



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 511759

INSPECTION DETAILS

Inspection Date 22/12/2004
Inspector Name Jennifer Read

SETTING DETAILS

Day Care Type Out of School Day Care
Setting Name Dunalley After School & Breakfast Club
Setting Address Dunalley Primary School
West Drive
Cheltenham
Gloucestershire
GL50 4LB

REGISTERED PROVIDER DETAILS

Name The Committee of Dunalley After School & Breakfast Club

ORGANISATION DETAILS

Name Dunalley After School & Breakfast Club
Address Dunalley Primary School
West Drive,,
Cheltenham
Glos
GL50 4LB

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

Dunalley After School and Breakfast Club opened in 2000 and is run by a committee. The club operates from one base room within Dunalley Primary School, located to the north of Cheltenham town centre. The club have shared use of the computer room and school hall. There is an enclosed hard-surfaced play area, playing field and climbing area for outdoor play. The club is used mainly by children attending the school and is also open to the local community on a pre-booking basis.

A maximum of 24 children may attend the club at any one time. There are currently 55 children on roll aged between 4 and 8 years including children up to 11 years. The club is open each week day during school terms from 08.00 to 08.45 and 15.15 to 18.00 and during school holidays from 08.00 to 18.00.

The club employs seven staff. The playleader holds the National Vocational Qualification in Child Care and Education at Level 2 and is currently working towards the Council for Awards in Early Years Care and Education at Level 3. Four staff have completed first aid training.

How good is the Day Care?

Dunalley After School and Breakfast Club provides satisfactory care for children. The club offers a bright, cheerful and well-organised setting. Displays, photographs and children's pictures decorate the room. Daily risk assessments are completed and two-way radios are used successfully to ensure children are safe and secure. The premises are clean and well maintained. Children demonstrate a good understanding of hygiene routines and why they need to wash.

Activities and play opportunities are planned in conjunction with the children to support and encourage their interests and creativity. Opportunities to develop children's decision-making skills are encouraged during play activities with independent access to resources. Children are enthusiastic and motivated to design and make using a selection of materials during art-and-craft activities and when using various programmes on the computer. Staff have established good relationships with children and offer appropriate support during challenging activities.

Meal times are used well to promote children's social skills. Staff have a clear knowledge of children's specific dietary needs. However, not all meals provided by parents are stored appropriately. The club has a proactive and inclusive approach to

enhance equality in their practice and ensure children's individual needs are well met. Children's behaviour is managed well by the staff with their calm, friendly approach.

The club has built up a good partnership with parents. The parent pack, notice board, photographs and daily communication are implemented well to keep parents informed. Not all records are shared with parents. Staff demonstrate basic awareness of the types of abuse and limited knowledge of child protection procedures. Not all policies and procedures are in place or contain sufficient detail. The attendance, medication and accident records are incomplete. All documentation is well organised and stored securely to maintain confidentiality.

What has improved since the last inspection?

At the last inspection the provider was given two actions to address: to make sure the outer door is secure and children are unable to leave the premises unsupervised and include the Ofsted contact details in the complaints policy. The premises is secure and safe for children. The door has been repaired and staff are able to see the entrance and doorway clearly from the base room to ensure children do not leave the premises unsupervised. The complaints policy makes reference to notify Ofsted of any concerns, but does not include the contact details for parents to use.

What is being done well?

- Children's behaviour is managed successfully by staff who act as good role models. Children respond appropriately to staff's calm, friendly and consistent approach. Children contribute to the club rules and have good awareness and understanding of the token reward system.
- All children's individual needs are well met. Staff are proactive in adapting activities and providing appropriate support and resources. They liaise closely with each other, as well as parents and teachers within the school to ensure suitable action is taken to promote the welfare of children with special needs.
- The premises are cheerful and inviting to children and parents. Displays of children's pictures, models and photographs adorn the walls. The space is well organised and used effectively to provide a range of activities and play opportunities indoors and outdoors.
- Staff have established good relationships with children. They show interest in what the children do and say and take an active part in their play. Children's choices and independence is promoted through low-level storage and easy access to resources and play materials.

What needs to be improved?

- the policies for a lost or uncollected child, complaints, child protection and equal opportunities

- the attendance record
- staff's knowledge and awareness of child protection issues, and procedures to follow with a concern or if an allegation of abuse is made while a child is in the care of the setting
- the accident and medication records.

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
14	Devise a statement of procedure to follow if a parent fails to collect a child or a child is lost.	22/02/2005

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

Std	Recommendation
2	Maintain accurate records of attendance for children and all persons who look after them.
7	Ensure the accident and medication records are shared and signed by parents.
13	Increase staff's knowledge of child protection procedures.

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.