and six part time 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 the Early Years Development and Childcare Partnership (EYDCP) and liaises closely with the teaching staff at the school.

### How good is the Day Care?

Holly Spring Out of School Club provides good quality care for children. Staff work well as a team and provide a high level of interaction with the children. They attend a wide range of relevant training courses and introduce new ideas to the club. The club is a welcoming, child friendly environment with plenty of space for children to play and explore. Toys and resources are readily accessible to the children and there is a very good selection, which allows children a wide range to choose from. All required documentation is available although some lacks required details.

Staff are very aware of children's safety whilst ensuring they have fun. They conduct regular risk assessments to minimize hazards and monitor security of the environment. Children have supervised access to outdoor play, which provides a change of environment especially important in the summer holidays. Children are encouraged to be aware of personal hygiene and club procedures ensure their health is safeguarded. Children's dietary needs are discussed with parents and children can access drinks readily. This was vital in the hot weather at this inspection. Individual children's needs are respected and attended to promptly.

The staff are friendly and approachable, know the children well and provide support and encouragement to the children. This develops the children's confidence and sense of security in their environment. The children help each other, show sensitivity towards younger children and play well together. Children are well behaved and co-operative. They respond to the requests from staff and understand club rules. Staff have good strategies if behaviour is inappropriate.

The relationship with parents is good. Staff are welcoming to parents and exchange information about their child's time at the club, discuss any concerns and maintain confidentiality. A handbook of all club policies and procedures for parents is being developed and will be made available.

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

The last inspection was the transitional inspection and no actions were noted.

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

- The staff are well deployed and organised and provide a high level of interaction with the children. They know the children well and provide support and encouragement to the children. This develops the children's confidence and sense of security in their environment
- (Standard 3).
- The club is very well resourced with a wide variety of toys and equipment , readily accessible to the children. The children are able to self select from the range and frequent changes ensure they are entertained and interested throughout their time at the club
- ( Standard 5).
- Staff are very aware of ensuring children's safety whilst having fun. They conduct regular safety checks and risk assess any new activity or outing. Preparation for any outing is detailed and extensive to highlight any areas of concern before the trip is undertaken (Standard 6).
- Staff provide a variety of healthy snacks to the children and a light tea . Close liaison with parents ensures children's dietary needs and allergies are noted and parents wishes are respected (Standard 8).
- The club is a welcoming, child friendly environment with plenty of space for children attending. Children develop their social skills and make strong friendships with each other.They co-operate and behave well and respond to requests from staff (Standard 11).

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

- the induction process for staff to ensure they are aware of all requirements of their employment, policies and procedures of the club (Standard 2);
- documentation for child protection to include procedures if allegations of

abuse by staff are received , and the requirement to notify Ofsted of any concerns for a child's welfare( Standard 13).

### 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                                                                                                                                                                           |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 13  | ensure that the child protection procedure for the out of school club includes the procedure for handling allegations against staff and the requirement to inform Ofsted of any concerns |
| 13  | obtain up to date contact numbers for all agencies to be contacted in the event of a concern for a child's welfare                                                                       |

## **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.*