

Compliance action taken for childcare provision

EY306012/C292756

Date: 21/09/2016

Summary of outcome

On 17 August 2016, we carried out an inspection which judged that the overall effectiveness of the provision was inadequate and did not meet the needs of the children who attend.

We found that the provider had failed to notify Ofsted of changes to committee members and in providing the necessary information to enable Ofsted to determine their suitability. A current enhanced criminal records disclosure had not been obtained by the provider for members of staff at the time of their employment, and reference checks had also not been requested as stated in the recruitment policy. Regular staff supervision is not in place in order to review their individual practice. We also found that not all staff knew what action to take should a concern or allegation be raised about the committee, staff or management team. Evidence of written permission being obtained to administer medication for children currently attending was not available at the inspection. We found that there was no key persons system in place during the operation of the holiday club, which meant care needs were not adequately tailored for individual children. Snacks provided for children are not healthy, balanced and nutritious. Children were not encouraged to make healthy choices. We found that robust hygiene routines were not implemented as staff did not take sufficient steps to clean the tables to prevent the spread of infection or cross contamination, before serving snacks. Insufficient alternative activities were provided for children who did not wish to participate in a planned activity.

Following the inspection we issued a welfare requirement notice that required the provider to;

- obtain Disclosure and Barring Service checks for all staff
- make sure that rigorous recruitment checks are carried out to ensure that

staff caring for children are suitable to fulfil their role

- provide appropriate arrangements for the supervision of staff
- ensure that staff have a secure understanding of the action to be taken in the event of an allegation of abuse being made against a member of staff or a committee member
- ensure that prior written permission is obtained from parents in respect of medication to be administered to children so that their health and well-being is assured
- implement an effective key-person system at all times to ensure every child's care is tailored to meet their individual needs
- ensure that children are provided with healthy, balanced and nutritious snacks while attending the holiday club
- ensure that strict hygiene procedures are implemented at all times, particularly in relation to the cleanliness of tables at snack time
- review the deployment of staff to ensure that children are provided with opportunities to choose where they would like to play
- 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.

We carried out a monitoring visit to the setting to check that the provider was complying with all the actions set in the welfare requirements notice. We found that the provider is in the process of setting up an account with a recognised company to complete Disclosure and Barring Service checks for all staff and committee members. Once these checks have been issued, the relevant forms will be completed for committee members and submitted to Ofsted. The recruitment policy will be followed when employing new staff. The manager intends to set up supervision sessions with all members of staff, and will also use these to discuss individuals professional development. The next staff meeting will be used to discuss the safeguarding and whistleblowing policies and procedures, to ensure every-one understands these.

All required forms for the administration of medication are now in place and available.

A four weekly menu for snacks, all healthy options, has been devised for the holiday club. At the moment this is work in progress, as it may change

according to the children's likes and dislikes. Staff have been reminded of the normal routine when preparing tables for snack time and the importance of good hygiene.

The manager and staff have re-planned activities for children, especially when they are in the gym. They recognise that not all children want to do the same thing and will provide alternative activities for those children who do not always want to participate.

The next visit will be a monitoring visit where we will review further progress made in respect of the welfare requirements notice.

The provider remains registered with Ofsted.

Publication of compliance action

We aim to ensure that the welfare of children and young people is protected in the services we regulate. The Childcare Act 2006 and accompanying regulations set out our responsibilities to regulate childminders and childcare providers. This includes the enforcement powers we have in relation to those registered providers who do not comply with the requirements for registration.

We publish details of any actions we take, or the childminder or childcare provider takes to bring about compliance with requirements on our website for a period of five years commencing on the date we complete our investigation.

For further information please read the *Early years compliance handbook* which can be found here at www.gov.uk/government/publications/early-years-provider-non-compliance-action-by-ofsted .