



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 113365

### INSPECTION DETAILS

Inspection Date 19/06/2004  
Inspector Name Kate Houghton

### SETTING DETAILS

Day Care Type Full Day Care  
Setting Name Ashdown Club for Children with Special Needs  
Setting Address 6-8 Ashdown Road  
Worthing  
West Sussex  
BN11 1DF

### REGISTERED PROVIDER DETAILS

Name Guildcare 3021390 1044658

### ORGANISATION DETAILS

Name Guildcare  
Address c/o Ashdown Club for Children with Special Needs  
6-8 Ashdown Road  
Worthing  
West Sussex  
BN11 1DF

## 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

Ashdown club for special needs children operates from a purpose adapted building in the centre of Worthing, West Sussex. The club supports children with special needs from the local area. The provision is part of the Guildcare charity based in Worthing, the charity has a board of trustees and the registered person is the current line manager for all Guildcare day care services.

The club provides respite care for children aged from 5 to 14 years. The club is open on Saturdays between the hours of 09:30-12:30 and 13:30-16:30. The club operates on 26 Wednesdays from 17:30-20:30 and provides extra week day sessions during the school holiday period.

11 part time staff work with the children. 2 Staff hold qualifications in childcare equivalent to NVQ level 3, a trained Paediatric nurse is employed and all other staff members are experienced in caring for children with special needs.

The setting receives support from the Early Years and Childcare Partnership.

### How good is the Day Care?

Ashdown club for special needs children provides good care for children. Staff are suitably qualified and experienced to care for children. Space is organised well and children are supported by staff to access all areas. The environment is warm, welcoming and bright. Areas for play are arranged appropriately and resources are in place for children to access easily. Children have access to specific facilities and equipment to support play and care needs. Most documentation is in place to share with parents and records are kept securely and confidentiality is maintained.

Effective systems are in place to support the management of safety within the setting and outside. Staff support and encourage children to maintain appropriate levels of hygiene as part of the daily routine. An appropriate range of drinks and snacks are provided for children throughout the session. Staff promote a professional and caring environment, individual needs are recognised and parents wishes are respected. Children respond well to a nurturing environment and are encouraged to behave appropriately. Staff are committed to the the protection of children and appropriate procedures are in place to keep children safe. A range of activities are provided for children to promote appropriate experiences for play in a

safe and stimulating environment. Staff promote positive relationships with parents. Staff value parents knowledge and welcome their input, information is exchanged on a regular basis and arrangements are in place to agree the care needs of their child.

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

Not applicable.

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

- Play areas include a stimulating range of toys and equipment, including access to a sensory room to promote play within a safe and secure environment. Children are provided with comfortable cushions and bean bags to relax on and have access to soft furnishings to sit on when playing and watching videos. Children are supported with a range of equipment to aid meal times including non slip table mats, drinking cups and trays. Arrangements are in place to maintain personal care needs staff have access to the use of a hoist to support moving and handling.
- Emergency evacuation procedures are displayed and staff are aware of procedures to follow. The fire alarm system panel is checked weekly and a fire log is recorded to support checks carried out. Staff access training regularly and systems are checked by professionals throughout the year. Staff promote the security of children within the setting and systems are in place to ensure appropriate procedures are followed to support arrival and departure of children, parents and visitors.
- Staff reflect as positive role models and respond well to children by offering praise and encouraging them to say please and thank you. Children are provided with a nurturing and caring environment and staff encourage the use of a treat tree to display positive elements of children's behaviour. Children enjoy collecting leaves to stick on the tree and are rewarded with a treat when they have collected a certain amount of leaves.
- Staff encourage partnership with parents. Parents are encouraged to share their knowledge and contribute to the care needs of their child within the setting. Parents are encouraged to participate within the steering group to support the management and running of the group. The group encourages outside speakers to attend the setting to give talks on a variety of subjects and share information with parents.

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

- Registration details to include times of children's arrival and departure.
- Accident records to ensure details of incidents are shared with parents.
- Health arrangements to ensure written parental consent is obtained to apply creams and lotions.
- Complaints procedure to ensure details of Ofsted's address and telephone

number is shared with parents.

### Outcome of the inspection

Good

### 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
7	Ensure written parental consent is obtained to apply creams and lotions.
14	Ensure written records include necessary detail to share with parents and written consent is obtained to agree health care arrangements of children being cared for.

## **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.*