



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 110156

INSPECTION DETAILS

Inspection Date 30/09/2003
Inspector Name Jenny Scarlett

SETTING DETAILS

Day Care Type Out of School Day Care
Setting Name Schools Out
Setting Address The Scott Centre, Mead Hedges
Andover
Hampshire
SP10 2LB

REGISTERED PROVIDER DETAILS

Name YOUTH OPTIONS (CHARITY)

ORGANISATION DETAILS

Name YOUTH OPTIONS (CHARITY)
Address ST THOMAS CENTRE
SOUTHGATE SREET
WINCHESTER
HAMPSHIRE
SO23 9EF

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 Schools Out, Out of School Club opened in September 1994. It operates from the Scott Centre in a residential area of Andover with access to two rooms and a sports hall. The out of school club serves the local community and offers a collection service from various schools in the Andover catchment area.

There are currently 84 children from 4 to 8 years on roll. Children attend for a variety of sessions a week. The setting currently supports children with special needs and who speak English as an additional language.

The Out of School club opens five days a week during term times. Sessions are from 15:30 to 18:00. Holiday care is also offered opening from 08:30 to 18:00 during the school holidays and inset days.

Seven staff work with the children two are full time. None of the staff hold a recognised childcare qualification. The setting receives support from the Early Years Development and Childcare Partnership.

How good is the Day Care?

Schools Out offers satisfactory care for the children. Staff develop good relationships with the children and parents. The accommodation allows for flexibility in planning and organising activities. None of the staff are qualified in Early Years. The manager demonstrates a limited knowledge of the National Standards and Guidance for Out Of School Care. Some documentation is in place for the Out Of School and Holiday Club however most areas lack the necessary detail.

Staff are attentive to ensuring the safety of the children indoors. There are effective procedures for planning off site activities however there are no procedures for collecting and transporting the children. Staff do not escort and supervise the children effectively when transporting the children from school to the after school club. Good hygiene is promoted and the children are independent in their personal care. Children are confident and secure in their environment. The staff ensure the children have access to a varied range of activities both indoors and out however they are not always encouraged to participate. Children's behaviour is well managed with individual responsibilities given to children to promote their independence.

Parents receive regular information about the setting with details of the planned

activities for both the after school and holiday club. However parents receive limited information relating to the settings policies and procedures and are not made aware of the regulatory body.

What has improved since the last inspection?

At the last inspection the manager agreed to provide a quiet area for the children to access. The quiet room is well used by the children to read and converse with each other as well as providing an area to complete homework.

The recommendations to develop the policies and procedures and operational plan have not been fully completed and progress in this area is unsatisfactory.

Risk assessments, permission to administer medication and recording it and updating of registers have all been implemented although some areas lack the necessary detail.

What is being done well?

- The children enjoy taking the responsibility for kitchen monitor. They help serve tea and assist in tidying up.
- Menus are well planned ensuring the tea offers a healthy and balanced diet. The menus are displayed in two languages accommodating the individual needs of the children.
- Good hygiene procedures are promoted. The children's independence skills are fostered appropriately.

What needs to be improved?

- procedures to develop staff training and qualifications;
- procedures for completing the accident and medication book;
- procedures for recording behaviour incidents;
- procedures to make parents aware of the details of the regulatory body;
- procedures for protecting staff against allegations of abuse;
- policies for sick children, lost and uncollected children, transport, special needs.

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	develop and implement an action plan that sets out how supervisors will achieve a level 3 qualification	30/11/2003
2	develop and implement an action plan detailing how at least half of all childcare staff will hold a level 2 qualification in childcare	30/11/2003

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

Std	Recommendation
7	devise and implement a policy about the exclusion of children who are ill or infectious and make sure parents are made aware of it;
7	keep a written record, signed by parents, of all medicines and first aid administered to children;
10	devise and make available to parents, a written statement on special needs which is consistent with current legislation and guidance. Ensure that this is understood and implemented by all staff;
11	devise and implement a system to record behaviour incidents;
12	make available to parents information that provides details of the regulatory body;
13	ensure staff are made aware of the procedures for protecting themselves against allegations of abuse;
14	update documentation to include: the procedures for lost and uncollected children; procedures for recording visitors to the premises; procedures for escorting and transporting the children.

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.