



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 139348

INSPECTION DETAILS

Inspection Date	27/06/2003
Inspector Name	Janet Armstrong

SETTING DETAILS

Day Care Type	Out of School Day Care
Setting Name	MANOR MINORS AFTER SCHOOL CLUB
Setting Address	MANOR PARK SCHOOL MELLSTOCK AVENUE DORCHESTER DORSET

REGISTERED PROVIDER DETAILS

Name	The Committee of u/a
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ORGANISATION DETAILS

Name	u/a
Address	u/a
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	u/a

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

Manor Minors After School Club has been operating for approximately four years and is situated within the school grounds of Manor Park School in the county town of Dorchester. It is an out of school club that is run by a committee of volunteers. The club serves those children attending Manor Park School during term time, but spaces are offered to all children aged 4 - 12 years of age during the holiday times.

They are registered for 26 4-8 year olds and open term time, Monday to Friday, 7:45 - 09:00 am and 3:15 - 6:00 pm and during all school holidays, Monday to Friday from 08:45 - 5:45 pm. The club is also open in the Autumn term from 12 noon until 3:15pm to rising five year olds attending Manor Park School in the mornings.

The club is based in the school bungalow of which they enjoy sole use. They also have use of the school out door play areas.

A relaxed session is provided with the children free to choose their own activities or participate in structured games and creative projects.

The club employs a supervisor who holds the N.N.E.B. and six members of staff of whom three hold a recognised child care qualification. There are also four bank/relief staff.

The club does not offer overnight care.

How good is the Day Care?

Manor Minors After School club provides satisfactory care overall for children aged 4 - 8 years of age.

Organisation is good, with policies and procedures on hand to support the daily running of the group, however, not all procedures are in place and staff need to familiarise themselves with relevant documents to ensure appropriate procedures are followed.

Staff have a good awareness and understanding of health and safety within the setting and on outings, and keep a close eye on the children's activities. Clear systems are in place to provide a safe environment and to ensure equipment, furniture and provision is safe and suitable for use. Consideration is needed to provide the children with a balance of nutritious snacks.

Staff have a good understanding of the needs of the children and provide a relaxed environment. Children are free to choose their activities and games and participate in structured games, outings and creative projects, supported by staff as needed.

Partnership with parents and carers is good. Parents wishes are catered for and information is shared on an informal, daily basis. Parents are not given information of how to contact the regulatory body.

What has improved since the last inspection?

At the last inspection, the provider agreed to address a range of actions that were identified. These have all been addressed, except for two, which still need developing further. A system has been implemented for the administration of medication, however parents are not asked to sign the record after medicines have been given. Confidentiality is still not maintained when recording any issues or incidents.

What is being done well?

- Staff provide a relaxed and friendly environment for the children to unwind in after school and during the holidays. (standard 4)
- Good relationships have been formed between staff and children, with children's views and ideas listened to and valued. Staff support the children in their activities, and offer a balance of structured games and activities.(standard 3)
- Children are free to choose their own activities and have good access to a range of toys, equipment and games to support their needs and ideas. (standard 5)

What needs to be improved?

- staff awareness and understanding of policies and procedures (standard 2)
- systems for administration of medication (standard 7)
- balance of nutritious snacks (standard 8)
- parental access to regulatory body address and telephone number (standard 12)
- confidentiality of recording of incidents (standard 13)
- procedures for lost and uncollected children (standard 14)

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
14	ensure procedures for lost and uncollected children are in place.	31/07/2003

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

Std	Recommendation
2	ensure staff are aware and familiar with the setting's policies and procedures
7	ensure systems for administration of medication are appropriate.
8	ensure a balance of healthy snacks are provided
12	ensure parents have access to the regulatory body address and telephone number
13	ensure confidentiality is maintained when recording incidents

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.