



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 116237

### INSPECTION DETAILS

Inspection Date	16/05/2003
Inspector Name	Deborah Jane Slatter

### SETTING DETAILS

Setting Name	Cavendish Afterschool Care Scheme
Setting Address	Cavendish School Chiswick London W4 2RG

### REGISTERED PROVIDER DETAILS

Name	The Committee of Cavendish Afterschool Scheme ASC3/000233
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## 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.

<b>Information about the setting</b>
The Cavendish After School Club have been in operation for a number of years offering a care facility for 26 children aged between 4 - 12 years attending the Cavendish School. The care scheme is managed by a parents committee. A senior and two playleaders form the staff group, all of whom are experienced but do not currently hold a relevant qualification. The setting has its own room, resources and equipment and operates from 3.15 pm - 5.30 pm every day during term time. Children are offered a range of resources and experiences, helping them to develop their social skills and work harmoniously with each other.

<b>How good is the Day Care?</b>
Cavendish Afterschool care scheme provides satisfactory care for children aged five to eight years. The staff group have a number of years of experience working with children, although none are currently qualified to the required level. The staff give priority to ensuring children are safe both inside the club and when being escorted to the club. Most aspects of hygiene are satisfactory. Children have access to a range of toys and games and are encouraged to make their own choices about play and learning. The staff have a good relationship with the children, who are happy and confident. The staff establish working relationships with the parents through the parents committee and through sharing information on a daily basis with individual parents. Policies and procedures on the organisation of the club are displayed for parents information on the notice board. Some of the required paperwork is in place, although some of these lack the necessary detail.

<b>What has improved since the last inspection?</b>
At the last inspection a CRB check was required of the new Chairperson as part of the assessment of their suitability. A satisfactory check has been returned.

<b>What is being done well?</b>
There are well planned procedures in place to ensure the childrens' safety both inside the club and when they are collected from the school and escorted to the club. Safety measures are in place within the club room and staff and children have a pre-arranged, supervised meeting place when being collected from the school. (Standard 6) Children make decisions by choosing their own activities from a range

of accessible toys and games. Staff are involved in their games to give encouragement and support. The children play well together and are confident and happy. (Standard 3)

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

the qualification of the manager, to meet the requirement of the person in charge being qualified to Level 3. (Standard 1) the number of qualified staff, to meet the requirement of 50% of the staff group being qualified to Level 2. (Standard 2) the hygiene facilities to prevent cross infection, so that hot water is available and children do not share a towel. (Standard 7) the availability of resources to promote positive images of culture, ethnicity, gender and disability. (Standard 9) the introduction of policies for children with special needs and for if a child goes missing. (Standard 10 and 14) the behaviour management policy, to include methods to be used by staff and how bullying is handled, to ensure a consistency of approach between staff. (Standard 14) the complaints procedure, to include contact details for Ofsted Early Years as the Regulator. (Standard 14) the child protection policy, to include procedures to be followed in the event of an allegation being made against a member of staff. (Standard 14) the registration documentation, to ensure that the times of children's arrival and departure are recorded; and written parental consent is obtained for seeking emergency medical advice and treatment. (Standard 14)

#### **Outcome of the inspection**

Satisfactory

### **WHAT NEEDS TO BE DONE NEXT?**

#### **The Registered Person must take the following actions by the date shown**

Std	Action	Date
1	Provide an action plan detailing how it is intended to meet the qualification requirement for the Person in Charge.	18/07/2003
2	Provide an action plan detailing how it is intended to meet the qualification requirement for 50% of the staff group.	18/07/2003

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

Std	Recommendation
7	Ensure risks of cross infection are minimised when children wash and dry their hands.
9	Develop resources which promote equality of opportunity.
14	Draw up a special needs statement about support for children with special

	educational needs and disabilities and a commitment to working with parents and other agencies.
14	Update documentation to include a statement of consistent procedures to be followed by the staff in the following areas; behaviour management and bullying; a child protection allegation being made against a member of staff; a lost or uncollected child.
14	Ensure that written parental permission is obtained for the seeking of emergency medical advice and treatment; times of children's attendance is recorded in the registration system; Osted Early Years is named as the Regulator in the complaints system.

## **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.*