



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 254550

INSPECTION DETAILS

Inspection Date 10/06/2003
Inspector Name Tricia Jordan

SETTING DETAILS

Setting Name Seely Out Of School Club
Setting Address Seely Junior School
Sherwood
Nottingham
NG5 3AE

REGISTERED PROVIDER DETAILS

Name MRS *****ANITA WAKEFIELD*****

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

Seely Out of School Club opened in 1999. It operates from rooms in Seely Junior School. The group have access to a main play room with kitchenette, large hall, toilets and outdoor play area. The club serves families in the local area. It is registered to provide 25 places for children from 3 years to under 8 years and accepts children from 4.5 to 11 years. Children attend a variety of sessions each week. The group open 5 days a week, Monday to Friday offering before and after school care, during school term times. Sessions last from 7:30 to 8:50am and 3:30 to 6:00pm. A holiday club is also provided, this is open Monday to Friday, 8:00am to 6:00pm during most school holidays. Four staff work with the children.
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How good is the Day Care?

Seely Out of School Club provides satisfactory care for children. Recent staff changes highlight the need to develop procedures for suitable staff appointments, including a deputy, vetting systems and induction training which is clear and structured. The room is well organised to meet the needs of children. Toys and equipment are easily accessible to children and appropriate furniture is available although improvements could be made in the book corner. Most records are on site. Staff are aware of good health and hygiene practices in order to prevent the spread of infection, for example, encouraging children to wash their hands before snacks. First Aid provisions are available, and an accident book and sick child policy are in place, to ensure the welfare of children. Whilst some aspects of safety are very good, procedures for risk assessment and review need to be developed, and evidence of public liability insurance seen. A variety of toys and equipment are available to the children including; games/computer, indoor/outdoor activities and creative activities. Some of the toys and equipment are old and worn and would benefit from being replaced or maintained. Staff have an awareness of the behaviour policy and provide children with good consistency in this area. Relationships with parents are good, and procedures are in place to keep them informed about the provision and their child. For example, Information Leaflets, news letters, parents notice board, and committee meetings minutes. Clear procedures are also in place regarding the collection of children, in order to ensure their safety.
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What has improved since the last inspection?

At the last inspection the provider agreed to actions which have been completed. Staff records are now kept on the premises, so are easily accessible. In relation to

health, a Sick Child Policy has been developed, in order to clarify the club's procedure when children are ill or infectious, therefore minimising the risk of spreading infections. Also written parental permission is now gained in order to obtain emergency treatment if necessary, so in cases of emergency children's needs can still be met.

What is being done well?

The out of school club is in a very secure premises as access to the school grounds are restricted by electronic gates. There is also a very effective system in place for the safe arrival and collection of children, which includes staff recording children's arrival and parents signing their children out.(Standard 6). Good use is being made of the space within the club. The main play area is a classroom, which is clearly divided up into separate areas. These include a cosy television area, with settee, computer area, and various table activities. This enables the children to relax in certain spaces and still have ample room to move about and take part in activities. (Standard 4). Weekly play plans are in place, which ensures that the children receive a variety of activities throughout the week. (Standard 3). Toys and activities are all at the children's level, including storage units and shelves, which makes resources easily accessible to them. Children can therefore make choices and swap activities as they wish. (Standard 5). Staff interact with the children appropriately, by sitting down and joining in with the play activities and by talking and listening to them. The children are familiar with routines and are settled. (Standard 3).

What needs to be improved?

The procedures for vetting staff, appointment of staff with appropriate qualifications or experience, appointment of a deputy, staff induction training and the accessibility of records for inspection purpose. (Standards 1,2,14) The book corner, and some toys and equipment which need replacing and maintaining. (Standards 4,5) The acquisition of public liability insurance that can be displayed. (Standard 6) Risk assessments that are recorded and reviewed.(Standard 6) Play resources to promote children's knowledge of different communities.(Standard 3,9) Staff awareness of the Code of Practice in relation to the identification of Special Educational needs.(Standard 10)

Outcome of the inspection

Satisfactory

WHAT NEEDS TO BE DONE NEXT?

The Registered Person must take the following actions by the date shown		
Std	Action	Date
1	ensure adults looking after children are suitable to do so with regard to Ofsted's vetting procedure.	24/06/2003

2	ensure that training and qualification requirements are met with regard to; at least half of all staff holding a level 2 qualification appropriate for the care and development of children, all staff have induction training in their first week of employment and there is a named deputy who is able to take charge in the absence of the manager.	24/06/2003
14	ensure records which are required for the efficient and safe management of the provision are always available for inspection with regard to; qualifications, and vetting clearance.	24/06/2003

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

Std	Recommendation
4	develop an inviting book corner, where children can relax and read in comfort.
5	replace/maintain old and worn toys/equipment, including storage units.
6	obtain public liability insurance and display the certificate in a prominent position.
6	record risk assessments, and regularly review procedures.
9	further develop toys/activities which promote positive images in relation to race, gender and disability.
10	develop knowledge about the Code of Practice in relation to the identification and assessment of Special Educational needs.

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.