



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN EY233017

### INSPECTION DETAILS

Inspection Date	06/04/2004
Inspector Name	Eleanor Bagshaw

### SETTING DETAILS

Day Care Type	Out of School Day Care
Setting Name	Keytime
Setting Address	St Paul's Church Centre Lovell Close Covington Swindon SN3 3EJ

### REGISTERED PROVIDER DETAILS

Name	Mrs Kamla Ladwa
------	-----------------

## 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

Keytime out of school club opened in 2002. It operates from premises at St Paul's Church Centre in Covingham, Swindon, and serves families from the local area.

There are currently 30 children on roll. The setting supports children with special needs.

The club opens 5 days a week during term-time from 15.00 to 18.00 and in school holidays from 08.30 to 17.30.

Six members of staff, including the manager, work with the children. All have early years qualifications, and two are currently on further training programmes.

The setting receives support from a mentor from the Early Years Development and Childcare Partnership (EYDCP)

### How good is the Day Care?

Keytime out of school club provides a good standard of care. Children enjoy a stimulating range of play opportunities in a comfortable and spacious environment. The setting is well organised, with clear aims which include planning of activities which match the age range and the attendance patterns of the children. Children are cared for by a team of qualified and experienced staff who support them well when meeting their play and care needs. Staff are encouraged to extend their skills through further training. Records are clear and up-to-date; however, there is scope to add to these.

Manager and staff achieve a well supervised, safe and secure environment both indoors and outside. They encourage the children to follow good hygiene routines. Staff have up-to-date knowledge of health and safety issues including child protection procedures, first aid and food hygiene.

The children are well occupied and show enthusiasm about the activities and the play scheme in general. Play provision is well planned and resourced to cater for the children's interests and to offer them choices. They enjoy outdoor activities, and outings are provided during the holidays. Staff actively promote equality of opportunity when planning and supervising activities. Keytime includes and supports children with special needs. Behaviour is managed consistently; staff give clear

explanations and reminders to children, and take opportunities to give them praise and encouragement.

Keytime values good relationships with parents. They are given a friendly welcome and are well supplied with clear written information about the provision including the range of policies and procedures which contribute to the smooth running of the group.

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

Not applicable

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

- Children respond well when encouraged to contribute their own ideas. Staff take a close interest in play materials which children have brought in, and allow time for use of these.
- Space is adapted well to support a variety of activities and to make children feel cared for. Children made themselves comfortable in the book corner which is equipped with cushions and a rug.
- Play materials are well chosen to suit the needs and interests of different age groups and abilities. Toys include home corner and role play items, and table activities such as chess and advanced construction sets.
- Careful daily management contributes to a good standard of safety and security; regular safety records are kept.
- Children are responsive and co-operative. They contribute by helping to keep the play rooms clean and tidy. Staff are prompt in showing appreciation of their efforts.

#### **What needs to be improved?**

- provision of a record of visitors to the setting.

#### **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	Maintain a record of visitors.

## **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.*