



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 200721

INSPECTION DETAILS

Inspection Date 16/07/2003
Inspector Name Sharon Waterfall

SETTING DETAILS

Day Care Type Out of School Day Care
Setting Name Our Lady's Out of School Care Club
Setting Address Leamington Road
Princethorpe
Rugby
Warks
CV23 9PU

REGISTERED PROVIDER DETAILS

Name Mrs Margaret Patrick

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

Our Lady's out of school club is a committee run facility, which opened in 1997. It is situated within Princethorpe village, which is located between Rugby and Leamington Spa. It is easily accessed by the A45.

The group use the library area of Our Lady's R.C. School and the hall and playground for more physical activities.

The scheme operates term time between 8:00 to 9:00am and 3:30pm to 5.30pm. The club offers care to 23 children aged four to eight years.

There are six staff within the setting who have relevant childcare experience.

How good is the Day Care?

Our Lady's out of school care provides satisfactory care for children aged 4 to 8 years.

A bright, welcoming environment is provided for the children, the space is organised to support their play and some of their work is displayed on a board. There is a relaxed atmosphere as the group is run quite informally, but there is a lack of management structure, relevant training and induction procedures.

The activities provided are suitable for the ages of the children attending. The outdoor area is used regularly for sporting activities and learning skills such as racquet and catching. Staff supports the children's play by joining in and suggesting ideas. The children enjoy watching T.V. at snack times but it is often left on, providing no focus.

There are some procedures in place for protecting children's welfare, but some lack necessary detail. The staff have put into place a risk assessment for the premises and equipment, which they will review regularly. Children are well supervised indoors and out. Children behave well, they are eager to help and respond well to the clear expectations of staff and the praise given.

Information exchange with parents is done through verbal communication on a daily basis. A list of basic activities is displayed and the school include group information within their newsletters. Most relevant documentation is being held though many

polices need reviewing and expanding.

What has improved since the last inspection?

At the last inspection the group agreed to provide action plans regarding minimum qualifications for staff and the person in charge, implement a risk assessment, devise and share with parents a policy about excluding children with infectious illnesses, devise a medication policy, devise equal opportunities and special needs policies, share with parents information about the setting, include the regulator's details within the complaints policy, share information with parents about the activities offered and devise a child protection policy including a procedure to be followed in the event of an allegation being made against a member of staff.

The staff team has worked together to produce most of the policies requested, these are available in a folder for parents to see on request. They have not managed to fulfil the qualification requirements and these remain recommendations as the group have contacted local colleges for courses. The child protection policy still needs to include the staff procedure and a special needs statement needs devising.

What is being done well?

- The children's opinions are clearly respected; they are given opportunities to make choices about their play. The staff talk to the children and are interested in what they have to say.
- Good relationships are fostered between staff and children, the atmosphere is relaxed and the children appear settled in a familiar environment.
- The children are well behaved; they play well together and easily join in one another's games. There are consistent procedures for behaviour and the children respond well to these and the praise given.

What needs to be improved?

- the action plans for staff qualifications to ensure they are reviewed and updated;
- staff records for recruitment, training and qualifications;
- the implementation of an induction procedure;
- the availability of resources which promote positive images of equal opportunities;
- the recording of emergency evacuations;
- the attendance procedure to include staff;
- the procedure for self held medication recording;
- the confidentiality of accident records;
- the devising of a special needs policy;

- guidance for committee members on roles and responsibilities;
- the child protection policy to include a procedure for staff allegation.

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	devise a procedure to be followed in the event of a parent failing to collect a child or a child being lost.	01/09/2003

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

Std	Recommendation
1	ensure the action plan stating how you intend to meet the qualification requirements for the person in charge and in what timescale is reviewed;
2	ensure all staff has induction training which includes health and safety and child protection policies and procedures within their first week;
2	ensure the action plan stating how you intend to meet the qualification requirements for the minimum of at least half of staff having a level 2 qualification and in what timescale is reviewed;
2	ensure individual records are held on the premises containing the name and address of staff, volunteers and committee members and information about recruitment, training and qualifications;
5	ensure that resources are available that show positive images of people of all races, cultures and abilities;
6	ensure satisfactory records are kept of fire evacuations;
2	ensure attendance records include times of arrival and departure of staff;
7	ensure medication policy includes procedures for self held medication;
7	record accidents confidentially;

10	devise and review a written statement about special needs which is consistent with current legislation and guidance;
12	ensure committee members are given full information and guidance on their roles and responsibilities;
13	expand the child protection policy to include a procedure to be followed in the event of an allegation being made against a member of 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.