



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 119924

INSPECTION DETAILS

Inspection Date	04/02/2004
Inspector Name	Michelle Julie Gutcher

SETTING DETAILS

Day Care Type	Out of School Day Care
Setting Name	Acorn After School Club
Setting Address	The Ridings Sunbury-on-Thames Middlesex TW16 6NX

REGISTERED PROVIDER DETAILS

Name	St. Pauls Trading
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ORGANISATION DETAILS

Name	St. Pauls Trading
Address	The Ridings Sunbury-on-Thames Middlesex TW16 6NX

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

Acorns After School Club has been registered since 1999. It is located within St. Paul's College in Sunbury on Thames. The club provides activities for children aged between four and eleven years. There are currently 25 children on roll.

The club has the use of two classrooms within the college and full use of a playground and sports fields.

The club operates from 15:00 hours to 18:00 hours Monday to Friday term times only. There is provision to collect children from St. Ignatius school. Three members of staff work with the children. Two members of staff are working towards gaining a recognised early years qualification. Two members of staff hold a current first aid certificate.

How good is the Day Care?

Acorns after school club offers satisfactory standard of care.

Currently the staff do not meet the minimum qualification requirements, however two members of staff are working towards gaining a recognised qualification in early years. Adequate space enables different activities to take place although the room lacks organisation and does not enable all needs to be met including relaxation. Staff are generally deployed appropriately. The premises are not secure. Not all staff are fully aware of the policies and procedures. Some policies and procedures relating to the after school club are in place and some contain incorrect information. Other documentation required under the Children Act is not available or lacks necessary detail.

Staff have little awareness of safety issues and do not take steps to ensure that identified measures to minimize hazards are implemented. The children are not supervised fully at all times, especially when going to the toilet and playing outside. Whilst they act in the best interests of the children when they are ill, other aspects of promoting good health are not so well developed. Not all staff have clear understanding of child protection or have an awareness of the appropriate procedures to follow.

Staff generally relate positively to children, although a positive approach is not always used to encourage the children. Staff participate in their play. Children

choose what they wish to do. They can ask for and access a selection of play materials which includes resources that depict some images of diversity. Staff adopt a generally positive approach to behaviour management however this is not always followed by all members of staff.

Parents are made welcome. There are informal arrangements for sharing information.

What has improved since the last inspection?

At the last inspection the following actions were raised; 1) to prepare an action plan detailing how you intend to meet qualification requirements ST 2.4 and 2) Ensure that all the required policies are in place.

At the time of inspection the group were able to inform CCI that two members of staff were currently undertaking training, both hoping to complete by Summer 2004. Thus resulting in one staff member having NVQ level 3 and the second member of staff having NVQ level 2.

Required policies and documentation were not complete or available for inspection, see Actions.

What is being done well?

- Children have access to various designated areas and staff are deployed to make use of the space available.
- Healthy and nutritious snacks, both hot and cold are available for the children.
- Some resources are available which help children to be respectful of peoples differences.
- Staff are currently completing the necessary training to ensure that the minimum qualification will be met.
- Forward planning system is in place that identifies clearly the children who need to be collected at the designated school.

What needs to be improved?

- the recording of the children's attendance
- activities and organisation of the room to enable all needs to be met including relaxation
- safety of the building
- supervision of the children
- required policies and documentation, in particular recording of accidents and records of medication administered to children

- toilet and washing up facilities
- behaviour management strategies and methods to praise children's achievements
- staffs awareness of child protection

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 risks to include outside areas and other users of the building.	30/04/2004
14	Ensure that all records, policies and procedures relating to the after school club are readily accessible and available for inspection at all times.	30/04/2004

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

Std	Recommendation
2	Ensure register is accurately completed.
2	Review procedures for the induction of members of staff and subsequent sharing of information so that all staff have a clear understanding of policies and procedures relating to the safe management of the provision and how to implement them.
3	Devise a system for planning and implementing a suitable range of activities for children, which is appropriate for their stage of development and based on their individual needs in the after school club.
4	Ensure space is organised appropriately to meet the requirements of the children including areas for play and relaxation.

7	Ensure suitable washing up, hand washing and toilet facilities are available at all times.
11	Review strategies for reinforcing good behaviour, ensuring effective behaviour management is in practice to enable children to learn what is expected of them and develop skills to acknowledge children's achievements and self worth.
13	Ensure staff have an understanding of the child protection procedure for the club which complies with the local Area Child Protection Committee (ACPC) procedures.

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.