



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 147586

### INSPECTION DETAILS

Inspection Date 14/08/2003  
Inspector Name Deborah Wilkinson

### SETTING DETAILS

Day Care Type Out of School Day Care  
Setting Name Mini Minors Holiday Group  
Setting Address Brooklands School  
Hill Top  
London  
NW11

### REGISTERED PROVIDER DETAILS

Name X KEYS LIMITED 03880943

### ORGANISATION DETAILS

Name X KEYS LIMITED  
Address 124-130 Seymour Place  
London  
W1H 1BG

## 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

Mini Minors is an established holiday play scheme which operates for five days a week from 09.00 until 16.00 pm during the school holidays. The scheme is part of the Cross Keys organisation and is registered for 280 children aged under eight years.

The scheme which operates in a local school caters for children from a wide area.

The staff team are drawn from the pool available to the whole organisation and many have worked at the group for a number of years. Twenty two of the staff working this year had relevant qualifications.

### How good is the Day Care?

Mini Minors Holiday Play Scheme provides good quality care for children.

The premises used provide adequate space and children are looked after in age related groups each of which has its own base room and members of staff, however some of these rooms are dark and do not provide a welcoming environment.

There is a good understanding of health and safety issues with ongoing risk assessments completed and recorded.

Prior to operation there is an induction programme for staff and they are aware of their roles and responsibilities within the organisation with many returning each year to work at the scheme. There are good operational systems in place however the current manager does not have a child care qualification.

The range of activities offered is varied and appropriate for the children attending and includes arts, crafts and sports. There are opportunities to go swimming in the on site pool and specialist staff supervise these sessions. There are adequate resources available and alternatives provided for children who do not want to participate in a group. The programme incorporates indoor and outdoor activities

Adults have good relationships with children, they talk and sing with them supporting them in their play and the children are confident and happy.

Parents are welcomed and staff are always available to talk to them about their

children, the activities done and any issues that might have arisen during the day. Opportunities are provided for parents to make written comments about the scheme and many had done so in a positive way.

Record keeping is good with all the required information about children and staff available. Some policies and procedures are not available on site.

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

At the last inspection the following were agreed: That the base rooms would be developed and the activities available in these rooms increased, a system to enable easy identification of children in the swimming pool to be introduced, the organisation of meal times to be reviewed and the systems for recording medication amended. More resources are now available for children in the base rooms and the manager is considering how a welcoming environment can be achieved in these. Different coloured swimming hats are used to identify children in the pool and the systems for lunch time ensures good hygiene practice is followed. Complete systems to record medication are now in place

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

- The premises are well maintained and safe with ongoing risk assessments being completed.
- Staff are organised and have a sound understanding of their responsibilities.
- The programme of activities is interesting and offers children the opportunity to participate in a variety of activities.
- Children are cared for in age appropriate groups with their own members of staff.
- Relationships between children and adults are positive and children respond well to instructions.
- Parents are welcomed into the group and their comments about the care provided valued.

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

- documentation to ensure all the policies and procedures are available on site
- the base rooms, to create a welcoming environment for the children
- the system to ensure the manager has the required qualification.

#### **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?

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

Std	Recommendation
1	develop and implement an action plan that sets out how you will ensure that the manager has a level 3 qualification
4	consider ways in which the rooms can be made more attractive and welcoming
14	ensure all policies and procedures are 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.*