



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 303746

INSPECTION DETAILS

Inspection Date 09/11/2004
Inspector Name Annette Stanger

SETTING DETAILS

Day Care Type Out of School Day Care
Setting Name Heptonstall Out of School Club
Setting Address Heptonstall J&I School
Smithwell Lane
Hebden Bridge
West Yorkshire
HX7 7NX

REGISTERED PROVIDER DETAILS

Name The Committee of Heptonstall Out of School Club

ORGANISATION DETAILS

Name Heptonstall Out of School Club
Address Heptonstall J&I School
Smithwell Lane
Hebden Bridge
West Yorkshire
HX7 7NX

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

Heptonstall Out of School Club operates from a small village school in Heptonstall, Halifax. It opened in 1995 and operates in the main school hall, and has use of kitchen facilities in the staff room on the first floor.

A maximum of 24 children may attend the provision at any one time. The out of school provision includes a breakfast club that operates each weekday from 07:30 until 09:00 and an after school club open from 15:30 until 18:00 during term time only. There are currently 68 children aged from 3 to under 11 years on roll. There are systems in place to support children with special educational needs. The out of school provision employs 3 staff in total. All staff are working towards a qualification in early years or playwork.

How good is the Day Care?

Heptonstall Out of School Club provides satisfactory care for children. The environment is warm and welcoming, and is decorated with the children's work valuing their input and creativity. There is suitable provision for rest and play purposes which effectively meet the children's needs. The staff have relevant experience appropriate to the position but with regard to staff qualifications the minimum requirements are not currently being met. Most of the documentation is in place, but many of the policies and procedures lack the required detail.

All safety precautions have been taken to minimise potential hazards, and staff supervise children well and promote safety in the setting. Children are provided with a meal during their time at the after school club and menus are healthy, nutritious and sufficient to meet their needs. Good relationships are evident, and staff effectively manage children's behaviour and as a result children behave well. Staff take time to listen to the children and show an interest in what they have to say and do. Staff are aware of child protection procedures and the appropriate steps to be taken if concerned about a child's welfare, although the written procedure is lacking the required detail.

The children are involved in a range of activities which are suitable and interesting for the varied age group attending. Children choose from a suitable range of activities and equipment, and planned activities are also available. An example of this involved children decorating apples with melted chocolate and toppings of their choice, which they found thoroughly enjoyable. Staff have warm and caring

relationships with the children and all children are treated with equal concern.

Staff provide parents with daily verbal feedback, and notice boards contain relevant information about the provision.

What has improved since the last inspection?

At the last inspection there were actions raised relating to improving the following; staff qualifications, the documentation, and the number of trained first aiders on site. However minimal progress has been made since the last inspection. Staff have attended first aid training and now there is at least one member of staff with a current first aid training certificate on the premises. However, action still needs to be taken to ensure minimum qualifications are met and the documentation includes the required detail as laid out in the National Standards.

What is being done well?

- Children respond well to the staff and have established good relationships. Staff show great interest in what the children have to say and value their contribution to the group.
- Staff provide a healthy, nutritious and varied menu. Information is sought from parents regarding any special dietary requirements and children's individual needs are catered for.
- Staff are consistent in their approach to behaviour management taking into account the child's age and level of maturity. They use regular praise and encouragement to promote good behaviour, and encourage children to be sensitive to the needs and feelings of others. The children respond positively to this approach and behave well.

What needs to be improved?

- the staff qualifications, to ensure minimum requirements are met
- the documentation, to include a procedure to be followed in the event of a child being lost or uncollected
- the records, to include contact details of committee members
- the written complaints procedure, to include the address and telephone number of the regulator
- the written statement on child protection, to include contact numbers for reporting and procedures to be followed in the event of an allegation being made against a member of staff or volunteer.

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?

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

Std	Action	Date
13	Ensure the written statement on child protection includes contact numbers for reporting and procedures to be followed in the event of an allegation being made against a member of staff or volunteer.	20/12/2004
1	Develop and implement an action plan detailing how the manager will achieve a level 3 qualification appropriate to the post.	20/12/2004
2	Develop and implement an action plan detailing how at least half of all childcare staff will hold a level 2 qualification appropriate to the post.	20/12/2004
2	Develop a procedure to be followed in the event of a child being lost or not collected.	10/12/2004
2	Ensure Ofsted are informed in writing of any changes to the committee and records are kept on the premises which include contact details of committee members.	10/12/2004
12	Ensure the written complaints procedure includes the address and telephone number of the regulator.	10/12/2004

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.