



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN EY268251

INSPECTION DETAILS

Inspection Date 19/10/2004
Inspector Name Gillian Charlesworth

SETTING DETAILS

Day Care Type Out of School Day Care
Setting Name J K Club
Setting Address The Swillet Social Club
Stag Lane, Chorleywood
Rickmansworth
Hertfordshire
WD3 5HW

REGISTERED PROVIDER DETAILS

Name Miss Joanna Minter

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

J K Club was registered in July 2003. It is owned and managed by Joanna Minter who holds a level four qualification. It operates in a recently refurbished community hall building in an area of Chorleywood known locally as 'The Swillett'.

The facilities include a main hall with raised area for quiet play/rest and relaxation, kitchen, separate boys and girl's toilets and a storage area. Children are not permitted in the kitchen where staff prepare breakfast and a snack tea, which is provided by the club. Children bring a packed lunch from home during the school holidays. Meals are served through a hatch where tables are arranged specifically for mealtimes and cooking activities. There is a fully enclosed grassed outdoor area that is being developed. It has shading from mature trees and a small wooden decked surface.

The club provides out of school care for children aged four to eleven year old. It operates before school, after school and during the school holidays. It is open Monday to Friday and has flexible attendance arrangements. The breakfast club operates between 07:30 and 09:00 and the after school club from 15:15 to 18:15 term time only. A walking service is provided from Chorleywood Primary School and transport is arranged from The Russell School. A holiday play scheme offers part time sessions through to an extended day with opening hours between 07:30 and 18:00. There are currently 96 children on the roll, one of whom has special needs and two who have English as an additional language. On the day of the visit 14 children were present between four and ten years of age. The inspection visit was conducted on the after school club.

There is a staff team of four, three of whom are always working with the children. The manager or a qualified deputy are always present since the other staff are unqualified.

How good is the Day Care?

J K Club provides satisfactory care for children.

The owner is enthusiastic and works well with the staff to provide a valuable service to the community. The children's play area is easy to supervise, welcoming and child centred. Resources are organised into designated areas where children can choose from table top activities, floor play resources or to relax comfortably in the TV and

book area. However, some areas are significantly underused.

Children are happy and relaxed and have good relationships with their peers and adults. The familiar routine is based around snack-times which are relaxed and sociable. Staff are responsive and facilitate activities well, the majority of which are child led. They are good role models and encourage the children to respect one another through familiar rules which are displayed and discussed.

There are effective arrangements for the security of the premises. Safety is managed through a combination of formal and informal systems which could be improved. Staff are active in promoting good hygiene practices through daily routines with the children. They respond well to first-aid emergencies although need to ensure recording systems are consistently managed. There is a basic understanding of child protection procedures which will be improved by staff training in the near future. A review of the management of staff vetting and supervision which underpins the day-to-day running of the club is necessary in order to meet regulations.

Staff have developed relaxed and friendly relationships with parents. A range of information and policies has been devised although not readily available on site and not always completed consistently or up to date. However, recording systems to support children's individual needs and dietary requirements are well managed.

What has improved since the last inspection?

After the initial registration, the provider agreed to address two actions relating to partnership with parents and safety. She has made some progress towards addressing these actions as follows:- (1) New parents are provided with an individual handbook and have details of the club policies. A notice board is situated in the entrance lobby, although its use has not been sufficiently prioritised to consistently display the required information and this is to be developed to include policies and legal documents. (2) Whilst most risks have been minimised and staff supervise the children well, higher priority could be given to procedures to identify and address risks.

What is being done well?

- Staff are good role models and facilitate play to create a happy relaxed atmosphere where the children socialise well together and can choose from the range of activities available. They encourage children to follow their interests, for example, by assisting a child to make a birthday card for a relative and they help children with their school reading tasks if required. Rules are discussed regularly and prompt cards are displayed as gentle reminders. Children know and understand these rules well and show respect for each other and the environment.
- The environment is warm, welcoming and child centred. Colourful displays, photographs and activities such as a height chart decorate the walls and decorative curtains have been fitted to give a homely feel in this community

building. Coat-hooks are provided at low level and toilet facilities are easy to access independently.

- There are systems in place to identify children with individual and dietary needs. Staff can easily refer to a summary of such needs at mealtimes and are fully aware of allergies or special requirements that are respected. They work well as a team to actively promote children's hygiene at mealtimes. Most children respond well to a gentle reminder from one member of staff to wash their hands and the remainder of staff gently encourage those engaged in other activities to visit the cloakroom before snacks are served.

What needs to be improved?

- staff vetting and supervision
- risk management and fire evacuation procedures
- monitoring and reviewing usefulness and presentation of resources
- documentation and availability of information for parents

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	Improve understanding of systems for staff clearances and vetting procedures and implement robust supervision arrangements to ensure unvetted staff are not left alone or in sole charge of the children until clearances are received.	05/11/2004
14	Ensure that documentation is always available for inspection, staff and parents and is consistently completed and up to date (this refers to attendance register; accident records signed by parents; current public liability insurance document (displayed); all	05/11/2004

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

Std	Recommendation
5	Monitor and review children's use of resources to ensure that all areas are well used, inviting and appropriate to the ages of the children attending (this refers to role play area, dressing up show and tell table and books).
6	Develop practice to review risks on a long term and daily basis and devise action plans with timescales to ensure that risks are minimised at the earliest opportunity and ensure that fire practices are regularly conducted (this refers to unlocked kitchen cupboards; unattended chemical spray; uncovered sockets; repairs to glass in door, aborted fire evacuation plans and familiarity for new staff).

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.