



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 159336

### INSPECTION DETAILS

Inspection Date 30/07/2003  
Inspector Name Tracy Maria Clarke

### SETTING DETAILS

Day Care Type Out of School Day Care  
Setting Name Alton Primary school Playcentre  
Setting Address Danebury Avenue  
London  
SW15 4PD

### REGISTERED PROVIDER DETAILS

Name Wandsworth Borough Council Play Services

### ORGANISATION DETAILS

Name Wandsworth Borough Council Play Services  
Address Leisure and Amenity Services Dept, Hut 1, Rear Car Park  
Wandsworth Town Hall, Wandsworth High Street  
London  
SW18 2PU

## 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

The Alton Primary School Play centre has been registered since 1992.

It is held in Alton Primary School, which is situated within the Alton Housing Estate in Roehampton. The area is well served by public transport and parking is available. The housing estate and surrounding areas are designated 'Sure Start' areas.

The play centre use up to four designated areas of the school, including a large dining hall, a library and occasional use of two classrooms. Outside, they have access to a playground, large field and an adventure playground area with fixed play equipment. Each area is used for different activities, including indoor sports, art and craft activities and games. At least one member of staff is situated in each play area. Children are free to make choices about what rooms and activities they want to participate in, and move from room to room at their own pace.

The play centre is registered to accommodate a maximum of 150 children aged from 5 years upwards. On the day of the inspection there were 79 children present, 48 of whom were under 8 years of age. 17 children with a range of special needs are due to attend the play centre, although not all will attend on the same days. The play centre have a policy to assess each child's individual care needs, and if necessary, a one to one key worker will be provided.

There are currently 17 staff available to work at the site, although the number of staff working each day depends on the number of children in attendance, and the number of children with special needs. One staff member holds a recognised youth work qualification. The manager is currently working towards a NVQ3 in Play work. No other staff have undertaken relevant childcare or play work training courses, but eight staff have relevant experience.

### How good is the Day Care?

The Alton Primary School Play centre provides satisfactory care for children.

The premises are warm and welcoming and provide sufficient space for children to play safely. Risk assessments are undertaken to ensure hazards are inaccessible to children, and regular checks are undertaken of toilet areas to maintain good hygiene standards.

The manager keeps well-maintained records which can be easily retrieved when

necessary, however, medication procedures were not clear and being complied with. The child protection procedure also needs minor revision and the accident recording system were not confidential for each child.

A programme of activities is displayed for parents, and generally the activities provided inside the premises where being enjoyed by the children. The majority of staff was able to interact well with the children and initiate games, or extend the activity. However, the limited range of toys and resources affected the variety of activities, which were on offered to children, and some staff lack experience in encouraging children to try new experiences, particularly in the outside play area.

Generally children were well behaved and aware of the rules of the play centre, although some children became restless and argumentative when activities went on too long, or they were expected to wait for long periods of time.

Staff work well with parents to share information regarding children's individual needs, and make policies and procedures available to parents. The play centre offers an inclusive environment, by providing additional staff to work with children who have a wide range of special needs.

The manager is working towards a level 3 childcare qualification, but there are insufficient other qualified staff working with children under eight. However, the local authority have provided an action plan stating how they will meet the standard in relation to 50% qualified staff by July 2004.

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

Eighteen actions were made at the last inspection, of which fifteen have been met. Since last year there has been in improvement in the records and documentation provided by the play centre, resulting in children's departure times being recorded daily, and the revision of a range of policies including the special educational needs statement, the equal opportunities policy and the complaints procedure. Parents now give their written consent for emergency medical treatment, and parents are also now asked to sign the accident record. Information regarding the public liability insurance is now held on the premises. Health and safety systems have also being improved, and there are now regular toilet checks in place, improved security systems to ensure children cannot leave the premises without permission, more thorough risk assessments of the premises, and children's toilets are provided with soap, hand towels and toilet paper.

The play centre also now holds regulatory staff records on the premises.

Three actions from the last inspection have not yet been achieved. One action was made in relation to the manager holding a level 3 childcare or play work qualification, and another action made in relation to 50% of the staff team working with children under eight years holding a level 2 childcare or play work qualification. Although these have not been achieved, the local authority have provided an action plan, which states their commitment to achieving both these actions by July 2004. The accident recording still needs revising to ensure confidentiality.

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

- The premises are warm, welcoming and well maintained. There are effective systems in place to ensure the premises are safe and secure, which includes written risk assessments.
- Appropriate hygiene standards are in place, with improved cleaning procedures and children being encouraged to wash their hands regularly.
- Staff work with parents to share information about children's individual needs, allergies and dietary needs.
- Children with special needs are included, with staff maintaining additional records in relation to their particular needs, and offering children additional staff to ensure their care needs can be met.
- Parents are given information about the group and can access the policies and procedures
- Records are generally well maintained, and can be easily retrieved when necessary.

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

- the qualifications of the manager and staff meet the required standard in relation to the Dfes 14 national standards.
- the grouping of the children effectively during certain activities, to ensure the care of children under eight is not adversely affected by the older children
- activity planning, so staff are able to deliver a broader range of activities and games, and feel more able to initiate a stimulating programme which can be enjoyed by the children
- the routine's so that children do not need to spend long periods queuing for activities, snack time and lunchtime
- range of toys and resources, which promote equality of opportunity and can be used effectively by all the staff
- staff's awareness of the action to be taken when children arrive with existing injuries
- written procedures to ensure that medicine is not accepted on the premises which has expired, to ensure Ofsted are notified of any allegations made against staff and to ensure that accident recording remains confidential.

### **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	group children according to the suitability of activities and the needs of the children concerned, to ensure the care of children aged eight and over is not adversely affecting the care of children under eight	04/08/2003
5	ensure there are sufficient toys and resources to offer children variety and choice, and to enable staff to deliver a balanced and varied range of activities	04/08/2003
14	ensure effective systems are in place to check the expiry date of medication, prior to it being accepted onto the premises and administered to children	04/08/2003

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

Std	Recommendation
1	ensure the action plan submitted in relation to the manager achieving a level 3 qualification, is achieved within the agreed timescale
2	ensure the action plan submitted in relation to staffing qualifications is achieved within the agreed timescale
3	improve activity planning to ensure children are provided with a stimulating and varied environment when using the outside area
3	ensure effective management of the activity planning, so that the programme is effectively delivered by all the staff team
3	revise pre-snack and pre-lunch time routines to ensure that children do not spend long times queuing
5	ensure activities and resources reflect equality of opportunity and depict positive images of race, culture, gender and disability
11	ensure all staff are aware of methods and routines they can implement to encourage children's good behaviour
13	ensure all staff are aware of actions to be taken when children arrive with existing injuries

13	revise child protection procedure to include notification to Ofsted when staff are alleged to have harmed a child
14	revise accident recording to ensure each child's entry is confidential to their parent/carer only

## **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.*