



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 123638

### INSPECTION DETAILS

Inspection Date 04/11/2003  
Inspector Name Jane Mount

### SETTING DETAILS

Day Care Type Out of School Day Care  
Setting Name Time Out After School Club  
Setting Address Manland School  
Sauncy Avenue  
Harpenden  
Hertfordshire  
AL5 5LA

### REGISTERED PROVIDER DETAILS

Name Mrs Maggie Thurman

## 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

Time Out After School Club takes place at Manland School, Sauncey Avenue, Harpenden. The club is open Monday to Friday from 15:15 to 18:15, term time only and is managed by a voluntary committee of parents. The leader is Julie Holden and her deputy is Jennie Wickes.

The areas available for use by the After School Club include a classroom, the school hall, girl and boy toilets close by and the school playground. The club has sole use of the classroom whilst in operation and the hall is available at agreed times. The outside area includes the use of the school playing fields and playground. It is fully secure and not used by the public.

The After School Club is for children attending Manland school, aged rising 5 to 11 years and is registered for 24 children under 8 years.

### How good is the Day Care?

Time Out After School Club provides good quality care for children.

There is a strong partnership with parents and information is shared verbally on a regular basis ensuring the individual needs of the children are met. The policies and procedures are available to parents and a club newsletter is also produced on a regular basis.

The environment is welcoming to children, parents and staff and space is organised in a safe, child friendly manner. This allows the children access to a range of activities which promote their development, however, this could be further extended to include more resources that reflect equal opportunities. The children are interested in the toys and equipment available and are involved in their play. Staff interaction is carefully balanced allowing the children time to learn independently but also giving support and direction when needed.

The staff have a clear understanding of their roles and responsibilities. They are prepared to develop their skills by attending available training courses, however, this needs to include increasing their knowledge of equal opportunities and to ensure there is a named person to deal with child protection issues.

Areas for promoting the children's safety are generally satisfactory, however, there needs to be clear procedures in place for staff and helpers who have not yet

completed the necessary vetting procedures. The dietary needs of the children are met well with good hygiene procedures in place which include hand washing before meals, cleaning the table with anti-bacterial spray and using paper hand towels.

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

At the last inspection the After School Club agreed to provide a statement to include methods used to manage behaviour, including bullying, to provide a sick children policy and to provide an equal opportunities policy tailored to the club. They also agreed to put into place emergency evacuation procedures and to ensure that all policies and procedures are available to parents.

All policies are now in place and are displayed for parents in the After School Club classroom on their noticeboard.

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

- The children's care, learning and play are supported well by the staff. The children are involved in a broad range of activities, making their own decisions and choices about their play and learning. The staff are interested and involved in what the children do and say. (Standard 3)
- The environment is welcoming and child friendly. Space is organised to meet the children's individual needs and to allow them to take part in a varied range of play opportunities both inside and out. (Standard 4)
- Independence is encouraged at tea time as the children are given choices from a varied, flexible menu and good hygiene procedures are in place. (Standard 8)
- The staff work in close partnership with parents and information is shared between staff and parents through regular discussions. (Standard 12)

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

- the procedures for vetting staff (Standard 1)
- the knowledge and the range of resources to reflect equal opportunities (Standard 9)
- the organisation to ensure a named person is responsible for child protection issues. (Standard 13)

#### **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	Ensure there are effective procedures in place so that any person who has not been vetted is never left alone with children.
9	To increase knowledge and resources to reflect equal opportunities.
13	Ensure there is a designated member of staff responsible for child protection issues.

## **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.*