



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 259660

INSPECTION DETAILS

Inspection Date 13/12/2004
Inspector Name Susan Patricia Foulger

SETTING DETAILS

Day Care Type Out of School Day Care
Setting Name The Willows Out Of School Club
Setting Address Burwell Village Primary School, The Causeway
Burwell
Cambridge
Cambridgeshire
CB5 0DX

REGISTERED PROVIDER DETAILS

Name

ORGANISATION DETAILS

Name The Willows Out Of School Club
Address Burwell Village Primary School, The Causeway
Burwell,
Cambridge
Cambridgeshire
CB5 0DX

ABOUT THE INSPECTION

The purpose of this inspection is to assure government, parents and the public of the quality and standard of day care. When making judgements, inspectors have regard to how well the provider meets the National Standards for under Eights Day Care and Childminding. A list of these is attached. The report identifies strengths and areas for improvement.

This inspection report must be made available to all parents.

Information about the setting

The Willows Out of School Club in Burwell is one of three out of school clubs run by David Seal. It opened in 1996 and operates from the Phoenix Room and Community Room on the site of Burwell Village College (Primary). A maximum of 36 children may attend the out of school club at any one time. The club is open 7:45 a.m. until 9:00 a.m. and from 3:15 until 6:00 p.m. five days a week during term time only.

There are currently 68 children aged from four to ten on roll. All children attend the Burwell primary school. There are no children attending who have special educational needs or speak English as a second language.

Five members of staff work with the children, only one of whom has the appropriate early years qualifications. Three members of staff are trained first aiders.

How good is the Day Care?

The Willows Out of School Club at Burwell provides a satisfactory standard of care overall for children aged 4 - 11 years.

The overall organisation of the Club is good. Records and policies are all in place, with one or two minor omissions.

The Club is welcoming but the easy chairs and the floor in the Phoenix Room which is shared premises, are in a very poor state of repair.

The children are offered many activities and experiences to make their time at the Club a happy one. The range and balance provided for children meets the needs of children of all ages.

Standards of safety are high and regular safety checks are carried out. The club have access to the school grounds. Child protection procedures are clear and shared with parents.

Most records and policies promoting the children's health are in place, but there are some omissions to do with medication that need addressing including improving the recording of accidents.

The children are offered a variety of snacks and special dietary needs are taken into account.

Although there are no children with special needs who attend the club, there is a written policy in place to support children with special needs and staff have a good understanding of equal opportunity practice.

Relationships with parents and carers are good and parents appreciate the care their children receive.

What has improved since the last inspection?

At the last inspection the club was asked to expand their Missing Child policy which they have done. They were also asked to devise a policy in relation to the administration of medication and the various forms and permissions associated with it. They have not done this in the mistaken belief that they would never administer any medication; however a policy statement in line with standard 7 of the National Standards is required and they have agreed to complete these requirements this time round.

What is being done well?

- The overall organisation of the pre-school is effective. The out of school club is one of three that are in operation and the operational plan has been developed over the years and works well.
- The children are offered many activities and experiences to make their time at the club a happy one. The range and balance provided for children meets the needs of children of all ages. There are appropriate toys and equipment to provide the children with a stimulating environment.
- Standards of safety are high and regular safety checks are carried out. The premises are very secure and cannot be entered without the staff's permission. Written permissions and phone checks are carried out before two of the older boys who are allowed to walk home on their own. They then phone to say they have arrived, so every precaution is taken to minimise any risk.
- Parents are kept well informed through frequent newsletters. Parents are very happy with the standard of care that their children receive. Staff have an open friendly relationship with the parents.

What needs to be improved?

- number of qualified staff
- the accident book
- parental permissions for emergencies
- administration of medication policy and the resultant forms needed

PREVIOUS COMPLAINTS (This section applies only to inspections carried out

from September 2004. The complaint record relates to complaints from the last inspection or 1st April 2004 whichever is later.)

There are no complaints to report.

Outcome of the inspection

Satisfactory

CONDITIONS OF REGISTRATION

All registered persons must comply with all conditions of registration included on his/her certificate of registration.

As a result of this inspection conditions of registration have been imposed / varied / removed and a new certificate of registration will be issued.

WHAT NEEDS TO BE DONE NEXT?

The Registered Person must take the following actions by the date shown

Std	Action	Date
2	develop and implement an action plan detailing how at least half of all childcare staff will hold a level 2 qualification in childcare	31/03/2005
7	request written permission from parents for seeking emergency medical advice or treatment	28/12/2004

The Registered Person should have regard to the following recommendations by the time of the next inspection

Std	Recommendation
7	Redesign the recording of accidents so that they are displayed confidentially and a copy can be given to parents.
7	Introduce a policy in relation to the administration of medication and show how parents will give prior written permission to administer medication to their child.
7	Keep a record of any medication administered.
13	Ensure that the child protection procedures include a reference to informing Ofsted of any incident

SUMMARY OF NATIONAL STANDARDS

STANDARD 1 - SUITABLE PERSON

Adults providing day care, looking after children or having unsupervised access to them are suitable to do so.

STANDARD 2 - ORGANISATION

The registered person meets required adult: child ratios, ensures that training and qualifications requirements are met and organises space and resources to meet the children's needs effectively.

STANDARD 3 - CARE, LEARNING AND PLAY

The registered person meets children's individual needs and promotes their welfare. They plan and provide activities and play opportunities to develop children's emotional, physical, social and intellectual capabilities.

STANDARD 4 - PHYSICAL ENVIRONMENT

The premises are safe, secure and suitable for their purpose. They provide adequate space in an appropriate location, are welcoming to children and offer access to the necessary facilities for a range of activities which promote their development.

STANDARD 5 - EQUIPMENT

Furniture, equipment and toys are provided which are appropriate for their purpose and help to create an accessible and stimulating environment. They are of suitable design and condition, well maintained and conform to safety standards.

STANDARD 6 - SAFETY

The registered person takes positive steps to promote safety within the setting and on outings and ensures proper precautions are taken to prevent accidents.

STANDARD 7 - HEALTH

The registered person promotes the good health of children and takes positive steps to prevent the spread of infection and appropriate measures when they are ill.

STANDARD 8 - FOOD AND DRINK

Children are provided with regular drinks and food in adequate quantities for their needs. Food and drink is properly prepared, nutritious and complies with dietary and religious requirements.

STANDARD 9 - EQUAL OPPORTUNITIES

The registered person and staff actively promote equality of opportunity and anti-discriminatory practice for all children.

STANDARD 10 - SPECIAL NEEDS (INCLUDING SPECIAL EDUCATIONAL NEEDS AND DISABILITIES)

The registered person is aware that some children may have special needs and is

proactive in ensuring that appropriate action can be taken when such a child is identified or admitted to the provision. Steps are taken to promote the welfare and development of the child within the setting in partnership with the parents and other relevant parties.

STANDARD 11 - BEHAVIOUR

Adults caring for children in the provision are able to manage a wide range of children's behaviour in a way which promotes their welfare and development.

STANDARD 12 - WORKING IN PARTNERSHIP WITH PARENTS AND CARERS

The registered person and staff work in partnership with parents and to meet the needs of the children, both individually and as a group. Information is shared.

STANDARD 13 - CHILD PROTECTION

The registered person complies with local child protection procedures approved by the Area Child Protection Committee and ensures that all adults working and looking after children in the provision are able to put the procedures into practice.

STANDARD 14 - DOCUMENTATION

Records, policies and procedures which are required for the efficient and safe management of the provision, or to promote the welfare, care and learning of children are maintained. Records about individual children are shared with the child's parent.