

Odessa School

Wellington Road, Forest Gate, London, E7 9BY

Inspection date	08/12/2014
Previous inspection date	10/12/2008

The quality and standards of the early years provision	This inspection:	
	Previous inspection:	
How well the early years provision meets the needs of the range of children who attend		3
The contribution of the early years provision to the well-being of children		4
The effectiveness of the leadership and management of the early years provision		4

The quality and standards of the early years provision

This provision is inadequate

- The provider has failed to provide evidence of Disclosure and Barring Service checks to verify the suitability of staff. There is no evidence of accident and medication records, current first-aid certificates or how staff assess risks. Consequently, children's safety and welfare are compromised.
- The required written safeguarding policies do not include procedures for dealing with allegations against staff, or cover the use of mobile phones and cameras.
- There is no named deputy to take charge in the manager's absence. There is no key-person system in place to help children to settle well and to ensure children's individual needs are met. Therefore, these failures compromise children's well-being.
- The provider does not have established systems for staff supervision in place. This results in poor monitoring and evaluation of practice, and poor identification of training needs. Therefore, not enough is done to promote effective outcomes for children.
- The provider has failed to ensure that all required records are easily accessible and available. The provider has not obtained prior permission from Ofsted to keep records off site and has not made the contact details of Ofsted available to parents.
- The managements drive to continually improve practice is poor, and previous recommendations have not been addressed.

It has the following strengths

- Children enjoy the routines of the out-of-school club, and they are well behaved.

Information about this inspection

Inspections of registered early years provision are:

- scheduled at least once in every inspection cycle – the current cycle ends on 31 July 2016
- scheduled more frequently where Ofsted identifies a need to do so, for example where provision was previously judged inadequate
- brought forward in the inspection cycle where Ofsted has received information that suggests the provision may not be meeting the legal requirements of the Early Years Foundation Stage or where assessment of the provision identifies a need for early inspection
- prioritised where we have received information that the provision is not meeting the requirements of the Early Years Foundation Stage and which suggests children may not be safe
- scheduled at the completion of an investigation into failure to comply with the requirements of the Early Years Foundation Stage.

The provision is also registered on the voluntary and compulsory parts of the Childcare Register. This report includes a judgment about compliance with the requirements of that register.

Inspection activities

- The inspector observed children engaged in a variety of activities.
- The inspector spoke with the staff and children.
- The inspector took account of parents' views by speaking with them.
- The inspector looked at children's registration details, attendance registers and a parent information booklet.

Inspector

Jennifer Forbes

Full report

Information about the setting

Odessa School out-of-school club registered in April 2005. It is registered on the Early Years Register, and the compulsory and voluntary parts of the Childcare Register. It is owned and managed by the East London Black Women's Organisation. The out-of-school club is situated in the main hall of Odessa Infant School, in Forest Gate within the London Borough of Newham. The out-of-school club opens during term times, from 3pm until 6pm, and is open during school holidays from 8.30am until 6pm. All children have access to a secure outdoor play area. There are currently seven children attending who are in the early years age group. The out-of-school club employs four members of staff, all of whom have appropriate childcare qualifications.

What the setting needs to do to improve further

The provision is inadequate and Ofsted intends to take the following enforcement action.

We will issue Welfare Requirements Notices requiring the provider to:

ensure that all the required records and documentation are readily available for inspection at all times, with particular regard to records of staff's Disclosure and Barring Service checks, first-aid certificates, accident and medication records, and ensure and that Ofsted's permission is sought for storing records away from the premises.

We will monitor the provider's compliance with the welfare requirements notice. It is an offence for a person who, without reasonable excuse, fails to comply with the welfare requirements notice. Failure to comply may result in a prosecution.

To meet the requirements of the Early Years Foundation Stage the provider must:

- ensure that staff are aware of how to carry out regular risk assessments of the club premises and on outings, to make sure that any potential hazards to children are minimised
- ensure that the safeguarding policy includes information on the procedures to follow in the event of allegations being made against staff and covers the use of mobile phones and cameras in the setting, in order to demonstrate how children are safeguarded
- ensure there is a named deputy who is capable and qualified to take charge in the manager's absence, in order to continue to promote children's welfare
- assign a key person to each child to ensure the care is tailored to meet their individual needs and that effective relationships are built with parents
- ensure that all staff receive effective supervision by providing support, coaching and training for staff to help improve their personal effectiveness and promote the interests of children
- ensure that the premises are organised in a way that meets the needs of the children
- make available to parents and/or carers details about how to contact Ofsted.

Inspection judgements

How well the early years provision meets the needs of the range of children who attend

Staff provide a friendly and welcoming environment for the children. They talk to children about the things they like to do and support their activities. For example, they sit with children and readily explain the rules of a board game the children have chosen. This helps to keep children motivated and enables them to develop their understanding and skills. There is a suitable balance between child-initiated and adult-led play. However, staff do not receive sufficient coaching from the management team to fully develop their individual teaching skills, to help them maximise children's learning. Children know where to find the resources they want to play with. Although, resources to promote equality have not been increased as recommended at their last inspection. Children understand the routines of the club and enjoy the variety of activities. Staff provide some appropriate opportunities for children to express their creativity. For example, they provide children with paper and pencils for drawing, and worksheets for colouring. Therefore, children can lead their own play, and extend their creative development.

Some children prefer to make constructions from large building bricks or to sit quietly to do the homework they have brought with them from school. Staff are ready to help children with their homework, if they make this request, to help them complete their school work. Staff have developed reasonable links with the host school and with the other schools that children attend. They liaise regularly with teachers to exchange information about the children. This helps the staff to offer continuity in care. Staff plan daily activities which children enjoy.

Children enjoy the physical games organised by staff, and they are encouraged to help with preparing the room by setting out beams and foam mats. Children enjoy the competitiveness of team games and listen carefully to instructions from staff. Staff make learning fun, for example, as they introduce a spelling game on paper. They encourage children to find words beginning with a certain letter in categories, such as cartoon characters or fruit. This helps increase children's developing physical and literacy skills. Staff exchange friendly greetings with parents daily and exchange information about children's learning and care. Parents say they are pleased with the club and that their children are happy. Children also say they are happy to attend and enjoy the activities provided.

The contribution of the early years provision to the well-being of children

The provider does not follow robust procedures to demonstrate that staff are suitable to work with children. This places children's well-being at risk and does not assure their safety. For example, the manager was unable to provide records at the inspection to demonstrate that staff have undertaken Disclosure and Barring Service checks to show they are suitable to work with children. The provider was also unable to provide evidence that staff are qualified to administer first aid to children or whether there is a person

qualified in first aid on site at all times. This fails to protect children's well-being in the event of an accident. There is no key-person system in place to help children settle well and bond with staff. This means that staff do not successfully meet children's individual needs.

Staff are positive role models for the children and they are kind and attentive. Children learn to behave appropriately because staff remind them of the rules of the club and the rules to follow when engaging in physical play. Staff provide children with a hot, healthy snacks and water is always available for them to drink, which promotes their good health. Staff discuss with children the value of eating healthily and sometimes children help to prepare their own snack foods, for example fruit salads. Staff promote the dietary needs of children with particular requirements because of allergies, by ensuring that those handling food have all the relevant information gathered from parents. This ensures that children do not receive food that could harm them. Staff encourage children to be independent. For example, they ask them to tidy away their playthings and wash their hands ready for their snack. Children generally have access to the outdoor area for fresh air and exercise. However, during the winter when it is too dark to play outside, children enjoy physical team games that staff organise indoors.

Children have access to an adequate range of resources to support their learning. They are able to move around freely and make their own choices regarding their play. Staff organise games and activities, and children can choose to do homework or use the other available resources if they prefer. Staff are caring and attentive to children who feel tired or unwell. However, during the inspection, there was no area available for these children to go to rest quietly and relax as staff have not organised the premises to accommodate these children's needs. Staff talk to them gently and provide some comfort. Staff maintain the security of the premises, keeping all doors locked and ensuring children only leave the premises with a known adult. However, staff are not aware of how to assess, identify and minimise potential risks on the route they take when collecting children from school. This compromises children's safety.

The effectiveness of the leadership and management of the early years provision

The staff work well together as a team and plan activities that generally build on children's interests. This ensures that children enjoy their time at the club and engage in interesting and exciting activities. However, the provider does not offer staff appropriate supervision opportunities, which means that their practice is not monitored and their training needs are not identified. This has some impact on the quality of staff teaching and how they implement the learning and development requirements. Nonetheless, children are making adequate progress in their learning. The provider does not implement robust policies and procedures in line with requirements of the Early Years Foundation Stage and the associated Childcare Register. As a result, the provider does not provide staff with sufficient information, such as not using their mobile phones around the children, to help them understand their roles and responsibilities. There is no named deputy manager who is able to take control of the management of the club if the manager is absent.

The provider does not keep all the relevant documents required for the effective and safe management of the club on the premises, and does not have permission from Ofsted to store them elsewhere. As a result of this, the provider is unable to demonstrate staff's suitability to work with children. Ofsted will issue a welfare requirement notice. The provider is unable to demonstrate sufficient staff are qualified to administer first aid. In addition, they are not able to provide evidence that all required records are in place, such as those relating to the recording of accidents and the administration of medication. The brief safeguarding statement, contained in a parent information leaflet, does not contain information on procedures for dealing with allegations against staff or the use of mobile phones. This compromises children's safety. Staff are aware of the procedures to follow if they have any concerns regarding a child's well-being. They understand their role in child protection, as they have all undertaken recent relevant training. The management team states that they follow suitable recruitment procedure whereby all prospective staff must give an account of their whole work history and their identity and references are checked. However, no records were available at inspection to demonstrate this.

Staff are friendly towards parents and exchange information about the children in conversations at the end of the session. However, they do not make parents aware of the contact details of Ofsted should they wish to raise a concern, this is a breach of the Early Years Foundation Stage. Staff make links with the schools that children attend and they have satisfactory relationships with the staff of the host schools. The provider has not recognised the breaches of requirements because there are no robust evaluation and monitoring systems in place. The provider has failed to address previous recommendations and has not improved resources to promote equality nor provided an area where children may rest and relax. The provider has not identified the strengths and weaknesses of the setting and does not demonstrate a robust drive for the continuous improvement of the club. This means that leadership and management are poor because there are no systems in place to support staff in their various roles.

The Childcare Register

The requirements for the compulsory part of the Childcare Register are

**Not Met
(with
actions)**

The requirements for the voluntary part of the Childcare Register are

**Not Met
(with
actions)**

To meet the requirements of the Childcare Register the provider must:

- ensure all records are readily available and retained for a period of two years (compulsory part of the Childcare Register)
- make available to parents details about Ofsted's address (compulsory part of the Childcare Register)

- keep records any medicine administered to any child who is cared for on the premises, including the date and circumstances and who administered it, and including medicine which the child is permitted to self-administer, together with a record of a parent/guardian/carer's consent (voluntary part of the Childcare Register)
- make available to parents details about Ofsted's address (voluntary part of the Childcare Register).

What inspection judgements mean

Registered early years provision

Grade	Judgement	Description
Grade 1	Outstanding	Outstanding provision is highly effective in meeting the needs of all children exceptionally well. This ensures that children are very well prepared for the next stage of their learning.
Grade 2	Good	Good provision is effective in delivering provision that meets the needs of all children well. This ensures children are ready for the next stage of their learning.
Grade 3	Requires improvement	The provision is not giving children a good standard of early years education and/or there are minor breaches of the safeguarding and welfare requirements of the Early Years Foundation Stage. We re-inspect nurseries and pre-schools judged as requires improvement within 12 months of the date of inspection.
Grade 4	Inadequate	Provision that is inadequate requires significant improvement and/or enforcement action. The provision is failing to give children an acceptable standard of early years education and/or is not meeting the safeguarding and welfare requirements of the Early Years Foundation Stage. It will be monitored and inspected again within six months of the date of this inspection.
Met		There were no children present at the time of the inspection. The inspection judgement is that the provider continues to meet the requirements for registration.
Not met		There were no children present at the time of the inspection. The inspection judgement is that the provider does not meet the requirements for registration.

Inspection

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.

Setting details

Unique reference number	EY299555
Local authority	Newham
Inspection number	847397
Type of provision	Out of school provision
Registration category	Childcare - Non-Domestic
Age range of children	5 - 8
Total number of places	24
Number of children on roll	47
Name of provider	ELBWO
Date of previous inspection	10/12/2008
Telephone number	020 8534 7967

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Type of provision

For the purposes of this inspection the following definitions apply:

Full-time provision is that which operates for more than three hours. These are usually known as nurseries, nursery schools and pre-schools and must deliver the Early Years Foundation Stage. They are registered on the Early Years Register and pay the higher fee for registration.

Sessional provision operates for more than two hours but does not exceed three hours in any one day. These are usually known as pre-schools, kindergartens or nursery schools

and must deliver the Early Years Foundation Stage. They are registered on the Early Years Register and pay the lower fee for registration.

Childminders care for one or more children where individual children attend for a period of more than two hours in any one day. They operate from domestic premises, which are usually the childminder's own home. They are registered on the Early Years Register and must deliver the Early Years Foundation Stage.

Out of school provision may be sessional or full-time provision and is delivered before or after school and/or in the summer holidays. They are registered on the Early Years Register and must deliver the Early Years Foundation Stage. Where children receive their Early Years Foundation Stage in school these providers do not have to deliver the learning and development requirements in full but should complement the experiences children receive in school.

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