

# Bradfield Sunshine Club

Bradfield Village Hall, Southend, Bradfield, Reading, Berkshire, RG7 6LG



## Inspection date

19 July 2016

Previous inspection date

4 November 2014

The quality and standards of the early years provision	This inspection:	Inadequate	4
	Previous inspection:	Requires Improvement	3
Effectiveness of the leadership and management		Inadequate	4
Quality of teaching, learning and assessment		Requires improvement	3
Personal development, behaviour and welfare		Inadequate	4
Outcomes for children		Not applicable	

## Summary of key findings for parents

### This provision is inadequate

- The registered provider, who is the committee, does not ensure that the requirements of the Early Years Register and the Childcare Register are met. The provider has failed to notify Ofsted of changes to the committee.
- The provider and the manager have not identified a number of serious weaknesses in the provision, which compromise children's safety and welfare.
- Safeguarding practice is poor. Staff do not know how to recognise or act on concerns about a child, and do not understand that allegations must be reported to the relevant agencies. Staff do not know the safeguarding policies and these are not up to date.
- Recruitment and vetting procedures are weak. The provider does not check staff's ongoing suitability and all adults have relevant Disclosure and Barring Service checks.
- Children's well-being is compromised as staff administer medication without prior written consent. They fail to gather sufficient information from parents to meet children's medical needs or work effectively with other professionals. Risk assessments are weak. Staff do not ensure children's continued safety on the premises or outings.
- Staff do not keep all required records available for inspection or stored confidentially. They fail to maintain a record of children's attendance. Parents are not given the correct details to contact Ofsted in case of complaint. Staff are not supported in their roles.

### It has the following strengths

- Children enjoy playing some board games, such as chess, with their friends and staff.

## What the setting needs to do to improve further

### The provision is inadequate and Ofsted intends to take enforcement action

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

#### Due Date

- |  |            |
|--|------------|
| ■ ensure that the designated lead person for safeguarding has attended training that enables them to identify, understand and respond in a timely and appropriate way to all signs of possible concern and any allegations made against a member of staff, and is able to provide support, advice and guidance to any other staff with regard to any safeguarding issues | 09/09/2016 |
| ■ ensure all staff, including the designated lead person for safeguarding, understand the safeguarding policy and procedures and have up-to-date knowledge of safeguarding issues so they are able to identify signs and symptoms that a child may be at risk of harm  | 09/09/2016 |
| ■ ensure the safeguarding policy, and procedures, are in line with the guidance and procedures of the Local Safeguarding Children Board, including the action to be taken in the event of an allegation against a member of staff, and covers the safe use of mobile phones and cameras in the setting   | 09/09/2016 |
| ■ implement safe recruitment practices to ensure that full and relevant information about previous employment history, reference checks and staff qualifications are obtained and recorded   | 09/09/2016 |
| ■ ensure staff know to disclose any convictions, cautions, court orders, reprimands and warnings, received before or during their employment, that may affect their suitability to work with children  | 09/09/2016 |
| ■ obtain an enhanced Disclosure and Barring Service check in respect of every person aged 16 years and over who works directly with, or who is in regular contact with, children, including new staff with pre-existing suitability checks   | 09/09/2016 |
| ■ record information about identity checks and vetting processes that have been completed, including the criminal records disclosure reference number, the date a disclosure was obtained and details of who obtained it   | 09/09/2016 |
| ■ supply the relevant information to Ofsted so that suitability checks can be carried out on all committee members   | 09/09/2016 |
| ■ ensure that staff conduct regular risk assessments to identify all hazards and eliminate any risks to children's safety, including children's individual medical needs, travel in the minibus and safety on outings  | 09/09/2016 |
| ■ obtain prior written permission from parents or carers to  | 09/09/2016 |

administer any prescription and non-prescription medication for their children

- implement a policy, and procedures, for administering medicines to children that includes how to obtain information about a child's needs for medicines, and the importance of keeping this information up to date 09/09/2016
- maintain a daily record of the names of the children being cared for on the premises, their hours of attendance and the names of each child's key person 09/09/2016
- ensure there are effective arrangements for the supervision of staff to provide support, coaching and training and allow staff to discuss any issues, particularly those concerning children's development or well-being 09/09/2016
- ensure confidential information and records about staff and children are held securely and accessible for inspection, including accident and incident records, and documents for the minibs and relevant insurances 09/09/2016
- put in place a written procedure for dealing with concerns and complaints from parents and/or carers that contains up-to-date details about how to contact Ofsted if they believe the provider is not meeting the early years foundation stage requirements. 09/09/2016

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

##### **Due Date**

- 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. 09/09/2016

#### **Inspection activities**

- The inspector observed children's play during activities indoors.
- The inspector looked at samples of records and a range of other documentation, including staff recruitment, ongoing suitability and first aid qualifications.
- The inspector spoke with the manager, a committee member, staff, parents and children at appropriate times throughout the inspection.

#### **Inspector**

Melissa Cox

## Inspection findings

### **Effectiveness of the leadership and management is inadequate**

Safeguarding is ineffective. The designated person for safeguarding, who is also the manager, has very poor understanding of the reporting procedures and is unable to support staff if they note concerns about a child. Staff have a limited understanding of all aspects of safeguarding, including the setting's safeguarding policy. They do not know all the signs of concern, the reporting procedures or what to do if an allegation is made. The provider also fails to implement an appropriate safeguarding policy that follows the procedures of the Local Safeguarding Children Board and covers the safe use of mobile phones in the setting. This was an action at the previous inspection. The provider does not implement rigorous or effective recruitment and vetting procedures. They do not carry out checks to ensure staff are suitable to fulfil their role, including gathering information on previous employment and requesting references. The provider accepts Disclosure and Barring Service checks from previous employers without checking their validity and does not apply for a new check. They also fail to implement procedures to check staff's ongoing suitability to work with children. The provider has not informed Ofsted of changes to the committee and their details for checks to be completed. Staff fail to record children's attendance accurately and they take confidential information off site and store it at home. Monitoring of practice is weak. Staff do not attend training or receive support to address weaknesses in their practice. They have a poor understanding of the need to comply with requirements. Self-evaluation is poor. The provider has not recognised breaches in requirements and has not taken sufficient action to improve.

### **Quality of teaching, learning and assessment requires improvement**

Children choose from a limited range of activities, some of which capture their attention effectively. Children generally behave well. Although some children are not consistently engaged for parts of the session, others happily choose from the range of toys and resources. For example, they build with colourful bricks and make patterns on cards with small beads. Staff provide some support to children. For example, they read stories or draw pictures of princesses and mermaids for them to colour in.

### **Personal development, behaviour and welfare are inadequate**

Children's safety and health are compromised. Staff do not gather enough information about children's medical needs or the medication they take. Staff do not obtain details from parents of the dosage or follow secure procedures to safely administer medicines. Staff do not carry out appropriate risk assessments. For example, they do not ensure that the younger children use age-appropriate safety restraints in the minibus, placing them at risk. The provider fails to check whether staff meet the relevant requirements to be able to drive the minibus. They do not ensure all required documentation is available for inspection, including accident and incident records, and insurance documentation for the minibus. This was also an action at the previous inspection.

## Setting details

<b>Unique reference number</b>	955530
<b>Local authority</b>	West Berkshire (Newbury)
<b>Inspection number</b>	1054494
<b>Type of provision</b>	Out of school provision
<b>Day care type</b>	Childcare - Non-Domestic
<b>Registers</b>	Early Years Register, Compulsory Childcare Register, Voluntary Childcare Register
<b>Age range of children</b>	0 - 8
<b>Total number of places</b>	40
<b>Number of children on roll</b>	6
<b>Name of registered person</b>	Bradfield Sunshine Club Committee
<b>Registered person unique reference number</b>	RP524763
<b>Date of previous inspection</b>	4 November 2014
<b>Telephone number</b>	07946 634694 or 01189 744712

Bradfield Sunshine Club registered in 2001. It operates from the village hall in Bradfield, in Reading, Berkshire. The club is open before school between 8am and 9am, and after school from 3pm to 6pm each weekday during term time, with the exception of Thursday afternoon when it is run from a local school site. Children are collected from some local schools by minibus. There are four members of staff. The manager has a level 3 qualification.

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.

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