



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN EY255018

### INSPECTION DETAILS

Inspection Date	07/02/2005
Inspector Name	Carys Millican

### SETTING DETAILS

Day Care Type	Out of School Day Care
Setting Name	The Bishop Harvey Goodwin After School Club
Setting Address	Bishop Harvey Goodwin School Harold Street Currock, Carlisle Cumbria CA2 4HA

### REGISTERED PROVIDER DETAILS

Name	The Committee of The Bishop Harvey Goodwin School
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### ORGANISATION DETAILS

Name	The Bishop Harvey Goodwin School
Address	Harold Street Carlisle Cumbria CA2 4HG

## 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

Bishop Harvey Goodwin After School Club is run by a management committee. It opened in 2004 and operates from the Gold hall and the Royal hall within Bishop Harvey Goodwin School in Currock, Carlisle. A maximum of 24 children may attend the club at any one time. The Out of School club is open Monday to Friday 15.20 to 18.00 term time only. The school playground and field are used for outdoor play.

There are currently 36 children aged from 3 to under 8 years on roll. The facility is open to children up to the age of 10 years. Only children attending the school use the service. The club supports a number of children with special educational needs.

The club employs five staff, who all hold appropriate early years qualifications.

### How good is the Day Care?

The Bishop Harvey Goodwin After School Club provides satisfactory care for children. The premises are warm, welcoming and bright. The main room is organised into play/activity areas, including quiet areas for children to rest and relax. The children are able to move freely between activities and choose from the accessible play equipment. Documentation has significant weaknesses. These are within confidentiality and recording methods, the availability and displaying of relevant documents, and the reviewing and maintaining of policies, plans and procedures. The committee are not fully aware of their roles and responsibilities especially with regard to obtaining the relevant checks for staff and committee. Several checks are outstanding.

Attention is paid to safety, however the fire evacuation procedures are not displayed or regularly practiced, the fire blanket is missing and risk assessments not carried out. The premises are clean and well maintained. Children's individual needs are catered for. Snacks provided are healthy and nutritious. Sensitive and appropriate interactions between staff and children promote children's self esteem. The staff have a good understanding in child protection issues and caring for children's special needs

The activities are well planned for each session and adapted for all ages attending. The children enjoy the well supervised activities and are able to participate to their individual level. The children choose for themselves from the good quality resources

available The interaction with the staff and children is positive, within a relaxed and friendly atmosphere. Children are well behaved and respond well to the staff's consistent ground rules. Good behaviour is promoted through praise and encouragement.

Staff communicate closely with parents to foster good relationships. Relevant information is shared between the provision and the parents by several means, including a leaflet, newsletters and on the notice board.

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

Not applicable

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

- The premises are well maintained, comfortable and with plenty of space for children to move around freely. The children's work is clearly displayed in designated areas in the room. The children have access to outdoor activities such as football on the playground or on the field in warmer weather. There are areas where the children can take their shoes off and relax to read a book watch TV/video and play on the play station.
- The sessions are organised to enable children to participate in whole group, small group and individual activities. The children join in the activities playing games with the adults or taking turns to play table football. The activities are stimulating, interesting and fun. The children are happy and contented in the relaxed atmosphere. The children enjoy the adult initiated activity of making hearts for Valentines day and free play with the polystyrene shapes.
- Staff members are skilful in encouraging independence and giving support when needed, for instance after snack time the children wash and dry their own cups and plates. The staff are warm and caring and the children relate well to them. The children are provided with a good assortment of healthy nutritious foods and regular drinks. The children sit down together where social skills and manners are encouraged and positive behaviour reinforced.

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

- the completing of outstanding checks on committee members and persons employed to work with children and the management committee's awareness of their roles and responsibilities
- the deployment of staff to ensure unvetted persons do not have unsupervised access to children
- the development of operational procedures
- the safety arrangements indoors re: fire safety and the identification of hazards
- the displaying and updating of the complaints procedure and the availability

of relevant documents

- the maintaining of confidentiality when record keeping and the recording of staff hours and visitors attendance.

**PREVIOUS COMPLAINTS (This section applies only to inspections carried out from September 2004. The complaint record relates to complaints from the last inspection or 1st April 2004 whichever is later.)**

There are no complaints to report on since 1st April 2004.

**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
1	Make sure that checks are completed on all management committee members and staff and that the committee are fully aware of their roles and responsibilities especially in the recruitment of staff.	07/02/2005
2	Develop an operational plan.	21/02/2005
6	Conduct risk assessments on the areas used by children identifying actions to be taken to minimize identified risks.	21/02/2005
6	Meet any recommendations made by the Fire Safety Officer including the displaying of the fire evacuation procedures and practicing of the fire drill with the children.	21/02/2005
14	Ensure that all records relating to Out of School activities are readily accessible on the premises and available for inspection at all times. Send a copy of Public Liability Insurance certificate to Ofsted Regional Centre	07/02/2005

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

Std	Recommendation
1	Complete an action plan showing how any person undergoing checks does not have unsupervised access to children. Send a copy to Ofsted Regional Centre.
6	Make sure a fire blanket is available in the kitchen.
12	Make sure the complaints procedure is clearly displayed and contains Ofsted contact details.
14	Maintain confidentiality when recording accidents and incidents and make sure staff hours and visitors attendance are clearly recorded in the register.

## **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.*