

Shelf out of School Club

Youth And Community Centre, Wade House, Shelf, Halifax, HX3 7PB



Inspection date

27 April 2017

Previous inspection date

7 February 2014

The quality and standards of the early years provision	This inspection:	Inadequate	4
	Previous inspection:	Good	2
Effectiveness of the leadership and management		Inadequate	4
Quality of teaching, learning and assessment		Inadequate	4
Personal development, behaviour and welfare		Inadequate	4
Outcomes for children		Not applicable	

Summary of key findings for parents

This provision is inadequate

- Children are not safeguarded. Systems for determining staff's suitability and for ensuring their continued suitability are not effective. Staff have a poor understanding of child protection issues, there is limited knowledge of government statutory guidance and policies, and procedures are not in line with legislative changes.
- Children's safety and welfare are compromised because not all potential risks are identified and minimised.
- Records relating to identity checks, the administration of medication and training for the designated lead safeguarding practitioner are not in place.
- There are ineffective supervision arrangements with staff.
- The key-person system is insufficient. This means staff fail to provide individually tailored care and activities that meet children's individual needs.
- The organisation of space, equipment and resources does not meet the needs of children.
- There is poor partnership working and information sharing with parents and other providers. This prevents staff from promoting continuity in children's care and complementing the experiences they receive in school. Also, staff do not ensure that parents are fully informed about all aspects of the club.

It has the following strengths

- Children behave well, respond to staff's requests and are sociable with one another.

What the setting needs to do to improve further

To meet the requirements of the early years foundation stage and the Childcare Register the provider must:

	Due Date
■ ensure staff are trained to have a secure knowledge and understanding of the safeguarding policy and procedures	11/05/2017
■ provide evidence that the lead practitioner for safeguarding has attended child protection training	11/05/2017
■ improve safeguarding policy and procedures to ensure they are in line with Local Safeguarding Children Board guidelines and cover the use of mobile phones and cameras in the club	11/05/2017
■ develop knowledge of the government's statutory guidance 'Working Together to Safeguard Children 2015' and the 'Prevent duty guidance for England and Wales 2015'	11/05/2017
■ ensure that all reasonable steps to remove, minimise and manage risks are taken, in particular those associated with children playing outside and the temperature of the water in the bathrooms	11/05/2017
■ obtain prior written consent from parents to administer medication and keep a written record each time any medication is administered to a child	11/05/2017
■ record information about the identity checks completed for all individuals working in the club; make staff aware of the expectation for them to disclose any information that may affect their suitability to work with children, ensuring they are fully aware of what this might include	11/05/2017
■ put in place effective arrangements for the supervision of staff, providing support, coaching and training that promotes the interests of children, their safety and well-being	11/05/2017
■ ensure the key-person system meets the needs of children	11/05/2017
■ ensure that space, equipment and resources are organised in a way that meets the needs of children and promotes safe practices	11/05/2017
■ make available to parents the name of their child's key person, policies and procedures and how the early years foundation stage is being delivered	11/05/2017
■ ensure there is a regular two-way flow of information with parents and other providers.	11/05/2017

Inspection activities

- The inspector observed the premises, activities indoors and the interactions between staff and children.
- The inspector talked to staff and children at appropriate times during the inspection.
- The inspector completed a joint observation with the club manager.
- The inspector held a meeting with the club manager. She looked at relevant documentation and evidence of the suitability of staff working in the club.
- The inspector spoke to a small number of parents during the inspection and took account of their views.

Inspector

Rachel Ayo

Inspection findings

Effectiveness of the leadership and management is inadequate

The leadership and management of the club are weak and there are poor systems for checking the quality of the provision. The arrangements for safeguarding are not effective. Staff are not fully aware of what could make them disqualified, or of the expectation to disclose any information that may affect their suitability to work with children. This is not rigorously checked prior to, or during, their employment. There is evidence of staff vetting. However, the details of identity checks are not recorded. The safeguarding policy does not include reference to the use of mobile phones and cameras and wider safeguarding issues. There is also a lack of awareness of any additional statutory guidance to support safeguarding practices. Some staff are unable to identify possible signs of abuse or neglect, including when children may be at risk of harm from extreme behaviours and views. They are also unaware of external reporting procedures should they have a concern about a colleague. The safeguarding lead is clear about her roles and responsibilities. However, there is no evidence to confirm that she has completed required training. Staff practice is not sufficiently monitored by the provider or manager. Consequently, staff, including the manager, do not have relevant and key up-to-date training and a secure understanding of the early years foundation stage.

Quality of teaching, learning and assessment is inadequate

Although some staff have a qualification, these are not having a positive impact on practice currently. Staff undertake general planning that incorporates children's views. The planning includes a variety of interesting arts and craft activities and projects. However, little consideration is given to the planning of the provision to meet the needs of the early years children specifically or to complement learning in school. The poor key-person system contributes to this weakness. Available space is not well utilised. Although there are two rooms, staff set up a larger room only. Half is set up for a game of football, leaving the other half set up with a narrow and uninspiring range of resources. The noise of the football game is very distracting and has an impact on children's ability to focus and concentrate. Furthermore, children's play is interrupted as children insensitively run across the path of children playing, to retrieve the ball. Staff fail to acknowledge that this also creates an unsafe environment, as the ball marginally misses children sitting playing. Despite this, children appear happy and enjoy an activity with musical instruments.

Personal development, behaviour and welfare are inadequate

The manager and staff have an insufficient knowledge of how to keep children safe and promote their health and well-being. They do not implement rigorous safeguarding policies and procedures or sufficiently identify and minimise hazards to keep children safe. As children wash their hands before snack in the bathroom on arrival it becomes apparent that the water is unusually hot. Despite this, no action is taken by the manager to highlight this to all children and supervise them when using the bathroom. Outdoors, there is broken fencing and a missing gate. This means that a hazardous area of the garden and a low-level wall leading to a high drop over the other side are accessible. Although staff explain they supervise children, this is insufficient. Staff do not follow procedures to administer medication adequately. They obtain only verbal permission to administer

medicines and keep no records of what they have given. There is a lack of awareness by staff as to who their key children are. This prevents them from exchanging information with parents or school staff, to provide appropriate support and tailored care during the settling-in period and thereafter. Not all required information about the club is shared with new parents. Children are independent and respectful to one another. Staff are friendly. They positively interact with children and offer frequent praise and encouragement, which helps to foster children's self-esteem and confidence.

Setting details

Unique reference number	EY266155
Local authority	Calderdale
Inspection number	1087908
Type of provision	Out of school provision
Day care type	Childcare - Non-Domestic
Registers	Early Years Register, Compulsory Childcare Register, Voluntary Childcare Register
Age range of children	4 - 11
Total number of places	42
Number of children on roll	43
Name of registered person	Locality Support Services LTD Trading as Shelf out of School Club
Registered person unique reference number	RP521481
Date of previous inspection	7 February 2014
Telephone number	07779164920 / 07910018735

Shelf out of School Club was registered in 2003 and operates from within the Youth and Community Centre in Shelf, on the outskirts of Halifax. There are four key members of staff and five bank staff members available to cover as and when necessary. There are four staff members who hold early years or Playwork Qualifications at level 3. The club opens Monday to Friday, all year round. During term time, sessions are from 7.30am to 9am and from 2.45pm to 6pm. Sessions are from 7.30am to 5.30pm during the school holidays.

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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