



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 152865

### INSPECTION DETAILS

Inspection Date 15/09/2004  
Inspector Name Sue Boylan

### SETTING DETAILS

Day Care Type Out of School Day Care  
Setting Name Pelican Before and After School Club  
Setting Address Corpus Christi R.C. Primary School  
Chestnut Grove  
New Malden  
Surrey

### REGISTERED PROVIDER DETAILS

Name Mrs Elaine Helen Pick

## 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 Pelican Before and After School Club opened in 1989 and is held at Corpus Christi R C Primary School. Children can be collected from Corpus Christi and Christ Church schools. Children from other schools are welcome but parents have to make their own arrangements for delivery and collection of their children. The club have use of one classroom and the outside play area.

There are currently 72 children from 4 to 11 years on roll. Children can attend for any number of sessions before and after school. The Pelican Club supports children with special needs and who speak English as an additional language.

The club opens five days a week during school terms. Sessions are from 07:30 until 08:45 and 15:20 until 18:00.

Six full and part-time staff work with the children. Over half have relevant early years qualifications to NVQ level 2 and 3. The club receives some support from the Early Years Development and Childcare Partnership ( EYDCP)

### How good is the Day Care?

The Pelican Before and After School Club provides satisfactory care for children.

The staff are well established and provide a routine for the children enabling them to feel settled within the environment. However the general operational plan is not effective and some of the required records, policies and procedures are missing. There is no qualified first aider on site and the choice of snacks is limited.

Children have access to a variety of toys, equipment and play materials and can make independent choices. Staff plan an interesting range of activities that take into account the varying ages. The children are encouraged to spend time playing outside if the weather is fine. Staff manage the children's behaviour consistently and are experienced in the care of children with special needs.

Staff supervise the children appropriately. However the security of the outside area is poor and staff's understanding of fire safety and risk assessment is unacceptable. Children are encouraged with personal hygiene.

Staff are friendly and approachable. Verbal feedback is provided to parents about the child's time at the club if requested.

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

At the last inspection the provider agreed to record the times of arrival and departure of the children, keep staff records on the premises, devise a system for planning a range of suitable activities, maintain a visitors record, conduct a risk assessment of the premises and implement and update several policies and procedures. There is now a good system in place that records the times of arrival of the children and parents record the time of departure and sign to confirm. Staff now plan suitable weekly activities for the children and display for parent's information. Visitors have to sign a book and some new policies and procedures have been produced in relation to infectious illness, administration of medication, special needs and child protection. Risk assessment and staff records remain outstanding.

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

- Staff are experienced in the care of children with special needs. They are supportive and children are valued and included in all aspects of the club. Parents are kept informed of progress.
- Children are offered daily opportunities to take part in planned creative activities including a range of painting, collage and baking. They also enjoy the weekly competitions organised with a prize given for the winner.
- Interaction between staff and children is good. They know the children well and have an understanding of individual needs.

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

- staff records, policies and procedures and the operational plan
- risk assessment, security of the premises and fire exit
- snacks
- staff who are first aid trained

### **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?**

<b>The Registered Person must take the following actions by the date shown</b>		
Std	Action	Date
7	Develop and implement an action plan detailing how at least one member of staff with a current first aid certificate will be on the premises at any one time	08/10/2004
14	Ensure that staff records are available and on site at all times	08/10/2004
14	Complete a procedure to be followed in the event of a child being lost	08/10/2004

<b>The Registered Person should have regard to the following recommendations by the time of the next inspection</b>	
Std	Recommendation
2	Ensure the operational plan works in practice and gives information on the organisation of the club to staff and parents.
6	Conduct a risk assessment on the premises identifying actions to be taken to minimize risks to include; ensuring the premises is secure, children cannot leave the premises unsupervised and making sure fire exits are accessible at all times
8	Provide a variety of healthy and nutritious snacks for the children
12	Provide contact details of the regulator in the complaints procedure
13	Ensure the Child Protection statement includes a procedure to follow if an allegation is made against a member of staff

## **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.*