



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 316823

### INSPECTION DETAILS

|                 |                      |
|-----------------|----------------------|
| Inspection Date | 02/08/2004           |
| Inspector Name  | Jannet Mary Richards |

### SETTING DETAILS

|                 |  |
|-----------------|--|
| Day Care Type   | Out of School Day Care   |
| Setting Name    | Tottington Holiday Playscheme  |
| Setting Address | Tottington High School<br>Laurel Street<br>Tottington<br>Bury<br>BL8 3LY |

### REGISTERED PROVIDER DETAILS

|      |  |
|------|--|
| Name | The Committee of Tottington Holiday Playscheme |
|------|--|

### ORGANISATION DETAILS

|         |   |
|---------|---|
| Name    | Tottington Holiday Playscheme                 |
| Address | 46 Bury Road<br>Tottington<br>Bury<br>BL8 3HB |

## 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

Tottington Holiday Playscheme has been running for twenty-eight years.

The scheme is run by a committee of volunteers, the chair of which has had overall supervisory responsibilities since the schemes outset. The scheme operates from four classrooms, gym and sports hall in Tottington High School, Bury. There is a playing field and playground for outdoor play. Separate areas are used for children under and children over eight years.

The scheme operates between 09:30 and 16:00 for three weeks of the summer holidays, and can accommodate up to two hundred children aged between four and eleven years each day. Most of the children who attend live in the local area.

At the present time a total of 19 staff, including volunteers, work with the children. At least half of the staff have relevant qualifications and child-care experience.

### How good is the Day Care?

Tottington Holiday Playscheme provides good quality care for children.

The provision is very well organised. The staff work very well together, they communicate well, are very familiar with policies and procedures. There are good systems in place to ensure that new staff are familiar with the running of the playscheme.

The staff ensure that children enjoy the time they spend in the playscheme by providing a good range of activities which are suitable for their ages and interests, such as sports and craft activities. The children are interested in the activities and there is an atmosphere of fun and enjoyment. Once children have elected to play in one area, however, they stay in that area for a half day session which limits their options of engaging in other activities in different areas. The staff relate well to the children in a positive manner which encourages their good behaviour.

The playscheme has clear safety procedures which staff follow well to keep the children safe. They ensure that the children are very well supervised at all times and there is a very strong emphasis on safety. The premises have a good amount of space, and easy access to an outdoor play area.

The staff ensure that parents are well informed about the provision and activities available through written information and discussion. All documentation relating to the care of the children is well maintained, with most documentation in place.

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

At the time of the last inspection nine areas for improvement were identified, all of which relate to the policies, procedures and documentation.

Since the inspection new policies and procedures have been implemented relating to bullying, sick children, complaints, accident and medication recording and procedures for lost or uncollected children. The introduction of these policies has led to an improvement of the documentation relating to the care of the children.

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

- The playscheme has clear organisational procedures. The procedures for induction of staff and volunteers work well in practice. There are very good ratios of staff to children, and staff are well deployed to support the children during play.
- Children benefit from a well planned programme of interesting activities which are appropriate to their ages and interests.
- Safety is given high priority in the playscheme. Children are very well supervised at all times and staff have a good awareness of safety procedures.

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

- the documentation relating to complaints and child protection
- the opportunities for children to move around the different play areas and extend the choices available to them.[

#### **Outcome of the inspection**

Good

#### **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 should have regard to the following recommendations by the time of the next inspection</b> |  |
|---|--|
| <b>Std</b>  | <b>Recommendation</b>  |
| 3   | Consider extending the opportunities for children to move around the different play areas to increase their choices of play activities.      |
| 12  | Include the contact telephone number of the regulator in the complaints procedure.   |
| 13  | Include in the child protection procedures a statement of procedures to be followed in the event of an allegation 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.*