

# Oxford High Holiday Club

Oxford High School for Girls, Belbroughton Road, Oxford, OX2 6XA



<b>Inspection date</b>	4 April 2018
Previous inspection date	22 August 2014

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

## Summary of key findings for parents

### This provision is inadequate

- The provider has not established robust recruitment and vetting procedures, to ensure that all staff are suitable to work with children. They fail to complete additional checks for staff who have worked or lived abroad, as required.
- Staff do not implement an effective policy and procedure for administering medicines. They do not gain prior written permission to administer some medicines or obtain sufficient information about children's needs for such medicines, to ensure they can act quickly in the event of an emergency.
- The provider fails to maintain a record of children's attendance. They do not effectively monitor the provision, staff practice or implementation of the club's procedures sufficiently, to ensure they meet the legal requirements.

### It has the following strengths

- Staff provide a friendly and welcoming play environment for children to enjoy during their school holidays. Children settle quickly, take part in a wide range of activities on offer and enjoy the company of staff and their friends.
- The provider gathers the views of parents, and written testimonials from them show they are very happy with the club.

## 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:

	<b>Due Date</b>
<ul style="list-style-type: none"> <li>■ establish effective recruitment and vetting arrangements to ensure that all required suitability checks, including additional checks when staff have lived or worked abroad, are completed when employing new staff</li> </ul>	01/06/2018
<ul style="list-style-type: none"> <li>■ implement an effective policy and procedures for administering medicines that include systems for obtaining and keeping up-to-date information about a child's needs for medication</li> </ul>	01/06/2018
<ul style="list-style-type: none"> <li>■ gain a secure knowledge of, and implement, an effective policy and procedures for administering medicines that include obtaining prior written consent for each and every medicine from the child's parent and/or carer before administering it</li> </ul>	01/06/2018
<ul style="list-style-type: none"> <li>■ maintain a daily record of the names of the children being cared for on the premises and their hours of attendance, and the names of the key persons who care for them.</li> </ul>	01/06/2018

### To further improve the quality of the early years provision the provider should:

- develop an effective monitoring system to identify and address breaches of requirements and any other areas for improvement.

### Inspection activities

- The inspector discussed with staff how they deliver the safeguarding and welfare requirements, and checked evidence relating to the suitability of staff.
- The inspector sampled some of the setting's policies and procedures, and discussed these with the staff and the providers.
- The inspector spoke to children and staff. She held a meeting with the nominated person and the operational manager.
- The inspector conducted a joint observation of snack time with the manager.
- The inspector considered the written views of parents.

**Inspector**  
Melissa Cox

## Inspection findings

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

Safeguarding is ineffective. The provider is not able to demonstrate that they have completed additional suitability checks on some staff who have recently returned to the country after an extended period abroad. In addition, they fail to follow their safer recruitment policy and do not ensure that they gather sufficient information to ensure staff suitability to work with children. For example, they do not gather sufficient information from previous employers or query gaps in staff employment history. On the day of the inspection, staff who had not been subject to robust checks were left with children in a room on their own for over an hour at a time, unsupervised by other staff. Despite these failings, the provider does ensure that they obtain proof of Disclosure and Barring Service checks for staff. They ensure staff are informed of the need to declare any changes to their circumstances that may affect their suitability to work with children. Staff show a suitable understanding of the procedure to follow should they have a concern about a child or the behaviour of another adult. The provider ensures there are suitable risk assessments in place, for example, to manage the risk posed by the onsite builders. The security of the areas used by the youngest children is managed well by staff to ensure children's safety. For example, doors remain secure and staff effectively supervise children as they play. However, staff do not ensure they maintain a daily record of the children being cared for on the premises, including their hours of attendance. For example, they fail to ensure that they note down the times when some children have left the premises to go on additional outings in the day. In addition, they do not ensure that their records always reflect when children leave the premises at the end of the day to go home. Current systems for monitoring the provision are ineffective in identifying weaknesses, such as those relating to how effectively staff implement the club's procedures and meet the needs of the children. For example, staff do not consistently implement their procedures for the administration of medication. They fail to gather prior written permission to administer medication for some children, although have gathered this for others. The provider took some action to rectify this on the day of the inspection, once this weakness was highlighted. The provider gathers parents' views and acts on these to help them make improvements. The provider started to take steps to complete a programme of planned visits and audits, although it is too soon to see the impact of this.

### **Quality of teaching, learning and assessment is good**

Throughout the day, children have opportunities to choose what they wish to play with and to initiate their own ideas, such as making binoculars from the interesting range of junk-modelling materials. They enjoy the individual attention they receive from staff, such as sitting quietly in a den and reading favourite stories together. Staff regularly consult children on what they like to play with to make sure they offer a wide and varied range of activities that reflects the current interests of the children. For example, in response to children's requests, staff plan popular activities, such as jewellery making. Children have fun exploring their individual creativity as they make colourful bracelets and necklaces. Staff skilfully join children in their play, engage children in conversations and encourage them to express their thoughts, ideas and feelings. They ensure parents are aware of the activities on offer, including the opportunities for additional trips into the community.

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

Weaknesses in safeguarding practice compromise children's welfare. Staff are not always vigilant in promoting children's welfare, particularly for the youngest children who have additional medical needs, such as allergies. On the day of the inspection, it was noted that staff risk assessment for children with allergies was ineffective. Despite the club's policy that specifies staff should supervise children while they eat to ensure their safety, staff left children unsupervised, with some children eating foods that posed a risk to their friends. In addition, staff fail to ensure a robust system is in place to promote children's health needs in the event of an emergency. They do not obtain sufficient information on all children's specific individual medical needs. For example, they did not know the specific signs that children may be becoming unwell, such as through an allergic reaction, or the action to take to ensure their good health. Staff do, however, manage other aspects of children's care and health suitably well. Staff plan a wide range of activities to support children's physical development and their enjoyment, such as swimming and varied sports games. Staff consistently promote the rules of the club and sensitively help children to manage their feelings. Children behave well and respond readily to the expectations of staff for them to listen and follow instructions. They take turns to use resources and help in group tasks, such as tidying away.

## Setting details

<b>Unique reference number</b>	EY475769
<b>Local authority</b>	Oxfordshire
<b>Inspection number</b>	1071847
<b>Type of provision</b>	Full-time 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>	3 - 8
<b>Total number of places</b>	200
<b>Number of children on roll</b>	60
<b>Name of registered person</b>	Oxford Active Limited
<b>Registered person unique reference number</b>	RP904211
<b>Date of previous inspection</b>	22 August 2014
<b>Telephone number</b>	01865 594324

Oxford High Holiday Club registered in 2014 and operates from the Oxford Girls High School in the Summertown area of Oxford. The club operates on weekdays during most school holidays from 8.15am to 6pm. Children between the ages of three and 14 years may attend. There are 16 staff overall and the number employed each day varies according to the number of children. The manager has a relevant early years qualification at level 3.

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.

Any complaints about the inspection or the report should be made following the procedures set out in the guidance 'Complaints procedure: raising concerns and making complaints about Ofsted', which is available from Ofsted's website: [www.gov.uk/government/organisations/ofsted](http://www.gov.uk/government/organisations/ofsted). If you would like Ofsted to send you a copy of the guidance, please telephone 0300 123 4234, or email [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk).

The Office for Standards in Education, Children's Services and Skills (Ofsted) regulates and inspects to achieve excellence in the care of children and young people, and in education and skills for learners of all ages. It regulates and inspects childcare and children's social care, and inspects the Children and Family Court Advisory Support Service (Cafcass), schools, colleges, initial teacher training, work-based learning and skills training, adult and community learning, and education and training in prisons and other secure establishments. It assesses council children's services, and inspects services for looked after children, safeguarding and child protection.

If you would like a copy of this document in a different format, such as large print or Braille, please telephone 0300 123 4234, or email [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk).

You may reuse this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence, visit [www.nationalarchives.gov.uk/doc/open-government-licence/](http://www.nationalarchives.gov.uk/doc/open-government-licence/), write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: [psi@nationalarchives.gsi.gov.uk](mailto:psi@nationalarchives.gsi.gov.uk).

This publication is available at [www.ofsted.gov.uk/resources/120354](http://www.ofsted.gov.uk/resources/120354).

Interested in our work? You can subscribe to our website for news, information and updates at [www.ofsted.gov.uk/user](http://www.ofsted.gov.uk/user).

Piccadilly Gate  
Store St  
Manchester  
M1 2WD

T: 0300 123 4234  
Textphone: 0161 618 8524  
E: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)  
W: [www.gov.uk/government/organisations/ofsted](http://www.gov.uk/government/organisations/ofsted)

© Crown copyright 2018

