



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 146768

### INSPECTION DETAILS

Inspection Date 25/02/2004  
Inspector Name Marie Tyler

### SETTING DETAILS

Day Care Type Out of School Day Care  
Setting Name Knebworth Out of School Club  
Setting Address Knebworth School  
Swangleys Lane  
Knebworth  
Hertfordshire  
SG3 6AA

### REGISTERED PROVIDER DETAILS

Name Mrs Catherine Byron-Grange

## 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

Knebworth Out Of School Club has been registered since 2000. It operates from two classrooms in Knebworth Village School. The club has use of the school hall. There is a large enclosed playground for outside play. The club provides after school care for children attending Knebworth Village School.

There are currently 28 children aged 4 to 11 years on roll. Children attend for a variety of sessions after school. The setting supports a number of children with special needs.

The club opens five days each week from 15:15 until 18:00 during school term time.

Four members of staff work with the children each day. One member of staff has an early years qualification to NVQ Level 3, two members of staff are working towards NVQ Level 3 qualifications and one member of staff is working towards a Level 2 qualification.

The Club has achieved Hertfordshire Quality Standards Accreditation.

### How good is the Day Care?

Knebworth Out of School Club provides satisfactory care for children.

The premises are cheerful and welcoming. Staff are aware of the importance of health and hygiene and they take sensible precautions to keep children safe. However, some procedures need to be reviewed.

Children are cheerful and busy. They enjoy a varied range of activities, with interesting creative work and there is plenty of space for active play. A good range of children's work is displayed in the main classroom.

Good behaviour is valued and encouraged. Clear policies and procedures explain how appropriate behaviour, equal opportunities and special needs are promoted and managed. Staff are sensitive to the needs of individual children and suitable resources and activities promote equal opportunities for children. All staff attend regular training.

Staff have friendly relationships with parents. A notice board and regular newsletters

provide good information for parents and the provision is clearly appreciated.

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

Not applicable.

#### What is being done well?

- Children are welcomed on arrival and are secure and happy in this comfortable, familiar environment. They are cheerful, confident and well behaved.
- Staff have devised clear policies and guidelines to encourage good behaviour and relations between staff and children are friendly and relaxed.
- The comprehensive information for parents includes policies and procedures stated in the club prospectus. Information is exchanged informally with parents each day and the second classroom is available for confidential discussions, if required. Parents have written to express their thanks to staff and they obviously appreciate the provision and the opportunities it offers to their children.

#### What needs to be improved?

- staff interaction with children
- procedures for risk assessment and for recording medication given to children

#### 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 should have regard to the following recommendations by the time of the next inspection

Std	Recommendation
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3	Make sure that staff interact with the children when they supervise various activities throughout the session
6	Record daily risk assessment procedures
7	Make sure the written record of medicines given to children is signed by parents

## **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.*