



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 311361

INSPECTION DETAILS

Inspection Date 30/10/2003
Inspector Name Janet Skippins

SETTING DETAILS

Day Care Type Out of School Day Care
Setting Name Lindley Out of School Club
Setting Address Lindley
Huddersfield
West Yorkshire
HD3 3WY

REGISTERED PROVIDER DETAILS

Name Mrs Elizabeth Howe

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

Lindley Out of School Club opened in 1994. It operates from three rooms in a church hall at Lindley. The club serves the local area.

There are currently 30 children from 4 to 14 years on roll. Children attend for a variety of sessions.

The club opens all year round. Sessions are from 07:30 until 09:00 and 15:15 until 18:00 during term time and from 08:30 to 18:00 during school holidays.

Four part time staff work with the children. An action plan is in place for a staff to work towards recognised qualifications. The setting is a member of Kids Clubs Network and receives support from the Early Years Development and Childcare Partnership (EYDCP).

How good is the Day Care?

Lindley out of school club provides satisfactory care for school aged children. Staff provide a welcoming atmosphere, making good use of space and having clear routines which help the children feel secure. The staff are not all fully qualified in childcare. consideration has to be given to ensure that their knowledge of Playwork is up to date. The club runs smoothly using systems, policies and procedures which are understood by staff, though some paperwork requires attention.

The club is a safe, healthy, clean and hygienic environment. However, children do not always follow good hygiene routines. Staff have a good awareness of children's individual needs, including their dietary needs

Children are provided with an interesting and stimulating balance of activities, allowing for both active play and relaxation. They have easy access to a range of suitable toys and equipment. The staff get on well with the children, but they do not spend sufficient time listening and talking with them. However, staff do have regard for the behaviour policy and the children are well behaved and well mannered.

Parents are have good relationships with the staff and take part in daily discussions about their child's activities.

What has improved since the last inspection?

At the last inspection the committee agreed to attend to some issues regarding safety. These were to ensure that other users of the premises had no access to areas used by the children; that fire doors were used properly; that dangerous substances, such as cleaning materials were inaccessible to the children and that a risk assessment should be done. These matters have been attended to, resulting in the staff having an increased awareness of potential hazards to children.

An action plan was to be written to show how the staff would meet requirements regarding training and qualifications. Limited progress has been made and some staff are considering attending training, though the club has an action plan this has not yet been put in writing. The staff files were to be made readily accessible on the premises and were to include verification of vetting and qualifications. This matter has been given some attention, the files are on the premises but they are in need of further work.

Fresh drinking water was to be made available to children at all times. This matter has been dealt with by staff making it clear to children that they can ask for a drink when required.

A policy detailing the action to be taken if a child was lost or uncollected had to be put in place. This was seen in the policies and procedures file.

What is being done well?

- Good use is made of space, providing areas for children who wish to relax or play quietly as well as large area to give scope for free movement and well spread out physical activities.
- Children are confident, well behaved and display good manners.
- Children have access to up to date information technology equipment, such as a web camera, which provides them with stimulating, fun, interesting and challenging play opportunities.
- There are several good policies in place, particularly those regarding safety and special needs.

What needs to be improved?

- the devising of a written action plan that sets out how staff training and qualification
- requirements will be met;
- the registration system to include times of arrival and departure of children and adults;
- the system for putting a written policy in place for checking that staff are suitable, qualified and /or experienced to work with children;

- the system to ensure that the Area Child Protection Committee (ACPC) procedures and the public liability insurance certificate are available on the premises;
- the system to ensure the record of accidents is always signed by parents, and the recording system to ensure that the first aid box and its contents comply with Health and Safety(First Aid)Regulations;
- the procedure to ensure that children are encouraged to practice good hygiene routines, especially washing hands before eating.

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
1	ensure that there are effective procedures in place for checking that staff are suitably qualified and/or experienced to work with children	13/11/2003
2	develop an action plan that sets out how staff training and qualification requirements will be met	13/11/2003
7	ensure good hygiene practices are in place regarding hand washing	13/11/2003
6	ensure that a valid public liability insurance is in place	30/10/2003

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

Std	Recommendation
2	ensure that the registration system records times of arrival and departure to indicate an accurate number of children and adults on the premises;
3	ensure that the planning allows sufficient time for staff to spend time interacting with the children;

7	start a recording system to ensure that the first aid box and its contents comply with Health and Safety (First Aid) Regulations, and ensure that the record of accidents is signed by parents
13	ensure that the Area Child Protection Committee(ACPC)procedures are made available on the premises.

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.