



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN EY218459

### INSPECTION DETAILS

Inspection Date	27/05/2004
Inspector Name	Michelle Julie Gutcher

### SETTING DETAILS

Day Care Type	Out of School Day Care
Setting Name	Holly Lodge After School Club
Setting Address	Stratford Road Ash Vale Surrey GU12 5PX

### REGISTERED PROVIDER DETAILS

Name	The Committee of Holly Lodge After School Club
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### ORGANISATION DETAILS

Name	Holly Lodge After School Club
Address	Stafford Road Ash Vale Surrey GU12 5PX

## 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

Holly Lodge After School Club, generally known as "Little Berries", registered in 2002. It is committee run and operates from an external classroom, in the grounds of Holly Lodge Primary School. The club has access to the schools' playing fields, playgrounds and separate toilet facilities for both boys and girls. The after school club is only available to the children who attend Holly Lodge School.

There are currently 85 children, aged from four to eleven years, on roll. Children attend for a variety of sessions. The setting makes provision for children with special needs and/or speak English as an additional language.

The club opens five days a week during school term times. Sessions are from 15:15 hours to 18:00 hours.

Five members of staff work with the children. One member of staff has recognised early years qualification. Two members of staff are on training programmes. Four members of staff hold a current first aid certificate.

### How good is the Day Care?

Holly Lodge After School Club, known as "Little Berries", offers satisfactory childcare.

The club is situated within the grounds of Holly Lodge Primary School and uses the areas allocated to them well. The dedicated classroom used is effectively arranged by staff to ensure that the children can benefit from a less structured environment, which they have been used to all day at school. The club offers opportunities to relax if the children wish to. Staff are deployed appropriately. Two staff members are undertaking training to gain a recognised childcare qualification. Some policies and procedures relating to day-care activities are in place. Other documentation required under the Children's Act is yet to be devised.

Staff are generally aware of safety issues but do not take steps to ensure that identified measures to minimise hazards are implemented. Children are supervised at all times, especially when playing outside and when going to the toilet. Staff generally act in the best interests of the children when they are ill, although staff are insecure in their knowledge as to how to administer invasive medication. Staff have an awareness of child protection issues and the correct procedures to follow,

however the written policy does not reflect this and not all accidents are recorded.

Staff relate well to the children and a positive approach is used to encourage the children. Staff actively participate in all areas of the children's activities. They are lively, well occupied and treated as individuals. Basic resources that depict images of diversity are available. Staff adopt a positive approach to behaviour management which the children respond well to.

Staff build friendly relationships with parents. They are made welcome and verbal feedback is offered about the children at the end of each session. Some written information about the club and is available.

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

Not applicable.

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

- Snack time is well organised and encourages the children to self serve their own snacks which enhances their independence skills. The children freely chat and are able to watch television for relaxation.
- Children are happy, settled and secure. They are at ease in their surroundings and with the carers looking after them. There is a relaxed, homely atmosphere.

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

- documentation required under the terms of the Children's Act
- recording of the children's attendance
- implementation of the risk assessment, so that staff are aware of all the required daily safety checks and ensure that all measures identified to minimise hazards are adhered to of premises
- recording of accidents and procedure to administer invasive medication
- written permission from parents as to who is responsible for the children when attending after school activities during after school times

#### **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 procedures for lost or uncollected children are available	18/06/2004

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

Std	Recommendation
2	Ensure an effective operational plan is implemented and includes a special needs policy, recording of the children's actual times of attendance and ensures parental agreements are in place to verify who is responsible for the children attending an after school activity during the same hours as the after school club.
6	Conduct a risk assessment on the premises identifying action(s) to be taken to minimize identified risks to children attending the after school club.
7	Obtain written permission from parents before administering medication to children and ensure staff have appropriate training before administering any invasive medication. Ensure all accidents are recorded including existing injuries.
13	Ensure that the child protection procedure for the after school club complies with local Area Child Protection Committee (ACPC) procedures and parents are made aware.

## **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.*