



## Alpha Out of School/Holiday Club

Inspection report for early years provision

<b>Unique Reference Number</b>	EY298937
<b>Inspection date</b>	29 November 2005
<b>Inspector</b>	Justine George
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<b>Type of inspection</b>	Childcare
<b>Type of care</b>	Out of School care

## ABOUT THIS INSPECTION

The purpose of this inspection is to assure government, parents and the public of the quality of childcare and, if applicable, of nursery education. The inspection was carried out under Part XA Children Act 1989 as introduced by the Care Standards Act 2000 and, where nursery education is provided, under Schedule 26 of the School Standards and Framework Act 1998.

This report details the main strengths and any areas for improvement identified during the inspection. The judgements included in the report are made in relation to the outcomes for children set out in the Children Act 2004; the National Standards for under 8s day care and childminding; and, where nursery education is provided, the *Curriculum guidance for the foundation stage*.

The report includes information on any complaints about the childcare provision which Ofsted has received since the last inspection or registration or 1 April 2004 whichever is the later.

### The key inspection judgements and what they mean

*Outstanding: this aspect of the provision is of exceptionally high quality*

*Good: this aspect of the provision is strong*

*Satisfactory: this aspect of the provision is sound*

*Inadequate: this aspect of the provision is not good enough*

For more information about early years inspections, please see the booklet *Are you ready for your inspection?* which is available from Ofsted's website: [www.ofsted.gov.uk](http://www.ofsted.gov.uk).

## THE QUALITY AND STANDARDS OF THE CARE

On the basis of the evidence collected on this inspection:

The quality and standards of the care are inadequate - notice of action to improve. The registered person does not meet the National Standards for under 8s day care and childminding.

### WHAT SORT OF SETTING IS IT?

Alpha Out of School/Holiday Club is one of two provisions. It has been registered since March 2005 and operates at Wyborne primary school, in Eltham. The school is situated in Footscray Road close to Mottingham train station. Children from Wyborne school and St. Mary's Roman Catholic school attend.

The setting is registered to care a maximum of 40 children, aged from 4 to 8 years. Children up to 11 years may also attend. The setting is open from 07:30 to 09:00 and from 15:30 to 18:30, during term time, and from 08:15 to 18:15, during school

holidays.

There are currently 19 children on roll, of whom, 11 are aged under 8 years. Children attend various sessions.

The team consists of four staff who work with the children. Two staff work with the children at any one time, and others can be called upon if needed. The manager/provider holds an NVQ level 3 childcare qualification, and other staff are working towards an NVQ level 2/3 in childcare, or due to attend training in the near future.

The setting receives support from Greenwich Early Years Development and Childcare Partnership.

## **THE EFFECTIVENESS OF THE PROVISION**

### **Helping children to be healthy**

The provision is satisfactory.

Children play in a hygienic environment. Staff keep the premises clean by sweeping floors and clearing away spillages as they happen. Table tops are covered with plastic cloths to protect surfaces. Toys and equipment are in hygienic condition, suitable for children to use. Written policies are devised to protect children from the risk of infection. Should children become unwell, parents are contacted, or children are excluded from the provision. Medication has not been administered, although medication records are in place. Written permission is obtained should children need emergency medical treatment.

Children take responsibility for their own personal hygiene. They have access to clean toilets where soap and dryers are available to use. However, children do not consistently use soap, or dry their hands as it is not monitored or fully promoted by all staff. Children are fed in line with parents wishes. Staff are aware of children's dietary needs and provide food to meet their individual requirements. Menu's are devised and displayed so children can see what's for tea. Children enjoy snacks of toast with various toppings, tinned food such as spaghetti and hot dogs, and biscuits. Staff are also introducing healthier foods such as pasta dishes and fruit. Children have opportunities to develop independence as they spread their own toppings, pour drinks, and when finished eating, take their cutlery to the kitchen. Snack time is a relaxed occasion. Children enjoy sitting with their friends talking about the day's events. Regular drinks are also provided, including diluted juices and water, available throughout the session. The kitchen area is clean and food is stored appropriately. However, staff have not received appropriate training in food hygiene, and mop buckets are filled with water from the sink where cutlery is washed, causing a risk of cross infection.

Children benefit from the regular opportunities of fresh air and exercise, which is planned on a daily basis. Children enjoy running around playing team games such as 'add', or using balls, hoops and space hoppers. As a result, children develop a positive attitude towards exercise.

## **Protecting children from harm or neglect and helping them stay safe**

The provision is inadequate.

Children are welcomed into a warm environment which is set out with various toys and equipment. Toys are set out on table tops and on floor mats allowing children to play comfortably. Organisation of equipment allows for children to move around safely, minimising accidents. Should accidents occur, children are suitably protected as at least one member of staff has a first aid certificate. Accidents are dealt with appropriately and recorded in the accident book, which is signed by parents.

Children play in an environment where most hazards have been identified and minimised. However, children's safety is compromised as adult/child ratio's are not met at the beginning of the session. Staff prepare food in the kitchen area, however, preparation of hot food is unsuitable. The cooker is too high to use safely and presents a significant risk to staff safety. In the event of a member of staff having an accident, the safety of children is compromised as only two members of staff work with the children at any one time, In addition, the provider has failed to meet the regulation to ensure staff contact details are held on the premises. Therefore, it is not possible for assistance to be obtained.

Toy storage is suitable, minimising risks to children. Children are cared for in line with parents wishes as written consent is obtained to take children on outings or on public transport. However, car documents are not available to show adequate insurance cover has been obtained. Children are familiar with what to do in the event of an emergency. They have practiced a fire drill, and there are rules in place which have been displayed for children to become familiar with.

Children are suitably protected as there is a written policy for lost or uncollected children, details of adults who may collect children, and a buzzer system in place, preventing unfamiliar adults accessing the provision. Children's well-being is suitably fostered as staff have satisfactory knowledge of possible signs and symptoms of child abuse. However, the setting does not have a copy of the boroughs child protection guidelines for all staff to refer to.

## **Helping children achieve well and enjoy what they do**

The provision is satisfactory.

Children have access to a range of resources suitable for their age and stage of development. Resources include various games, puzzles, small world play, creative messy activities and a snooker table. Basic plans are devised informing staff of the activities to set out. Plans are changed, should children want other equipment to stimulate their interests. As a result children are occupied and enjoy their time at the setting.

The setting promotes an inviting atmosphere, as there is a range of toys to choose from allowing children to make their own decisions about their play. Although, some toys are just left laid out on the mat, rather than set out attractively. Children are involved with, and enjoy a range of activities. They participate in, and pretend to be

hairdressers, taking turns in brushing and washing each others hair. Children enjoy creative activities of drawing and making Christmas items such as cards, decorating trees and stockings, and making their own pictures. Staff promote children's creativity by providing a range of materials such as feathers, glitter and sequins. Staff further encourage children to think of their own ideas and make choices about the materials to use.

Staff often join in with children's play. They sit with them asking open ended questions and find out what they are doing. They also join in with games such as table tennis, which children enjoy. Children relate well to each other. They take turns well and play games without adult supervision. Children take on the role of the leader, taking charge of games ensuring others follow the rules. During a twister style game, children take it in turns to spin the dial and call out the instructions. Children inform each other if they are 'out', and organise themselves, so everyone gets a turn in play. Children benefit from attending the setting as they have a suitable range of equipment and activities to keep them occupied. They enjoy using the equipment and play is relaxed after the structure of the school day.

### **Helping children make a positive contribution**

The provision is satisfactory.

The setting aims to ensure that all children have equal access to the provision regardless of their needs or backgrounds. Double doors and space allows for easy access for children who may have mobility problems. Children with additional needs are supported by all staff, and have full access to the provisions on offer. All children access the provision equally and enjoy playing with a range of resources suitable for both boys and girls, preventing gender stereotyping. Provision including books and small world equipment reflect positive images of culture. As a result, children develop awareness of others through everyday play situations. Children's dietary requirements are detailed on their contact forms, however, their religious or cultural backgrounds are not detailed, therefore individual differences are not fully acknowledged.

Overall, children behave appropriately most of the time and relate well to each other. Children's behaviour is managed suitably according to their age and stage of development. Staff talk with children about unwanted behaviour, to help develop their understanding. However, staff's approach to behaviour management is inconsistent. Staff manage children's behaviour in different ways. For example, some choose to ignore certain behaviour, while others use time out strategies. As a result, children become confused and are unclear of staff's expectations.

Partnership with parents is satisfactory. At the start of the placement, parents are given a booklet with details about the setting, including activities and information about hours and cost. Regulatory documents relating to parents are in place. Details include contact information, and persons who will collect children. Staff talk with parents on a daily basis, and messages are also passed on from school staff. As a result, parents are aware of how their children have been during the day.

## **Organisation**

The organisation is inadequate.

The setting does not meet the needs of the range of children for whom care is provided, as staff ratios are not maintained at all times. Children's safety and welfare is at risk as only one staff member is present when children arrive at the setting. There is no system in place to record staff's attendance. The provider has not met regulations as staff records are not always kept on the premises, preventing them from contacting others in the event of an emergency.

The setting employs four staff in total, two work with the children at any one time. The setting meets qualification requirements as at least half the staff are qualified to NVQ level three. Other staff are working towards a recognised qualification. At least one member of staff has up to date training in first aid. All staff have had relevant checks carried out and are suitable to be working with children.

The setting has devised written policies and procedures to ensure the efficient management of the provision. These are shared with staff and parents. Children's attendance records are in place and staff are aware of who will attend the setting. Should expected children not attend, suitable arrangements are in place to contact parents. Parents are aware that they must sign their children out of the setting, which is effective and informs staff of the number of children. Children and parent records are in place, informing staff of children's needs and parents contact details, should they be needed.

Children benefit from the way the staff organise space and resources. Staff have basic plans to inform them of what equipment to set out. These are adapted should children need more stimulation, ensuring children enjoy their time at the setting.

## **Improvements since the last inspection**

Not applicable.

## **Complaints since the last inspection**

There have been no complaints to Ofsted since registration.

The provider is required to keep a record of complaints made by parents, which they can see on request. The complaints record may contain complaints other than those made by Ofsted.

## **THE QUALITY AND STANDARDS OF THE CARE**

On the basis of the evidence collected on this inspection:

The quality and standards of the care are inadequate - notice of action to improve.
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The registered person does not meet the National Standards for under 8s day care and childminding.

## WHAT MUST BE DONE TO SECURE FUTURE IMPROVEMENT?

### The quality and standards of the care

To improve the quality and standards of care, the registered person **must** take the following actions:

- ensure minimum ratios are maintained at all times, and have in place a registration system detailing staff arrival and departure times
- ensure staff records are kept on the premises at all times, and are available for inspection
- address risks to staff within the environment, to ensure the care of children is not compromised.

These actions are set out in a **notice of action to improve** and must be completed by the date specified in the notice.

Any complaints about the inspection or the report should be made following the procedures set out in the leaflet *Building better childcare: Compliments and concerns about inspectors' judgements* which is available from Ofsted's website: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)