



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 130528

### INSPECTION DETAILS

Inspection Date 21/08/2003  
Inspector Name Suman Willis

### SETTING DETAILS

Day Care Type Out of School Day Care  
Setting Name Hertswood Centre Playscheme  
Setting Address Hertswood Leisure Trust  
Hertswood Centre, Potters Lane  
Borehamwood  
Hertfordshire  
WD6 5LG

### REGISTERED PROVIDER DETAILS

Name Hertsmere Leisure Trust

### ORGANISATION DETAILS

Name Hertsmere Leisure Trust  
Address Hertswood Centre  
Borehamwood  
Hertfordshire  
WD6 5LG

## 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

Hertswood Centre Playscheme opened in July 1996 and has sole use of the leisure centre during school holidays.

Children have access to all areas within the sports hall, squash courts and dance studio. Supervised outdoor activities are offered with use of the playing fields behind the centre. There is a tarmac area where a bouncy castle is set up, this section is shaded.

The scheme runs during school holidays, Monday to Friday from 8.30 am to 5.30 pm. The facility is for 150 children aged between 5 and 14 years, 39 children on the register aged under 8 years.

The scheme runs during school holidays Monday to Friday from 08.30am to 5.30pm.

The scheme is under new management and the new manager and scheme co-ordinator have sports coaching background and update their skills in childcare through the local authority. Some members of permanent staff are employed by Hertsmere leisure and work in the crèche or on term time leisure activities for children. The other staff consists mainly of students.

### How good is the Day Care?

Hertswood Centre Playscheme provides satisfactory care overall for children aged five to eight years.

All staff receive in-depth induction training prior to the scheme starting. Daily meetings ensure that staff are clear about their roles and responsibilities, for the smooth running of the games and physical activities.

Staff give priority to ensuring children are safe both inside and outside the scheme, through careful monitoring of children's movements. They regularly carry out risk assessment procedures outlined in the safety policies.

Some policies and procedures are in place together with a well displayed notice board, giving parents information about the scheme.

### What has improved since the last inspection?

There were no actions made at the last inspection.

#### What is being done well?

- All staff receive a two day induction course so that they are familiar with the scheme's policies and procedures. (Standard 2)
- Staff are well deployed and all children's movements are monitored. (Standard 2)
- Staff are involved and interested in what the children do. (Standard 3)
- Parents notice board is well displayed. (Standard 12)

#### What needs to be improved?

- procedure for lost/uncollected children (Standard 2)
- offer a wider range of activities and appropriate resources (Standard 3, 5 & 9)
- medication administration policy (Standard 7)
- parents information on procedures for equal opportunities and complaints (standard 9 & 12)
- recording of negative behaviour (Standard 11)

#### 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
9	devise an equal opportunities policy that is consistent with current legislation and guidance. Ensure that this is understood and implemented by all staff and shared with parents	31/10/2003

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

Std	Recommendation
2	implement a procedure for lost/uncollected children.
3	ensure appropriate resources are available daily for all children, this refers to children being offered quieter activities.
7	implement a medication administration policy.
11	keep a record of behaviour that causes concern.
12	ensure the complaints procedure contains the regulators address and telephone number.

## **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.*