



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 123977

INSPECTION DETAILS

Inspection Date	20/10/2004
Inspector Name	Kerry Davey

SETTING DETAILS

Day Care Type	Out of School Day Care
Setting Name	Bengeo Time Out Club
Setting Address	Bengeo Primary School The Avenue Hertford Hertfordshire SG14 3DX

REGISTERED PROVIDER DETAILS

Name	The Committee of Bengeo Playgroup 1049421
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ORGANISATION DETAILS

Name	Bengeo Playgroup
Address	Bengeo Primary School The Avenue Bengeo Hertfordshire SG14 3DX

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

Bengeo Time Out Club opened in 1997. It operates from the dining room, school hall, library, music/breakfast room and lobby of Bengeo JMI School in Bengeo. Children attend from the junior and infants side of the school only.

There are currently 31 children from 5 to 8 years on roll. Children attend for a variety of sessions.

The setting currently supports children with special needs.

The group opens five days a week during school term times. Sessions are from 08:00 until 08:55 and 15:15 until 18:00.

Five part-time and two full-time staff work with the children. Over half the staff have Playwork qualifications to NVQ level 2 or 3. Four staff are currently working towards a recognised Playwork qualification.

How good is the Day Care?

Bengeo Time Out Club offers a good standard of care for children. The group is located in several areas of Bengeo Primary School and has access to outdoor play areas. The environment provided is warm and welcoming. Staff work well together as a team and have developed good relationships with the children. Most of the required documentation is in place although additional information is required to policies and the children's attendance register. Staff are aware of the need to ensure that they are working within the registered numbers at all times. Children are confident and respond well to the known routines.

Staff are aware of safety issues and are active in promoting good personal hygiene procedures with the children. Children's independence and opportunities to make choices are developed during mealtimes when they are able to prepare their own tea and select different food items from the varied selection available. Meal times are a social occasion where children can sit and relax with the staff and discuss their day and consider activities for the session.

Children are involved and interested in the broad range of fun activities provided, they are able to make independent choices from the resources available and are provided with opportunities to plan and organise group activities e.g. a competition using construction equipment, organised by a small group of children. Staff interact

constantly with children and offer appropriate support if needed. Children's behaviour is valued and encouraged, they are praised frequently and have developed good relationships with staff and each other.

Parents are welcomed into the setting and are able to discuss their children with staff. Information is provided for parents regarding the setting through newsletters and verbal feedback. Positive comments have been received from parents who refer to the helpful, reliable and caring staff team, good communication with parents, friendly atmosphere and clear boundaries set.

What has improved since the last inspection?

At the last inspection the group agreed to record evidence of food safety compliance, improve children's safety and group security by developing a policy regarding use of the kettle, provision of adequate fire control equipment and implementing a system to ensure that children are unable to leave the premises unsupervised. The group also agreed to provide an adequately stocked first aid box.

All actions have been met. This has resulted in the implementation of a system to record fridge temperatures daily, the development of the health and safety policy to include use of the kettle for washing up purposes, provision of a fire blanket in the breakfast room, provision of two first aid boxes, stored in the breakfast room and dining room and a system developed to prevent children from leaving the premises.

What is being done well?

- Staff work well together as a team. They are friendly and approachable and are aware of their roles and responsibilities within the group. They make good use of space and resources which enables children to feel happy and secure and enjoy their out of school time.
- Staff provide children with a varied range of fun activities and play opportunities which are appropriate to the ages and interests of children attending. Children are able to lead their play and make decisions about group activities. Staff interact constantly with the children encouraging their independence and social skills.
- The environment is warm, welcoming, clean and well maintained. Children's artwork is displayed giving them a sense of ownership to the group and space is used well to accommodate children's needs.
- There are effective procedures in place to identify and address hazards on the premises. Staff are vigilant about children's safety and ensure that they supervised at all times. Staff promote good personal hygiene routines, giving explanations and encouraging independence.
- Children are provided with varied and nutritious food both for breakfast and tea. Mealtimes are a sociable, relaxed time for children with opportunities provided to participate in food preparation.
- The management of children's behaviour is good. Staff praise and encourage the children frequently and talk to them respectfully and kindly. Children

behave well and know what is expected of them.

What needs to be improved?

- the procedure for recording children and staff attendance times and the system for booking only the registered number of children into the sessions
- the policies for special needs, equal opportunities and procedures to be followed in the event of a lost child.

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
2	Ensure that the registration system records the hours of attendance for children and staff.
2	Ensure that the registered numbers for children under 8 is not exceeded. This relates to the breakfast club.
14	Develop group policies and ensure that staff and parents are aware of the updated copies. This relates to lost/uncollected child, special needs and equal opportunities policies.

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.