



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN EY300751

INSPECTION DETAILS

Inspection Date 27/01/2005
Inspector Name Anne Urwin

SETTING DETAILS

Day Care Type Out of School Day Care
Setting Name Penny's Club at Harwood Meadows
Setting Address Harwood Meadows CP School
Orchard Gardens
Bolton
Lancashire
BL2 3PS

REGISTERED PROVIDER DETAILS

Name Mrs Christine Penelope Elrington

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

Penny's Club at Harwood Meadows Out Of School Service (OOSS) was registered in January 2005 but the OOSS has been established for a number of years, previously operating out of a different premises under a different name but with the same registered provider. The provision is sited in a number of rooms in Harwood Meadows County Primary School. Roadside parking is available outside the school.

Children have access to the community room, the large school hall, the school library and a cosy room. In addition, children have access to suitable toilet and hand washing facilities and to the school playground for outdoor activities.

There is a staffing group of five full-time staff and a pool of part-time staff. The Manager is suitably qualified and experienced and holds an NVQ Level 3 in Playwork. The Deputy Manager is also qualified to Level 3 and holds an NVQ Level 3 in Playwork. She is also currently working towards the completion of an NVQ Level 3 in Child Care and Education. Of the three remaining full-time staff, all are currently working towards an NVQ Level 2 qualification in Child Care and Education.

The provision offers Out Of School Care from approximately 07:30 to 09:00 and from 15:30 to 17:45 during term time. The provision also offers a holiday play scheme. At the time of this inspection there are 117 children on the register.

How good is the Day Care?

The standard of care in this setting is good. The registered provider, who is also the manager, is familiar with the National Standards for Out of School Care and each of the standards are met. Many of the standards are well met with clear benefits to children and their parents. She needs to ensure that the daily attendance register includes times of arrival and departure for each child, there are effective systems in place to ensure the safe collection of children and that parents counter-sign the administration of medication record.

The registered provider accesses training for herself and her staff to update their knowledge and understanding of current good childcare practice. Knowledge gained on training courses is used by the registered provider to constantly improve the service offered to parents and their children.

Available space is well organised. Children are offered a wide range of stimulating

and age appropriate out of school activities in a welcoming and child friendly environment. Activities on offer provide children with the opportunity to develop in all areas but are also flexible and appropriate to an out of school setting. Staff respond to the children with warmth and children appear settled and content in their setting.

Children have access to a wide range of stimulating toys and equipment stored for easy access. Children are encouraged to choose toys and activities and do so with confidence.

Children's individual needs are well understood and consistently well met. Children are encouraged to treat each other with kindness and consideration.

Children's behaviour is managed appropriately, calmly and consistently.

Staff have experience of caring for children with special dietary requirements and special needs.

Parents are welcomed into the provision and have access to written information about the way in which provision operates.

What has improved since the last inspection?

The last inspection carried out at this provision generated two actions both of which related to documentation.

The registered provider has successfully addressed each of these issues, improving documentation by keeping a record of details of staff CRB clearances and by adding the address and telephone number for Ofsted to the complaints procedure.

What is being done well?

- The registered provider accesses training for herself and her staff to update their knowledge and understanding of current good childcare practice. Knowledge gained on training courses is used by the registered provider to constantly improve the service offered to parents and their children. Since the last inspection, staff have received training in child protection and several staff members are currently towards NVQ qualifications in Child Care and Education.
- Available space is well organised. Children are offered a wide range of stimulating and age appropriate out of school activities in a welcoming and child friendly environment. Activities on offer provide children with the opportunity to develop in all areas but are also flexible and appropriate to an out of school setting. Children who wish to relax or enjoy quiet time have a designated space in which they are able to do so. Staff respond to the children with warmth and are interested in the children's conversation and views. Children appear settled and content in their setting.
- Children have access to a wide range of stimulating toys and equipment stored for easy access. Children are encouraged to choose toys and

activities and do so with confidence.

- Children's individual needs are well understood and consistently well met. Children are encouraged to treat each other with kindness and consideration. They are encouraged to play co-operatively and share, which they do without prompting.
- Children's behaviour is managed appropriately, calmly and consistently. Boundaries are clear and children are aware of the expectations placed upon them in terms of their behaviour. They respond well to staff and are generally well behaved.
- Staff have experience of caring for children with special dietary requirements and special needs.
- Parents are welcomed into the provision and have access to written information about the way in which provision operates. Parental feedback is positive.

What needs to be improved?

- arrangements to ensure that the attendance register includes times of arrival and departure for each child on each day
- arrangements to ensure that there are effective systems in place to monitor exits and ensure the safe collection of children
- arrangements to ensure that parents counter-sign the administration of medication record.

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

Good

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

Std	Recommendation
2	Ensure that the attendance register includes times of arrival and departure for each child on each day of attendance.
6	Ensure that there are effective systems in place to monitor exits and the safe collection of children.
7	Ensure that administration of medication records are always counter-signed by a parent.

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.