

St. Mary's Out of School Club



Swires Road, King Cross, Halifax, West Yorkshire, HX1 2ER

Inspection date

1 July 2015

Previous inspection date

12 December 2011

The quality and standards of the early years provision	This inspection:	Inadequate	4
	Previous inspection:	Good	2
How well the early years provision meets the needs of the range of children who attend		Requires improvement	3
The contribution of the early years provision to the well-being of children		Inadequate	4
The effectiveness of the leadership and management of the early years provision		Inadequate	4
The setting does not meet legal requirements for early years settings			

Summary of key findings for parents

This provision is inadequate

- Disclosure and Barring service checks have not been completed for new committee members. The provider has failed to notify Ofsted of changes to the nominated individual and some committee members; the required information has not been submitted, in order for Ofsted to determine their suitability.
- Children's welfare is not sufficiently promoted. Staff do not fully consider children's safety in the sun. There are lapses in the security of the premises, and the risk of a child going missing is not fully minimised.
- There are no systems in place to monitor and ensure the ongoing suitability of staff.
- Some documentation is not maintained suitably, in order to promote the efficient and safe management of the club. This is with specific regard to the daily record of children's attendance and safeguarding policies and procedures.
- Parents are not aware of who their child's key person is and what this role entails. Furthermore, there is a lack of regular information sharing between children's key person and parents and/or carers, and other providers.
- There is ineffective monitoring of staff practice.

It has the following strengths

- Staff provide questionnaires for children and a comments and suggestion book for parents and/or carers, showing their views are valued. Comments from both children and parents are very complimentary.
- Children are happy and confident, and have formed strong friendships with each other. They are very sociable, for instance, at snack time and as they play well together.

What the setting needs to do to improve further

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

- ensure Disclosure and Barring Service checks are carried out for all committee members and that information is provided to Ofsted so that the suitability of every committee member can be checked, in order to safeguard children
- undertake adequate risk assessments to promote children's well-being while playing out in the hot weather, and to minimise opportunities for a child to go missing, in order to promote children's welfare
- ensure that the premises indoors and outdoors are secure, in order to keep children safe
- ensure that staff know that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children, during their employment at the setting, in order to improve safeguarding arrangements
- ensure that child protection policies and procedures cover the use of mobile phones and cameras in the club, in order to reinforce safeguarding procedures
- ensure that the daily record of the names of the children being cared for on the premises includes their exact hours of attendance, in order to promote safety procedures
- ensure that parents are provided with information about the name of their child's key person and their role, in order to improve settling-in arrangements for children and help parents to build a relationship with staff, to meet children's individual needs more successfully
- establish a regular two-way flow of information with parents and/or carers and other providers, in order to continually find out about and meet children's individual needs through a shared and consistent approach
- put in place appropriate arrangements for the supervision of staff, in order to monitor individuals' personal effectiveness, ensure they have a clear understanding of their roles and responsibilities and to identify training needs, as part of a culture of continuous improvement.

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

- ensure there are effective systems to ensure that the registered person, the manager and any person caring for, or in regular contact with, children and any person who lives or works on the premises where childcare is provided is suitable to work children which must include obtaining an enhanced Disclosure and Barring Service check (compulsory part of the Childcare Register)
- inform Ofsted of the name, date of birth, address and telephone number of any partner, director, senior officer or other member of the governing body (compulsory part of the Childcare Register)
- inform Ofsted of changes to the nominated person of the childcare provision (compulsory part of the Childcare Register)
- take all necessary measures to minimise any risks to the health or safety of the children and staff in their care (compulsory part of the Childcare Register)
- ensure that a child is unable to leave the premises without a person who is caring for children on those premises becoming aware of the child leaving (compulsory part of the Childcare Register)
- ensure that no one can enter the premises without the knowledge of a person who is caring for children on the premises (compulsory part of the Childcare Register)
- keep a daily record of the names of the children looked after on the premises and their hours of attendance (compulsory part of the Childcare Register)
- make available to parents details of the registration system (compulsory part of the Childcare Register)
- ensure there are effective systems to ensure that the registered person, the manager and any person caring for, or in regular contact with, children and any person who lives or works on the premises where childcare is provided is suitable to work children which must include obtaining an enhanced Disclosure and Barring Service check (voluntary part of the Childcare Register)
- inform Ofsted of changes to the nominated person of the childcare provision (voluntary part of the Childcare Register)
- take all necessary measures to minimise any risks to the health or safety of the children and staff in their care (voluntary part of the Childcare Register)
- ensure that a child is unable to leave the premises unsupervised except where the childcare is open access childcare, or where the child is aged eight or over and the parent of the child has agreed that they may leave the provision unaccompanied (voluntary part of the Childcare register)
- ensure that no one can enter the premises without the knowledge of a person who is caring for children on the premises (voluntary part of the Childcare Register)
- keep a daily record of the names of the children looked after on the premises and their hours of attendance (voluntary part of the Childcare Register)
- make available to parents details of the registration system (voluntary part of the

Childcare Register).

Inspection activities

- The inspector observed activities in the playroom and playground.
- The inspector spoke with staff and children at appropriate times throughout the inspection.
- The inspector held a meeting with the manager.
- The inspector checked evidence of the suitability of staff working with children and qualifications, alongside sampling a range of other documentation.

Inspector

Rachel Ayo

Inspection findings

How well the early years provision meets the needs of the range of children who attend. This requires improvement

Children are at ease in the club, which is relaxed and friendly. Because both staff are qualified, they provide a variety of suitable activities and positively interact with the children. However, they do not actively promote a regular two-way flow of information with the Reception teacher or parents and/or carers. This prevents them from complementing children's experiences and providing continuity for them. Staff engage children in conversations, as they sit alongside them while playing games. As well as staff deciding what toys to put out, children can select toys from accessible cupboards. This adequately promotes their independence. Children are confident to speak in group situations. They behave well, are polite and helpful, and listen to what they are being told. This means that staff reinforce skills required for successful learning at school. Children patiently take turns to flip the faces while playing the mystery face guessing game. They enjoy asking questions, in order to see who their friend has chosen. The images depict the diversity of people. This reinforces children's appreciation of the similarities and differences between themselves and others.

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

Staff do not sufficiently promote children's welfare. An unauthorised person was able to enter the club because the security of the premises had not been fully ensured. Furthermore, staff do not always check that parents and/or carers have closed the door behind them as they leave. Neither do they check that the boundary gate is closed before children play outside. They do so after prompting, although the gate is not secured. Staff do, however, have procedures for observing who is entering, and for ensuring children cannot leave unsupervised. However, there is a lack of communication about which adult has responsibility for which children. This is with particular reference to children going inside with one staff member, while others remain outside tidying up. Staff say they take the register again once all children are inside. However, there is a window of opportunity for a child to go missing prior to this, as there are no head counts to confirm how many children each staff member has. Given that the boundary gate is not secured, the risk is increased. Staff do not check when, or if children have had sun protection lotion applied. Consequently, they do not sufficiently promote children's physical well-being as they play outside in the hot weather. They do take drinks outside and encourage children to sit in the shade, where possible. Children are allocated a key person when they begin attending, which fosters their emotional well-being. This is because they are supported in building up their confidence while settling in. Satisfactory information is obtained about each child when they enrol, through the registration forms. This contributes adequately to meeting their individual needs. However, parents are not informed about who their child's key person is, or what this role entails. This means that staff cannot ensure that settling-in arrangements and information sharing during this period are fully effective.

The effectiveness of the leadership and management of the early years provision is inadequate

The provider and staff have an inadequate understanding of the requirements of the Early Years Foundation Stage, and of their roles and responsibilities. A key aspect of this is the failure to keep up to date with changes and the poor monitoring of the provision, including staff practice. Consequently, areas for improvement, including further training for staff, are not sufficiently targeted. This results in breaches in legal requirements, which impacts negatively on children's welfare and on their individual needs being fully met. This includes a failure to notify Ofsted of changes to some of the individuals who make up the committee and the nominated individual. Disclosure and Barring Service checks have not been completed for committee members and appropriate forms have not been submitted to Ofsted. Consequently, the suitability of such persons cannot be determined. Furthermore, written safeguarding policies and procedures do not cover the safe use of mobile phones and cameras, although this is considered in practice. Staff are not advised that they are expected to disclose any changes to their suitability. This means the provider is unable to ensure their continued suitability, as part of robust safeguarding arrangements. Staff do not keep an accurate record of children's hours of attendance, in order to fully promote safety procedures.

Setting details

Unique reference number	303818
Local authority	Calderdale
Inspection number	871732
Type of provision	Out of school provision
Registration category	Childcare - Non-Domestic
Age range of children	0 - 17
Total number of places	33
Number of children on roll	29
Name of provider	St Mary's Out of School Club Committee
Date of previous inspection	12 December 2011
Telephone number	07761 903654

St. Mary's Out of School Club was registered in 1996. The before and after school provision employs two members of childcare staff. They both hold appropriate qualifications at level 3. The club is open Monday to Friday. Sessions run from 7.30am to 9am and 3.30pm to 5.45pm, except for Fridays when sessions run from 3.30pm to 5.30pm. The club solely accommodates the children of the host school.

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