



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 116238

### INSPECTION DETAILS

Inspection Date 17/09/2003  
Inspector Name Martha Naa Ahimah Darkwah

### SETTING DETAILS

Day Care Type Out of School Day Care  
Setting Name Beavers After School Hours (B.A.S.H.)  
Setting Address Beavers Community Primary School  
Arundel Road  
Hounslow  
Middlesex  
TW4 6HR

### REGISTERED PROVIDER DETAILS

Name The Committee of Beavers Community Primary School  
Extended Day Care

### ORGANISATION DETAILS

Name Beavers Community Primary School Extended Day Care  
Address Beavers Community Primary School  
Arundel Road  
Hounslow  
Middlesex  
TW4 6HR

## 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 Beavers After School Hours Club (known as BASH) has been registered for several years. It operates from the Beavers Community Primary School hall and it is run by a parent management committee.

It serves the local community, although currently, places are used only by children attending Beavers School.

The club has access to the dining hall, toilets and outdoor facilities. The setting cares for children with special needs. The opening hours are from 15:15 to 17:45 Monday to Friday during term time.

The staff group are supported by the local Primary Community Team, who are part of the Hounslow Education Authority.

There are currently 3 staff members one of whom has level 2 NVQ in play work. The person in charge is working towards level 3 NVQ in play work. One staff member has attended a first aid and food hygiene course.

### How good is the Day Care?

Beaver After School Hours (B.A.S.H.) provides satisfactory care for children.

The club is managed by a parent committee which has changed since the last inspection and there have been staff changes, neither changes were notified to the regulator. The person in charge holds a level 2 child care qualification and less than 50% of the staff hold a level 2 child care qualification. Staff have attended first aid and basic food hygiene training.

Staff plan and organise a wide range of activities for the children. There is a good range of resources and play equipment available, all easily accessed by the children, although there are limited resources reflecting positive images of gender, disability and ethnicity.

There are comprehensive policies in place for all health and safety issues and staff supervise the children well. However some procedures are not recorded as implemented by staff in practice and there is no system in place that records parents written request for their child to be collected by a sibling or another person.

Staff manage children's behaviour well. There is a comprehensive policy and procedure on behaviour management however it does not include how incidents of bullying will be dealt with.

Partnership with parents is good. Staff exchange relevant verbal information daily with parents and written up to date information is available on the parents notice board. Records are well organised and stored to ensure confidentiality, however some records lack detail and the record of children's specific dietary requirements is not easily accessed by staff preparing food.

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

At the last inspection, the provider agreed to carry out a number of actions, most of which have been completed. The following remain partially completed.

The provider has drawn up an action plan to show how the person in charge will obtain level 3 qualification in child care, although this has not been achieved, there is evidence of starting a level 3 training within the month. A safety procedure in place, however no risk assessment has been conducted. Accident and medical forms are available but there is no evidence of any recorded entries. A special needs and a child protection procedure has been devised.

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

- Staff plan a variety of suitable activities with children. The children take part in a wide range of activities where they can choose their own games and make decisions about playing indoors or out. Staff encourage children's participation and the children are involved and interested in the activities provided.
- The premises are clean and well maintained. Staff make good use of the available space and children make choices about whether they want to play indoors or outside.
- The club provides nutritious snacks and meals for the children. The staff know the individual dietary needs of children and provide for these well. Snack times are well organised so that children enjoy a relaxed and sociable time engaged in quiet conversations about a variety of topics.
- Staff use suitable behaviour management strategies to encourage positive behaviour. There are clear guidelines for acceptable behaviour at the club and children are involved in setting the code of behaviour. The children are well behaved and co-operative with their peers and with the staff.
- Partnership with parents is good. Staff inform parents about their child's care and welfare at the club. There are comprehensive policies and procedures, activity and menu plans and insurance information on the parents notice board.
- The children's record keeping system at the club is well organised. Staff are clear about their responsibilities for keeping records up to date.

### What needs to be improved?

- The qualification level of the person in charge and the ratio of staff with a suitable qualification.
- The written permission from parents for administration of medication and the written acknowledgement from parents of medication administered.
- The recording of all accidents however minor, with parents acknowledging signature on all occasions.
- The notification to Ofsted Early Years as the regulator and to parents of changes in the management committee and staff group.
- The resources and toys reflecting positive images of gender, ethnicity and disability.
- The written consent from parents authorising collection from the club of a child by a sibling who is an older child.
- The written record of safety reviews and fire drill practices.
- The easy access to written information about children's individual dietary requirements by staff who are preparing food.
- The development of the behaviour procedure to include how incidents of bullying will be managed.

### 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	Ensure Ofsted Early Years as the regulator, and parents as stakeholders, are informed about changes to the parent committee and changes to the staffing of the provision.	30/11/2003
1	Draw up an action plan with time scales that will show how the person in charge will obtain an Early	30/11/2003

	Years level 3 qualification, and how 50% of the staff group will obtain an Early Years level 2 qualification.	
7	Ensure that a record of any medication administered is maintained and signed by parents and that a record of the written permission from parents to administer medication is obtained.	30/11/2003
7	Ensure all accidents, however minor, are recorded and parents acknowledging signature is always obtained.	30/11/2003

<b>The Registered Person should have regard to the following recommendations by the time of the next inspection</b>	
Std	Recommendation
5	Provide resources and toys that give positive images of gender, disability and ethnicity.
6	Develop effective systems for reviewing safety arrangements, include written records of the review.
6	Maintain a written record of fire drills practiced, making it available for inspection
8	Ensure that staff preparing food have easy access to a written information about children's individual dietary requirements.
11	Develop the behaviour procedure to include how incidents of bullying will be managed.
6	Ensure that requests from parents for their child to be collected by a sibling or any other person are made in writing before the event.

## **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.*