



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 200481

### INSPECTION DETAILS

Inspection Date 18/05/2004  
Inspector Name Mary Pratty

### SETTING DETAILS

Day Care Type Out of School Day Care  
Setting Name THE ALLSORTS CLUB  
Setting Address FARTHING LANE  
CURDWORTH  
WEST MIDLANDS  
B76 9HF

### REGISTERED PROVIDER DETAILS

Name Mrs Anne Arkell

## 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

Allsorts Out of School Club, opened in 1994. It is situated in Curdsworth Primary School and operates from the school hall. The school's playgrounds provide enclosed outside play facilities. Children attending are mainly from the school.

There are currently 80 children aged 4 - 11 years on roll. The setting welcomes and supports children with special needs.

The group operates five days per week during term time, sessions are from 07:50 - 08:50 and 15:15 - 18:00 hrs. A holiday play scheme may operate during the school holidays, dependant on demand.

There are five permanent members of staff, all are experienced in child care, sixty percent of the staff including the manager are working towards a recognised childcare qualification. Additional contingency staff and volunteers are also available. The setting receives support from the Early Years Development and Childcare Partnership and it is managed by a voluntary management committee.

### How good is the Day Care?

Allsorts Out of School Club provides satisfactory care for children. Staff provide a secure environment where children can relax and play. Some resources are set out prior to children arriving and children are invited by staff to ask for other activities in order to meet individual preferences. This also enables and encourages children to make decisions about their play. The quantity and range of resources for indoor play is good, however access to positive images and outdoor resources is more limited. Staff work well together, the manager and two of the permanent staff are undertaking training. The operational plan includes a variety of policies and procedures. Some policies and documents need to be reviewed, in order to ensure that the documentation fully supports the operation of the group.

Staff are aware of health and safety issues, however risk assessment is basic and staff have not had an opportunity to attend training. In addition the regularity of fire drills is spasmodic at times. The premises are secure and there is effective communication between the school and club regarding collection of children. Hygiene standards are good. However accident documentation lacks clarity and there is no established system for recording medications. Individual dietary needs are adhered to and healthy snacks or more substantial meals are provided on

request.

Activities are developmentally appropriate, varied and interesting. The children were observed to be purposefully occupied and interested in their play. Whilst basic planning is in place, there is no organised monitoring or evaluation of activities therefore, it is difficult for staff to ensure that they are consistently providing a balanced range of play opportunities. Interaction between staff and children is good and the children are well behaved and co-operative.

Partnership with parents is valued, verbal feedback is provided daily and parents have access to written details about the group.

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

At the last inspection the group was required to implement an action plan' detailing how at least half the staff will hold a relevant qualification. Three of the staff are currently undertaking training, including the manager who has almost completed an appropriate NVQ Level 3 qualification. Staff appraisals have also been introduced in order to further support staff and where necessary, to identify any other training needs. In addition certain policies were identified that needed to be either amended, or devised. This has resulted in a new and comprehensive policy regarding children who are ill or infectious and the complaints procedure now clearly identifies contact details of the regulator. An action to expand the child protection policy has been met in part. The manager is now aware of the additional amendment required in order to ensure that staff and parents are kept fully informed of the procedure regarding allegations made against a member of staff.

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

- Staff have a very good understanding of behaviour management. They are aware of the importance of providing a consistent approach and the children are reminded about rules in a warm and friendly manner. Staff acknowledge good behaviour and effort, this supports the development of self esteem and confidence. In addition the children are encouraged to strive to behave well and to co-operate and they learn to relate well to each other, as they are encouraged to share and take turns whilst participating in the various activities available.
- Staff make themselves freely available to the children, they respond to the children's conversations with interest and participate in activities when appropriate. This helps to create warm relationships and the children feel valued and included.
- Staff endeavour to have an open and friendly relationship with parents. They share any concerns with parents and work with them to support individual children. Parents are kept well informed about the service provided. There is a varied range of policies available which is displayed with other general information in a dedicated area, that is easily accessed by parents.

**What needs to be improved?**

- the system of evaluating and monitoring activities provided
- outdoor resources and positive images
- fire safety and risk assessment
- documentation to include a policy for lost children, improvements to recording systems regarding accidents and medications, the behaviour management policy, regarding bullying, the child protection procedure, regarding allegations against staff.

**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
14	Devise a policy for lost children and ensure that there is sufficient documentation for the efficient and safe management of the provision.	01/06/2004

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

Std	Recommendation
5	Further develop outdoor equipment and resources that promote positive images.
3	Improve records of activities in order to effectively evaluate balance and range of play opportunities provided.
6	Improve risk assessment on the premises identifying action(s) to be taken to minimize identified risks and meet recommendations made by the Fire Safety Officer with regard to the completion and recording of fire drills.
13	Ensure that the child protection policy, includes details of procedures, regarding allegations made against staff.

## **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.*