



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN EY266155

### INSPECTION DETAILS

Inspection Date 27/05/2004  
Inspector Name Frances Turner

### SETTING DETAILS

Day Care Type Out of School Day Care  
Setting Name Shelf Out Of School Club  
Setting Address Youth And Community Centre  
Wade House  
Shelf  
Halifax  
HX3 7PB

### REGISTERED PROVIDER DETAILS

Name Locality Support Services

### ORGANISATION DETAILS

Name Locality Support Services  
Address 27-29 Phoebe Lane  
Siddal  
Halifax  
West Yorkshire  
HX3 9AS

## 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

Shelf Out of School Club is a service provided by a private organisation known as Locality Support Services and has been registered since 2003. There is an overall manager for the organisation and each Out of School and Holiday Club service provided by the organisation is managed by a co-ordinator responsible for that particular setting. The setting is situated in the recently renovated Youth and Community centre in Wade House on the main road through the village of Shelf on the outskirts of Halifax. At the present time the setting serves the nearby Shelf Junior and Infant School on Shelf Hall Lane in the village. It opens in the morning from 7:30 - 9:00 and after school from 15:00 - 18:00. The holiday club operates from 8:00-18:00.

The setting, registered for 40 children aged 3-8 years, has 94 children on roll of whom approximately 60 are over 8 years of age. There are no children in attendance who are identified as having special educational needs or speak English as an additional language. Children are cared for by a team of five staff of whom the co-ordinator is fully qualified and some staff are working towards gaining a recognised qualification.

The premises consist of a large room which is sub-divided by screens into a large physical activity area, a smaller room has chairs for relaxation, watching television and videos and for reading. A kitchen is available for the making of drinks and snacks and storing lunch boxes. The adjacent dining area is used for eating and for creative activities. There is no outside play area, but a regular programme of outside activities is in place for the Holiday Club.

The setting is participating in the Aiming High Quality Assurance Scheme.

### How good is the Day Care?

Shelf Out of School Club provides children with a good standard and quality of care within a friendly, interesting and welcoming environment. The overall organisation of the setting is good with a clear management and staff structure, effective overall staff training plans, induction and clear fully understood policies and procedures. All documentation and records are accessible, up to date and exceed the required information for registration.

Health and safety is given good priority with all reasonable steps taken to reduce

risks to children both indoors and on outings. Children's health is very well promoted through the provision of healthy snacks and fruits throughout each session, maintaining staff knowledge and training and good hygiene practices. Staff are attentive to children's individual needs, including personal interests, likes and dislikes, through the effective key worker system in place. There are appropriate procedures in place to support children with special educational needs and good training opportunities alongside clear policies to ensure staff are vigilant about child protection.

Children take part and access a good range of age appropriate activities and enjoy team games such as football and king ball. Staff plan and provide a broad range of outings during school holidays and invite visitors increase children's awareness of others in the community. Though there are sufficient toys and equipment the setting should increase provision to enhance the current range. Children hold warm relationships with staff and each other and most behave well and respond positively to adult guidance.

There is a good partnership with parents who are fully informed of the provision and any changes. Parents receive a wealth of written information including a welcome booklet, newsletters and written holiday activities. There are good opportunities for parents to share information with staff and all professional documentation is maintained up to date.

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

not applicable

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

- Staff have a good knowledge of the National Standards and supporting criteria; they understand how to interpret them in the best interests of the children they care for.
- The provider and staff have implemented a good range of policies and procedures that are individual to the setting and have a positive impact on the children.
- All staff have a high level of awareness of risks to children's health and safety. They implement child protection procedures which are robust, fully understood and which work in practice.
- Children are interested in their environment, they are keen to do and find out things for themselves.
- Children have formed positive relationships with staff and others. They are fully involved in activities and are keen communicators.
- Parents are listened to, and well informed about the provision and their child's progress.

**What needs to be improved?**

- the number of staff holding recognised qualifications
- the range of toys and equipment
- behaviour management with regard to children considering the effects of their behaviour on others.

**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	Continue the staff training plan to ensure minimum qualification requirements are met.
5	Continue to extend and enhance the range of toys and equipment.
11	Encourage older children to consider the effects of their behaviour on others to ensure that the behaviour management policy is effective.

## **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.*