



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 311821

### INSPECTION DETAILS

Inspection Date 26/04/2004  
Inspector Name Julie Larner

### SETTING DETAILS

Day Care Type Sessional Day Care, Creche Day Care, Out of School Day Care  
Setting Name The Caterpillar Club  
Setting Address Birtley Community Centre  
Ravensworth Road  
Birtley  
Co Durham  
DH3 1EL

### REGISTERED PROVIDER DETAILS

Name The Committee of The Caterpillar Club Out of School Care

### ORGANISATION DETAILS

Name The Caterpillar Club Out of School Care  
Address Birtley Community Centre  
Ravensworth Road  
Birtley  
Co Durham  
DH3 1EN

## 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 Caterpillar Club and Bumble Bees Pre-School are located in Birtley Community Centre in the Birtley area of Gateshead. The Bumble Bees offer pre-school care for children aged from three to five years. The Caterpillar Club offers before and after school care for children aged from four to eight years, however they may admit children older than this. The group admits children from Birtley East Junior School, Ravensworth, St Joseph's Infant and Junior School, Portabello and Barley Mow. The group also offers a crèche facility which is open on an as-and-when-needed basis.

The Bumble Bees Pre-School is open from 09:15-11:45, Monday to Friday in school term-times and the Caterpillar Club is open before school from 08:00-09:00 and 15:00-18:00 in term-time and from 08:00-18:00 in school holidays. Both groups are closed on Bank Holidays.

Both groups have use of the same areas, these being the hall, a large room adjoining this and toilets to the back of the premises. There is a small sectioned-off kitchen area in the room. The crèche has use of the Committee room. There is outdoor play space to the side of the premises, however this is also a car parking area and can only be used when safe to do so. There is a local park that is very close to the group that can be used for outdoor play and the Caterpillar Club has an agreement with a nearby junior school for occasional use of their playground.

There are three staff members working with the pre-school children, one of whom is the person in charge; of these staff, two have an appropriate early years qualification. An additional staff member is present to work with children who need extra support.

There are four members of staff working with the Out Of School children and two used for escorts to collect children from various schools; of these five have an appropriate childcare qualification.

### How good is the Day Care?

The Caterpillar Club Out of School and Bumble Bees Pre-School provide a satisfactory standard of care. The Bumble Bees pre-school session was inspected this time. The staff work well together as a team, they deploy themselves well to ensure that children's safety is adequate and are aware of their responsibilities in relation to the day-to-day running of the group. Induction procedures for the

pre-school are poor and policies and procedures are not in place: this causes concern about how staff are informed of the way the group should operate. This could also lead to inconsistencies in practice and needs to be addressed so that staff can feel confident in their roles and responsibilities in the overall running of the group. The Caterpillar Club has policies and procedures in place and, due to an established staff team, has satisfactory induction procedures. Most of the paperwork needed is in place.

Space is used well for different areas of play. There are opportunities in the sessions for children to choose activities and participate in larger group times, which the younger children enjoy. Staff facilitate the children's ideas by letting them become involved in choosing songs. There is a wide range of equipment which is appropriate to the ages of children attending and is easily accessible, allowing children to make choices.

There are good relationships with staff. Children approach staff confidently and play well together with their peers. Children are interested in the activities available and move confidently around the setting to access these. Staff showed a good understanding of children's individual needs and were competent at supporting these.

Parents are informed on a daily basis about their children's progress and are confident about approaching staff, which shows there are effective relationships between them. Information about the pre-school is not readily accessible to keep parents well informed.

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

At the previous inspection the group agreed to ensure that all the relevant committee members were cleared and to develop risk assessment to show how hazards are minimised. These were identified through inspection of the Caterpillar Club as the pre-school was not established at this time.

The group stated that the previous committee members had gone through clearance however there are now new members in place and the relevant checks have been sent for these people. There is a risk assessment form in place which is completed and recorded on a daily basis.

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

- Staff work well together as a team. They deploy themselves effectively to ensure that children are safe and receive appropriate support when participating in activities.
- There are good relationships with children. Children approach staff confidently and are encouraged to share their experiences with the rest of the group, which some children are very confident at doing.
- Staff have good knowledge of children's individual needs to ensure they receive the care needed to help to further their development.

- There is a wide and varied range of equipment which is appropriate to the ages of children attending. This is easily accessible, allowing children to make choices and children are interested in what is available.
- Space is used well, there are different areas for different types of play. Children move around areas confidently and are happy and relaxed in their environment.

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

- the policies for the pre-school, to ensure that these are in place and that relevant information is shared and made easily accessible for parents
- induction procedures for staff in the pre-school, to ensure that they are fully informed of their roles and responsibilities in the group.
- the information in the visitors book and staff records.

#### **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	Ensure that an accurate record of visitors and staff records is maintained.	11/05/2004
2	Devise an action plan showing how a suitable induction procedure will be devised to ensure that staff are aware of their roles and responsibilities.	11/05/2004
12	Devise an action plan showing how information will be made available to parents.	11/05/2004
14	Provide an action plan showing how policies and procedures will be in place for the pre-school and how these will be made available to staff to ensure that they are familiar with them.	11/05/2004

## **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.*