



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 254449

### INSPECTION DETAILS

Inspection Date 08/12/2004  
Inspector Name Lesley Jane Bott

### SETTING DETAILS

Day Care Type Out of School Day Care  
Setting Name Greenfield Out of School Club  
Setting Address Greenfield Primary School  
Coal Heath Lane  
Walsall  
West Midlands  
WS4 1PL

### REGISTERED PROVIDER DETAILS

Name The Committee of Greenfield School Governing Body

### ORGANISATION DETAILS

Name Greenfield School Governing Body  
Address Greenfield Primary School  
Coal Heath Lane  
Walsall  
West Midlands  
WS4 1PL

## 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

Greenfield After School Club has been registered since 2001. It operates from the after school room in Greenfield Primary School in Shelfield, Walsall. The group has access to the after school room, the school hall, computer suite and toilets. There is also an enclosed outdoor play area. The out of school serves Greenfield Primary School and the local area. A maximum of 16 children may attend the group at any time.

There are currently 26 children on roll aged between 3 and 8 years. Children attend a variety of sessions each week. The after school supports children with special needs and links with the school Special Needs Co-ordinator and parents.

The after school club opens five days a week during school term times and the sessions are from 07.45-08.45 and 15:25 pm to 17:45 pm.

Three part time staff work with the children. One has a Level 3 childcare qualification. Two other staff have early years qualifications or have experience of working with groups of children. The setting receives support from Greenfield School and the Early Years Partnership.

### How good is the Day Care?

Greenfield After School Club provides satisfactory care for children.

The setting is safe, clean and tidy. Children have clear routines that help them feel secure and happy within the setting. Good use is made of the school and outside facilities which the children can access easily from their room.

A good variety and range of toys and equipment is available which children can choose themselves. Staff know the children well through working in the school as well and have a very good knowledge of their individual needs. However, children are not encouraged to wash their hands before snack time.

Relationships are good with parents, but policies need to be addressed, children's date of birth needs to be included on registration form and a procedure for lost or uncollected children. Consent for emergency treatment needs to be signed and staff need to be aware of parents not always signing the children out at the end of the day. Parents are kept well informed on their children's activities and these are displayed around the room and a three month planner displayed.

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

All actions raised at the last inspection have been addressed. Staff have an excellent knowledge of Child Protection and good procedures and policies in place to follow should they have a concern over a child.

**What is being done well?**

- Children have the opportunity to be involved in a suitable range of activities. They are given choice and their interest taken into account.
- Behaviour management is discussed with parents and children are encouraged to behave well. Parents are kept well informed of their child's activities and interests.
- Good use is made of available space both indoors and out. The room is laid out to allow the children easy access to toys and equipment.

**What needs to be improved?**

- policy for lost or uncollected children
- the procedures for including children's date of birth with registration form
- the emergency treatment consent forms
- the procedure for good hygiene.

**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

**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?**

<b>The Registered Person must take the following actions by the date shown</b>		
Std	Action	Date
2	Develop and implement a policy or procedure for lost or uncollected children	01/02/2005
12	Ensure that children's date of birth is included in registration forms.	01/02/2005

<b>The Registered Person should have regard to the following recommendations by the time of the next inspection</b>	
Std	Recommendation
7	Ensure good hygiene practices are in place regarding hand washing.
7	Request written permission from parents for seeking emergency medical advice or treatment.

## **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.*