



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 116234

INSPECTION DETAILS

Inspection Date 22/10/2003
Inspector Name Martha Naa Ahimah Darkwah

SETTING DETAILS

Day Care Type Out of School Day Care
Setting Name Twigs After School Klub
Setting Address Turnpike Way
Isleworth
Middlesex
TW7 5BF

REGISTERED PROVIDER DETAILS

Name The Committee of Twigs After School Klub

ORGANISATION DETAILS

Name Twigs After School Klub
Address Turnpike Way
Isleworth
Middlesex
TW7 5BF

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

Twigs After School Klub was first registered in May 2000. It operates from Smallberry Green Primary School in Isleworth, Hounslow, and it is run by a parent management committee. The club has access to the school hall, toilets and outdoor facilities. The club opens from 15.15 to 18.00, Mondays to Fridays term time only.

Currently admission to the club is through attendance at Smallberry Green school and Marlborough school. There are 41 children on roll of whom 20 are under 8 years.

Staff are attending relevant childcare courses and continue to attend relevant workshops.

The club is a member of the Kids Club Network and receive support from the Primary Care Team, Hounslow Local Authority.

How good is the Day Care?

Twigs After School Klub provides satisfactory care for children.

The person in charge has completed a level 2 childcare qualification and will be working towards a level 3 childcare qualification. The required ratio of level 2 childcare qualifications being held by 50% of the staff is not met.

The premises are warm, welcoming and well maintained. There is a good amount of space, indoors and outside, for children to play.

A comprehensive procedural manual covers the daily running of the club however, staff and Committee members are unclear about some of their responsibilities regarding recruitment and vetting of staff.

A range of good quality resources and activities provides suitable play opportunities for the children and is sufficient to support their learning and development. Resources and activities are easily accessed by the children.

There are comprehensive policies and procedures to ensure that children are cared for in a safe environment.

Children are offered nutritious and healthy snacks, giving them choice according to

their individual dietary needs. Generally snack time is a sociable time for the children.

Staff manage the children's behaviour well. Children have opportunities to discuss behaviour at the club and review the ground rules with staff.

The partnership with parents is good. A notice board contains relevant information about the running of the club, although the complaints procedure lacks detail.

Most records are available at inspection and are well organised and up to date.

What has improved since the last inspection?

At the last inspection, the provider agreed to: produce evidence of completion of vetting procedures for staff; ensure that there are sufficient toys and equipment for children aged 5 and over; make sure that the premises are secure and children are unable to leave them unsupervised; make sure that electrical sockets are protected; ensure that all policies and procedures set out in the National Standards are in place.

The completion of the vetting procedure remains outstanding and the system for initiating and completing Criminal Records Bureau checks was discussed; there is a range of good quality resources available for children aged 5 years and over which enhances children's choice; staff are effectively deployed ensuring good supervision of children; some electrical sockets remain unprotected (the manager has discussed this with an electrician who verbally informed her that modern electrical sockets are safe to leave uncovered, however there is no supporting written statement to this effect) and all Policies and procedures set out in the National Standards are in place.

What is being done well?

- Staff plan a variety of suitable activities for children offering them choice. The children are involved and interested in the activities provided.
- The premises are clean and well maintained. Displays of relevant information, educational posters and posters that give positive images of ethnicity helps to create a warm and welcoming environment.
- The club provides nutritious snacks for children that includes sandwiches and fresh fruits. Staff know the children's individual dietary requirements and provide for this accordingly. Food and drink at snack time is plentiful.
- There are clear and comprehensive guidelines on behaviour management that includes how incidents of racism and bullying will be dealt with. Children are involved in the setting up of simple ground rules and staff allow children to discuss and play memory games to help them understand and retain the rules.
- Partnership with parents is good. Parents are informed about their child's care at the club. Information is exchanged verbally each day, detailed information is given on the notice board, newsletters and the clubs policies and procedures.

What needs to be improved?

- The action plan setting time scales for completion of childcare level 3 and level 2.
- The completion of the vetting procedure for staff and committee members.
- The notification to Ofsted Early Years of changes in staff and committee.
- The protection of all low level electrical sockets.
- The implementation of effective induction procedures.
- The contact details of the regulator within the complaints procedure.

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 |
|-----|---|------------|
| 1 | Pursue the vetting of staff with the appropriate agency. | 28/11/2003 |
| 1 | Inform Ofsted of changes in staff and committee. | 28/11/2003 |
| 1 | Provide an action plan which shows when the person in charge will complete a level 3 childcare qualification and 50% of staff complete a level 2 childcare qualification. | 28/11/2003 |
| 2 | Ensure that staff and committee members records are available at inspection. | 28/11/2003 |

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

| Std | Recommendation |
|-----|---|
| 1 | Ensure that procedures for induction are available. |
| 6 | Ensure that low level electrical sockets are safe. |

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| 12 | Ensure the complaints procedure includes contact details of the regulator |
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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.