



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN EY241735

### INSPECTION DETAILS

Inspection Date 01/07/2004  
Inspector Name Lesley Ormrod

### SETTING DETAILS

Day Care Type Out of School Day Care  
Setting Name Archbishop Hutton's After School Fun Club  
Setting Address Archbishop Hutton's School  
Back Lane  
Warton  
Carnforth Lancashire  
LA5 9QU

### REGISTERED PROVIDER DETAILS

Name The Committee of Archbishop Hutton's After School Fun Club

### ORGANISATION DETAILS

Name Archbishop Hutton's After School Fun Club  
Address Archbishop Hutton's Primary School  
Back Lane  
Warton  
Carnforth  
LA5 9QU

## 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

Archbishop Hutton's After School Fun Club opened in July 2002. It operates from two rooms in Archbishop Hutton's Primary School in the village of Warton in North Lancashire. The facility is registered for sole use of the rooms during operational times. The club provides out-of-school care for children from Archbishop Hutton's Primary School.

The club is registered for 52 children aged three to seven years. There are currently 63 on roll of which 42 are under eight. Children attend for a variety of sessions. The setting supports a number of children with special needs.

The facility opens five days a week during school term times. Sessions are from 15.10 to 18.00.

One full-time and three part-time staff work with the children. The manager has a recognised early years qualification.

### How good is the Day Care?

Archbishop Hutton's After-School Fun Club provides satisfactory care for children. The club offers a welcoming environment for children and parents. A selection of indoor and outdoor play equipment is provided. There is an operational plan but attention needs to be given to implementing it effectively. Documentation has been prepared but requires to be extended and updated.

There are safety policies in place but application of the requirements in practice needs attention. The club has accessible facilities for disabled children. Children with special needs are positively included. The arrangements for children's medical, health and hygiene needs require attention. Children are provided with healthy and nutritious food and drinks. Staff knowledge of child protection arrangements is in need of updating. Resources and activities are provided to raise children's awareness of the diversity of society. Children's perception of equality of gender requires attention.

The manager plans a suitable balance of indoor and outdoor activities for each session. Activities are planned to encourage children to play together and extend their creative skills. Attention needs to be given to groupings to improve children's access to the play opportunities. Staff do not use consistent strategies and

approaches to behaviour management.

Parents value the opportunities offered by the club for children. Staff have good relationships with parents but thought needs to be given to arrangements for sharing information about their children and access to the provision's policies and procedures.

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

At the last inspection the registered provider was asked to attend to seventeen matters: admissions, registration, evacuation, outings procedures; seven policies; parental consents for medication and other items; accident, incident, medication and complaints records; equipment and resources; access to hazardous materials; risk assessment of registered rooms. The registered provider has provided a set of policies and procedures that give information and guidance to staff. A small number of procedures require to be completed. The safety of children has been improved with the addition of a risk assessment checklist. The majority of the required record systems and parental consents have been provided. Access to hazardous materials requires further attention.

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

- The registered provider ensures that sufficient staff are on duty. He actively seeks to recruit staff with skills to offer to the provision.
- The manager plans effectively for a balanced set of activities for each day. She spends time researching for stimulating art and craft activities. Children enjoy creating items to take home.
- Children use play equipment creatively. They show good imagination in developing a storyline such as running a bank to raise funds for their school.
- Staff make good arrangements for children's snack times. Children have a good choice of fruit and drinks. Snack times are a social time. Children share in food treats to celebrate birthdays for staff and children.
- The staff have an inclusive approach to children attending with special needs and disabilities. Children with special needs enjoy attending the club. Their parents value the opportunities that the club offers their children to share equally in access to activities and form social relationships.

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

- the arrangements for supervision of the children, the staff to children groupings and the management of children's behaviour
- the understanding of staff of the National Standards for Out of School Care and their practical application in settings
- the health and safety arrangements and security of the registered rooms
- the updating of policies and procedures to meet requirements

- the information given to parents and the obtaining of parental consents and signatures for health, medication, accidents.

### 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
6	Conduct a risk assessment on the premises identifying actions to be taken to minimize identified risks for security and health and safety: ensure that consistent implementation of the actions is in place.	10/09/2004
11	Develop staff awareness and understanding of effective ways to manage children's behaviour, taking into account their age and stage of development and implement consistently effective strategies.	30/09/2004
13	Ensure that the child protection procedures for the after school club comply with local Area Child Protection Committee (ACPC) procedures and includes accurate referral contact details and procedures for allegations against staff.	10/09/2004
14	Provide procedures for uncollected children; recording of regular fire drills; recording system for medication with identification of secure storage and obtain parents' prior written permission for administering medication and seeking of emergency treatment and advice.	10/09/2004

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

Std	Recommendation
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3	Establish effective organisation (groupings and staffing ratios) for a suitable range of play and fun activities for children that is appropriate to their stage of development, based on their individual needs
7	Implement an action plan detailing how at least one person with a current first aid certificate will be present during session times and on outings, ensure that parents have signed accident records for their children.
12	Ensure parents are informed of the club's policies and procedures including the complaints procedure and establish a system for noting what children have done with arrangements for reporting to 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.*