

# Henrys Afterschool Club

Horfield C of E School, Bishop Manor Road, Westbury-on-Trym, Bristol, BS10 5BD

<b>Inspection date</b>	08/05/2014
Previous inspection date	25/06/2009

<b>The quality and standards of the early years provision</b>	<b>This inspection:</b>	4
	Previous inspection:	3
How well the early years provision meets the needs of the range of children who attend		4
The contribution of the early years provision to the well-being of children		4
The effectiveness of the leadership and management of the early years provision		4

## The quality and standards of the early years provision

### This provision is inadequate

- Systems to check the suitability of all adults caring for, or in regular contact with, children are inadequate. This means children are at significant risk.
- Staff do not implement the safeguarding policy and procedures, and demonstrate a poor understanding of protecting children. This puts children at significant risk of harm.
- There is no manager and insufficient qualified staff to meet children's needs because the induction systems are weak and systems to monitor staff performance are poor.
- The management and staff have a poor understanding of keeping children safe, including in the event of an emergency, and risk assessment systems are not adequate to help reduce or remove all hazards to children.
- Required documentation is not available and there is no evidence of notifications to Ofsted or valid insurance, demonstrating poor systems to promote children's welfare. The complaints system is poor and planning systems do not reflect children's interests.
- There is no key-person system and staff are unaware of children's needs. This means parents do not know their child's key person to guide their children's learning at home.

### It has the following strengths

- Staff interact well with children and are warm and friendly towards them.

## Information about this inspection

Inspections of registered early years provision are:

- scheduled at least once in every inspection cycle – the current cycle ends on 31 July 2016
- scheduled more frequently where Ofsted identifies a need to do so, for example where provision was previously judged inadequate
- brought forward in the inspection cycle where Ofsted has received information that suggests the provision may not be meeting the legal requirements of the Early Years Foundation Stage or where assessment of the provision identifies a need for early inspection
- prioritised where we have received information that the provision is not meeting the requirements of the Early Years Foundation Stage and which suggests children may not be safe
- scheduled at the completion of an investigation into failure to comply with the requirements of the Early Years Foundation Stage.

The provision is also registered on the voluntary and compulsory parts of the Childcare Register. This report includes a judgment about compliance with the requirements of that register.

## Inspection activities

- The inspector viewed all areas accessed by the children.
- The inspector observed interactions, play and learning activities for the children and sampled the available records and documentation.
- The inspector had discussions with staff, children, the nominated person and two parents to take account of all their views.
- The inspector invited the manager to carry out a joint observation.

## Inspector

Dominique Bird

## **Full report**

### **Information about the setting**

Henrys Afterschool Club was first established in 2001 but re-registered in 2004. It is run by a committee. The club is registered on the Early Years Register and the compulsory and voluntary parts of the Childcare Register. It operates from a self-contained room within the grounds of Horfield Church of England School in Bristol. Children have access to a main playroom and toilet facilities, and also use the school playing field and the school hall. The club is open Monday to Friday during term time from 3.15pm until 6pm. There are 50 children on roll, of whom four are in the early years age range. All children attend Horfield Church of England School. The club is managed a parent committee. Currently, there are three permanent members of staff who work directly with the children, two of whom have a level 2 qualification, and one has a level 3 qualification and experience in the field of play work. The club is affiliated to Bristol Association for Neighbourhood Day Care (BAND) and benefits from close links with the school.

### **What the setting needs to do to improve further**

**The provision is inadequate and Ofsted intends to take the following enforcement action:**

We will issue a Welfare Requirements Notice requiring the provider to:

provide evidence that a Disclosure and Barring Service check has been obtained for all staff

ensure all staff understand the setting's child protection policies and procedures, and can clearly implement them to safeguard children

ensure a suitably qualified and experienced manager is employed

provide evidence that at least half of all staff, other than the manager, hold a full and relevant level 2 qualification

ensure all documentation is held by the provider and easily accessible for inspection, specifically evidence of notifications made to Ofsted, records relating to all adults who work with or are in regular contact with, children, and evidence of valid public liability insurance.

**To meet the requirements of the Early Years Foundation Stage the provider must:**

- keep a written record of any complaints received and their outcome
- implement a system for the effective management of risk assessment, to inform staff practice and share with parents to remove or minimise all possible risks to children's safety
- ensure that all staff receive effective induction training to make sure they gain a clear understanding of their roles and responsibilities
- ensure there is a key person assigned to each child when they start attending the setting and parents are aware of the identity of their child's key person to help children become familiar with the setting and to offer a settled relationship for the child and their family
- plan and provide enjoyable experiences for all children by identifying and building on children's interests and skills, taking into account their individual needs and stage of development
- develop a system to ensure that all staff receive effective supervision, including

opportunities for managing and appraising their performance, to identify any training needs for their continued professional development

- take reasonable steps to ensure the safety of children, staff and others on the premises in the case of a fire, with regard to all staff being able to implement the emergency evacuation procedure.

## Inspection judgements

### How well the early years provision meets the needs of the range of children who attend

Children use the school hall to take part in group activities, such as making tents. They walk with an adult between the school and the main after-school club classroom, which provides them with some opportunities for fresh air. Children participate in a basic range of activities each day which complement the learning the children receive at school and cover the areas of learning in the Early Years Foundation Stage. However, staff do not plan activities based on children's interests, which was an area of improvement identified at the previous inspection. As a result, children's individual needs are not being met effectively to help improve outcomes for children. Nonetheless, children play board games with staff that encourage them to practise their spelling and staff encourage children to try things for themselves, such as fitting puzzle pieces together. These activities promote children's perseverance and help to build important skills for their future development.

Children behave well and are developing their independence overall. Staff have strategies in place for promoting positive behaviour, such as clapping to seek children's attention before giving them an instruction. Children respond well to this which demonstrates that they have basic skills to show attention and listen. However, staff do not always help children to develop their independence skills at mealtimes although this was an area for improvement at the previous inspection. For example, staff set the tables and serve children's meals for them rather than encouraging them to do things for themselves.

### The contribution of the early years provision to the well-being of children

There are significant weaknesses in the provider's safeguarding practices which means that the provider cannot assure children's well-being. This results in a number of breaches of specific requirements of the Early Years Foundation Stage and demonstrates the club is not meeting children's needs adequately. Children are not being safeguarded or protected from harm, and management systems do not ensure the safe and efficient management of the club to promote children's welfare.

There is no manager in post and although there is a newly appointed deputy manager, she is not yet deputising for the manager's absence due to a lack of induction training for this role. The provider is frequently using agency staff to cover vacant staff posts, which means that children are not receiving consistent care.. There is an inadequate key-person

system and this means children are unable to build effective relationships with familiar staff and they do not know the names of the staff present. This means that children's individual needs are not being met effectively. Key-person systems have been in place in the past. However, staff have not implemented this system for a significant amount of time and parents do not know who their child's key person is.

Children are engaged in play. They choose things that they would like to play with and play with their friends well. This shows that positive friendships exist between children and that groups of children have made their own friendships. However, staff do not ensure the safety of children and adults at all times. The club has an evacuation plan; however, the agency staff and newer staff are not aware of this in order to implement it in case of a fire or other emergency. This compromises children's safety and welfare.

### **The effectiveness of the leadership and management of the early years provision**

The provider is not meeting a number of requirements of the Early Years Foundation Stage and the associated requirements of the Childcare Register. Furthermore, since the last inspection, the provider has made insufficient progress to address the actions and recommendations raised to ensure that outcomes for children are improved.

Arrangements for safeguarding are inadequate. Staff have a poor knowledge of child protection and their responsibilities for keeping children safe. They do not demonstrate a secure awareness of safeguarding issues and do not understand, follow or implement the safeguarding policy and procedures. This means staff are unaware of the indicators that would cause concern and the appropriate action to take if there are potential concerns. Consequently, children are at significant risk as they are not being safeguarded or protected from harm.

Recruitment and vetting systems are inadequate. The processes to demonstrate that staff are suitable to work with children are not sufficiently robust. For example, there was no evidence available to demonstrate the suitability of staff through staff records, evidence of their qualifications or their Disclosure and Barring Service checks. In addition, there is no evidence available to demonstrate the suitability of the committee members who are in regular contact with children. This demonstrates poor management and record keeping to safeguard children and promote their welfare. Consequently, children are at significant risk as the suitability of all the adults involved in the club is not confirmed.

In addition, at the previous inspection, the provider was required to ensure the club is managed more effectively. However, this has not been addressed. The provider does not have a qualified and experienced manager in post to lead the club. In addition, there is no evidence to demonstrate there are enough staff caring for children that hold a relevant qualification. Furthermore, the recently appointed deputy has not received any training to inform her of her roles and responsibilities to cover in the manager's absence. This is because the induction procedures for new staff are inadequate and do not ensure staff are able to fulfil the requirements of their role.

Risk assessment systems are inadequate. Management does not ensure staff assess and monitor risks and hazards to children to ensure they play and learn in a safe environment. There are very few areas of the premises that have been risk assessed to identify any hazards to children. This means that management is not meeting the requirements relating to risk assessment and consequently, children's safety at the club cannot be assured.

There are a number of further weaknesses in the management systems of the club. There are poor arrangements for children's outdoor play. This means children do not often have sufficient opportunities to take their learning outside, particularly those children who learn better outdoors. In addition, activities are not planned using children's interests. Management is not implementing the key-person system to enable children and their families to build connections that help children become familiar with the setting and offer a settled relationship for the child and their family. This also means that parents and carers do not have a specific person to keep them informed of their child's progress.

There is no evidence available to demonstrate that the provider is appropriately insured to promote children's welfare adequately. In addition, there is no system or procedures in place for managing complaints and concerns from parents and carers. Furthermore, there is a lack of evidence to demonstrate that staff have received sufficient support and training to fulfil their role. Staff say they have meetings but they do not receive regular appraisals or supervision for support. This is a further breach of the requirements of the Early Years Foundation Stage on the part of the provider. As a result, staff are not made aware of their roles and responsibilities to safeguard children.

Overall, there is a lack of knowledge and understanding of the safeguarding and welfare requirements, and the learning and development requirements of the Early Years Foundation Stage. As a result, the management and staff are unable to effectively implement the requirements sufficiently to meet children's needs adequately.

### The Childcare Register

The requirements for the compulsory part of the Childcare Register are

**Not Met  
(with  
actions)**

The requirements for the voluntary part of the Childcare Register are

**Not Met  
(with  
actions)**

### To meet the requirements of the Childcare Register the provider must:

- implement a written statement of procedures to be followed for the protection of children, intended to safeguard the children being cared for from abuse or neglect (compulsory part of the Childcare Register)
- implement effective systems to ensure that any person caring for, or in regular

contact with, children is suitable to work with children which must include obtaining an enhanced Criminal Records Bureau check (compulsory part of the Childcare Register)

- demonstrate that at least half of all persons caring for children have successfully completed a qualification at a minimum of level 2 in a relevant area of work (compulsory part of the Childcare Register)
- ensure that all necessary measures are taken to minimise any identified risks (compulsory part of the Childcare Register)
- keep a written record of complaints including the outcome of the investigation and the action the provider took in response (compulsory part of the Childcare Register).
- implement a written statement of procedures to be followed for the protection of children, intended to safeguard the children being cared for from abuse or neglect (voluntary part of the Childcare Register)
- implement effective systems to ensure that any person caring for, or in regular contact with, children is suitable to work with children which must include obtaining an enhanced Criminal Records Bureau check (voluntary part of the Childcare Register)
- ensure that all necessary measures are taken to minimise any identified risks (voluntary part of the Childcare Register)
- keep a written record of complaints including the outcome of the investigation and the action the provider took in response (voluntary part of the Childcare Register).



## What inspection judgements mean

### Registered early years provision

Grade	Judgement	Description
Grade 1	Outstanding	Outstanding provision is highly effective in meeting the needs of all children exceptionally well. This ensures that children are very well prepared for the next stage of their learning.
Grade 2	Good	Good provision is effective in delivering provision that meets the needs of all children well. This ensures children are ready for the next stage of their learning.
Grade 3	Requires improvement	The provision is not giving children a good standard of early years education and/or there are minor breaches of the safeguarding and welfare requirements of the Early Years Foundation Stage. It will be monitored and inspected within twelve months of the date of this inspection.
Grade 4	Inadequate	Provision that is inadequate requires significant improvement and/or enforcement action. The provision is failing to give children an acceptable standard of early years education and/or is not meeting the safeguarding and welfare requirements of the Early Years Foundation Stage. It will be monitored and inspected again within six months of the date of this inspection.
Met		The provision has no children on roll. The inspection judgement is that the provider continues to meet the requirements for registration.
Not met		The provision has no children on roll. The inspection judgement is that the provider does not meet the requirements for registration.

## Inspection

This inspection was carried out by Ofsted under sections 49 and 50 of the Childcare Act 2006 on the quality and standards of provision that is registered on the Early Years Register. The registered person must ensure that this provision complies with the statutory framework for children's learning, development and care, known as the Early Years Foundation Stage.

## Setting details

<b>Unique reference number</b>	EY289325
<b>Local authority</b>	Bristol City
<b>Inspection number</b>	814747
<b>Type of provision</b>	Out of school provision
<b>Registration category</b>	Childcare - Non-Domestic
<b>Age range of children</b>	4 - 8
<b>Total number of places</b>	26
<b>Number of children on roll</b>	50
<b>Name of provider</b>	Henrys Afterschool Playscheme
<b>Date of previous inspection</b>	25/06/2009
<b>Telephone number</b>	0117 3772499

Any complaints about the inspection or the report should be made following the procedures set out in the guidance '*Complaints procedure: raising concerns and making complaints about Ofsted*', which is available from Ofsted's website: [www.ofsted.gov.uk](http://www.ofsted.gov.uk). If you would like Ofsted to send you a copy of the guidance, please telephone 0300 123 4234, or email [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk).

## Type of provision

For the purposes of this inspection the following definitions apply:

Full-time provision is that which operates for more than three hours. These are usually known as nurseries, nursery schools and pre-schools and must deliver the Early Years Foundation Stage. They are registered on the Early Years Register and pay the higher fee for registration.

Sessional provision operates for more than two hours but does not exceed three hours in any one day. These are usually known as pre-schools, kindergartens or nursery schools

and must deliver the Early Years Foundation Stage. They are registered on the Early Years Register and pay the lower fee for registration.

Childminders care for one or more children where individual children attend for a period of more than two hours in any one day. They operate from domestic premises, which are usually the childminder's own home. They are registered on the Early Years Register and must deliver the Early Years Foundation Stage.

Out of school provision may be sessional or full-time provision and is delivered before or after school and/or in the summer holidays. They are registered on the Early Years Register and must deliver the Early Years Foundation Stage. Where children receive their Early Years Foundation Stage in school these providers do not have to deliver the learning and development requirements in full but should complement the experiences children receive in school.

The Office for Standards in Education, Children's Services and Skills (Ofsted) regulates and inspects to achieve excellence in the care of children and young people, and in education and skills for learners of all ages. It regulates and inspects childcare and children's social care, and inspects the Children and Family Court Advisory Support Service (Cafcass), schools, colleges, initial teacher training, work-based learning and skills training, adult and community learning, and education and training in prisons and other secure establishments. It assesses council children's services, and inspects services for looked after children, safeguarding and child protection.

If you would like a copy of this document in a different format, such as large print or Braille, please telephone 0300 123 4234, or email [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk).

You may copy all or parts of this document for non-commercial educational purposes, as long as you give details of the source and date of publication and do not alter the information in any way.

To receive regular email alerts about new publications, including survey reports and school inspection reports, please visit our website and go to 'Subscribe'.

Piccadilly Gate  
Store St  
Manchester  
M1 2WD

T: 0300 123 4234  
Textphone: 0161 618 8524  
E: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)  
W: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

© Crown copyright 2012

