



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 135997

### INSPECTION DETAILS

Inspection Date 14/01/2004  
Inspector Name Valerie Anne Curotto

### SETTING DETAILS

Day Care Type Out of School Day Care  
Setting Name Greenfield Club After School/Holiday Scheme  
Setting Address The Greenfield Centre  
Park Avenue  
Winterbourne  
South Gloucestershire  
BS36 1NJ

### REGISTERED PROVIDER DETAILS

Name The Committee of Greenfield Club After School Holiday Scheme 1087674

### ORGANISATION DETAILS

Name Greenfield Club After School Holiday Scheme  
Address Greenfield Club After/School Holiday Scheme  
The Greenfield Centre  
Park Avenue  
Winterbourne, South Gloucester  
BS36 1NJ

## 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

The Greenfield After School and Holiday Club is a community based organisation. It operates from three classrooms to the rear of the Greenfield Centre, in Winterbourne village. The club also has access to adjoining playing fields.

It provides out of school care for up to 40 children between the ages of 4 and 11 years. The club is open from 07:45 to 09:00 hours and from 15:00 to 18:00 hours during term time and from 07:45am to 18:00 hours during school holidays. Children from Elm Park and St Michaels Primary Schools are escorted to and from the club by Greenfield staff.

The team of permanent part time staff consists of a manager and three playleaders who are appropriately qualified. Other play assistants include staff from the local schools. The management committee is comprised of parents of children attending.

### How good is the Day Care?

Greenfield After School and Holiday Club provides satisfactory care for children within a busy and friendly atmosphere. Available space is used well to provide different areas where children can play and relax out of school. A high ratio of staff to children enables informal support and encouragement of children's activities. A range of policies and procedures is in place to support children's care, although not all of these are effective. For example, staff records are disorganised and the club handbook is out of date and lacks cohesion. A record of visitors is not maintained.

Satisfactory arrangements are in place to ensure children's safety and well-being within the premises, and appropriate routines are in place to promote hygiene. Children are provided with adequate snacks and drinks. Behaviour management is satisfactory, supported by a clear policy which promotes good behaviour and explains the club rules.

Activities before and after school are generally child-led and children comment enthusiastically about the choice available. A wide range of resources is organised well to enable children to access their own choice. Children are familiar with the regular activities available, such as computers and table tennis. However, sessional variations such as craft options are not made clear to children and some activities are underused as a result. During school holidays activities are more structured and planned to include trips to the cinema and bowling.

An informative general prospectus is available to parents and some information is provided on noticeboards. Communication with staff is informal and friendly, and parents comment that staff are approachable.

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

Three actions were made at the last inspection. The complaints procedure now contains information about the regulator (Ofsted) and contact details. The child protection policy has been developed to include procedures for managing allegations about staff. However, a record of visitors to the club is not in place.

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

- Provision by staff of a welcoming atmosphere for children and their parents.
- Availability of activities which children find interesting and varied.
- Organisation of resources to enable children to choose activities freely and access equipment easily.
- Use of space to provide different environments in which children can play and relax, including soft play and physical activities.

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

- maintenance of staff records to avoid duplication and ensure relevant information is readily available for inspection
- the operational plan ('handbook') to ensure up to date information is available for staff induction and parents
- maintenance of a record of visitors
- information for children and parents about available activities, particularly at after school sessions.

#### **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 should have regard to the following recommendations by the time of the next inspection**

Std	Recommendation
2	Ensure operational plan ('handbook') is up to date and so provides an effective tool for staff induction.
3	Ensure children and parents are sufficiently aware of the range of activities available, particularly sessional variations.
6	Ensure a record of visitors is maintained.
14	Ensure staff records are clear and avoid duplication to provide up to date, accessible information.

## **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.*