

Jigsaw Out Of School Scheme



Thackley Methodist Church, Thackley Road, Bradford, West Yorkshire, BD10 0RH

Inspection date	20 March 2018
Previous inspection date	24 March 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		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

- Children are not safeguarded. Systems for recruiting staff, determining their suitability and ensuring their continued suitability are weak. Furthermore, some staff have a poor understanding of child protection issues.
- Staff do not record medication administered to children or inform parents. They do not ensure that first-aid equipment is available at all times.
- Not all staff receive induction training to ensure that they understand their roles and responsibilities.
- The provider does not undertake supervision sessions for staff or monitor their practice, to drive improvements and keep them up to date with changes. This results in the variable quality of staff's interaction, knowledge and skills.

It has the following strengths

- Children are very much involved in deciding what happens in the club, helping them to develop a strong sense of ownership. Children are very sociable and behave well.
- Staff effectively help new children to settle in, working very closely with parents.
- Staff create a welcoming environment. Children independently engage in a broad range of stimulating activities indoors through staff's good organisation of space.

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
<ul style="list-style-type: none"> ■ put in place rigorous procedures for the recruitment and vetting of staff, to establish their suitability for the role and monitor their continued suitability, including by developing a knowledge of the disqualification process 	17/04/2018
<ul style="list-style-type: none"> ■ ensure that staff are aware of the expectation for them to disclose any information that may affect their suitability to work with children before or during their employment and what this might include 	03/04/2018
<ul style="list-style-type: none"> ■ train all staff to understand the safeguarding policy and procedures, and ensure they have an up-to-date knowledge of safeguarding issues 	17/04/2018
<ul style="list-style-type: none"> ■ ensure staff keep a written record each time they administer any medication to a child and inform parents 	03/04/2018
<ul style="list-style-type: none"> ■ ensure that staff have access to first-aid equipment at all times 	03/04/2018
<ul style="list-style-type: none"> ■ ensure that all staff receive induction training to help them to understand their roles and responsibilities 	03/04/2018
<ul style="list-style-type: none"> ■ implement effective and regular staff supervision arrangements to swiftly identify and tackle underperformance and inconsistencies in practice and provide support, coaching and training for all staff. 	17/04/2018

Inspection activities

- The inspector observed the activities indoors and outdoors 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 provider, who is also the club manager.
- The inspector held a meeting with the provider. She looked at relevant documentation and evidence of the suitability of staff working in the club.
- The inspector spoke to 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. There are insufficient systems for checking the quality of the provision, keeping staff up to date with changes and involving them in continuous improvement. This results in breaches in statutory requirements. Safeguarding is not effective. There are insufficient procedures for recruiting and inducting new staff, particularly those known to the provider or her family members. Furthermore, the provider does not ask individuals to disclose anything that might affect their suitability before or during their employment, and has a limited awareness of what this might include, as do staff. Therefore, although the provider carries out and updates Disclosure and Barring Service checks for staff, her weak knowledge impacts on the effectiveness of the vetting process. Some staff cannot identify possible signs of abuse or neglect, including when children may be at risk of harm from extreme behaviours and views. Most staff understand reporting procedures. However, a small number are not aware of what to do should they have concerns about the behaviour of the provider. Staff identify and minimise hazards and maintain a secure environment. This enables children to move around rooms freely. Access to the club is stringently monitored and supervision of areas is enhanced, for instance, through split screen closed-circuit television.

Quality of teaching, learning and assessment requires improvement

The provider does not sufficiently monitor staff's practice and provide them with regular supervision sessions. This prevents staff from receiving effective coaching, mentoring or targeted training to improve their personal effectiveness. The lack of supervision has a greater impact on those without a qualification, whose interaction is less successful than other staff. Nonetheless, children enjoy their time at the club and eagerly enter. Staff create a stimulating indoor environment. They foster children's sense of belonging, for instance, through the wide array of displays, incorporating children's artwork. Staff create 'special books' for Reception children, helping them to plan for children and support their learning. Staff complement what children are learning at school. Children independently move around the different rooms, which reflect well-planned provision. Children show good levels of interest and engagement and play collaboratively. They have a positive approach to new experiences, such as creating masks. Children confidently speak to the inspector, eagerly showing their drawings.

Personal development, behaviour and welfare are inadequate

Weaknesses in leadership and management mean that children's safety and welfare are not fully assured. Furthermore, staff are not aware they must keep a record each time they administer medication to a child and inform parents. They do, however, obtain prior written permission from parents before giving medication. Staff do not always have access to first-aid equipment when they are off site undertaking school runs, to ensure they can suitably manage accidents. Staff promote children's physical well-being in other ways. For example, a number of staff have attended first-aid training and always accompany children off site. Children have healthy snacks, helping them to learn about healthy lifestyles. These are prepared by staff who have attended food hygiene training. Children are happy and confident, attending settling-in visits prior to starting. They spend time with

their designated key person, who gathers important information to meet their individual needs and get to know them. Warm and friendly relationships are observed between staff and children. Parents receive good-quality information on enrolment of their child and during their child's time at the club.

Setting details

Unique reference number	EY293233
Local authority	Bradford
Inspection number	1087947
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	32
Number of children on roll	14
Name of registered person	Avis Verity Ward
Registered person unique reference number	RP512146
Date of previous inspection	24 March 2014
Telephone number	07866 356 236

Jigsaw Out of School Scheme registered in 2004. The club employs eight members of childcare staff. Of these, four staff hold a play work or early years qualification at level 3. The club operates Monday to Friday, from 7.30am until 9am and from 3pm until 6pm. During school holidays the club opens from 7.30am to 6pm.

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