



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 511695

### INSPECTION DETAILS

Inspection Date 17/11/2004  
Inspector Name Ann Elizabeth Shelley

### SETTING DETAILS

Day Care Type Out of School Day Care  
Setting Name Toddington After School Club  
Setting Address St. George's Lower School  
Manor Road, Toddington  
Dunstable  
Bedfordshire  
LU5 6AJ

### REGISTERED PROVIDER DETAILS

Name The Committee of Toddington After School Club 1092562

### ORGANISATION DETAILS

Name Toddington After School Club  
Address St George's Lower school  
manor road  
Toddington  
Bedfordshire  
LU5 6AJ

## 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

Toddington Out of School Club opened in June 2001. It is a committee run group.

It operates from St Georges' Lower School in a terrapin structure, which is used weekly by pre-school age children with hearing difficulties, their carers and speech therapists, during school hours. The club serves pupils from this school. There is an outdoor play area adjacent to the play room.

The club is registered to provide places for 32 children aged between 3 -9 years.

There are currently 90 children on roll, none of the children attending are under 4 years.

Children can attend a variety of sessions.

There are 4 children attending with special needs and none whose first language is not English.

The club operates during school term time, Monday - Friday, 7.45-8.45 and 3.20-5.30.

Currently there are 6 staff working part-time with the children.

3 members of staff have an Early Years qualification and two members of staff are working towards a qualification.

### How good is the Day Care?

Toddington After-School Club provides satisfactory care of children. The club has been running since June 2001, there are currently 90 children on roll, four children have additional needs. The premises and outside play area generally provide a safe and secure environment for children to play safely; however, the security of the premises is sometimes put at risk by the failure to ensure that the external door is shut. Also, procedures for the collection of children, both from the school and by their carers, needs to be thoroughly reviewed.

The staff have worked hard to create a welcoming atmosphere that makes the best use of space available to them. The children are offered a variety of activities that are appropriate to this type of provision which can be adapted to suit the range of

ages and abilities. There is a selection of toys and resources and children move independently from one activity to another. The development of policies and procedures is limited, and staff induction does not equip staff with the knowledge they require to ensure that the policies and procedures are implemented.

Staff use appropriate strategies for managing children's behaviour. They are confident in handling complex situations. Children are encouraged to participate in writing the club rules, this helps the children to feel valued and confident. Children's safety is given a high priority and staff are aware of potential risks and take steps to remove these. The registration system is generally effective; however, regular updating of information must be undertaken to ensure that the correct information is available on all children.

Staff recognise the importance of having a good relationship with parents. They are available to talk before and after each session so that parents are aware of their children's activities and what children have been doing. Staff are sensitive to the needs of the children, they respond appropriately and take an interest in what they say and do.

#### **What has improved since the last inspection?**

Staff vetting procedure is in place;

Fire officers report displayed for parents to see;

Incident book is available to record any concerns;

Vacuum cleaner is stored out of reach.

#### **What is being done well?**

- A wide range of activities is offered which promotes development in all areas and ensures that the children are stimulated and interested.
- Children can choose from a wide range of toys and resources. The purchase of these has been carefully planned, all areas of development have been considered, but thought has also been given to ensure that children have fun.
- Children are offered a variety of healthy snacks. These are freshly prepared daily, they are able to help themselves to fruit drinks.

#### **What needs to be improved?**

- accident book - confidentiality and detail of injuries site;
- complaints procedure needs to be displayed for the parents;
- children's registration forms need to be kept up-to-date;
- procedures for inducting new staff, recording of visitors, recording numbers of children present, and for the safe arrival and departure of children need to be

developed.

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

Std	Recommendation
1	procedure for appointing new staff and their induction into the group should be written as part of organisational plans;
2	a record of visitors to the group is to be maintained;
2	a procedure is put in place so that all members of staff are made aware of occasions when alternative care arrangements are made for individual children, and a record of the total for the number of children present be maintained at all times;
6	review the system for safe arrival and collection of children, and access to the provision by adults;
7	develop and implement an action plan for maintaining confidentiality in the accident book and ensuring the injury site is clearly identified;
12	display complaints procedure for parents, which includes OFSTED's contact address and phone number;
12	ensure that children's registration forms are kept up-to-date.

## **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.*