

Monifieth Out Of School Care Club (Seaview) Day Care of Children

Seaview Primary School
Victoria Street
Monifieth
Dundee
DD5 4HL

Telephone: 01382 530497

Type of inspection: Unannounced
Inspection completed on: 15 January 2018

Service provided by:
Monifieth Out Of School Care Club

Service provider number:
SP2003000576

Care service number:
CS2003002920

About the service

Monifieth Out of School Care Club (Seaview) registered with the Care Inspectorate in April 2002.

It is registered to provide a care service to a maximum of 50 children at any one time. Children attending will be ages 4 to 12 years old. Children aged four years will either be attending primary school or registered to begin attending primary school the following school term. The adult:child ratio will be 1:10 and 1:8 where the service operates for more than four hours in one continuous period. When having the use of the community lounge only, the numbers of children attending should not exceed 23. When having the use of the community lounge and the dining area, the numbers of children attending should not exceed 50.

The service operates before school, after school and during school holidays.

The club is based within Seaview Primary School in Monifieth. The club has use of the community lounge, shared use of the school gym hall, dining room and the large school playgrounds. During the school holidays and in-service days, its partner club based at Grange Primary School joins the service.

A voluntary parents committee ran the service, with a peripatetic manager overseeing the day-to-day operations.

Aims of the service include providing "a top quality service, in a safe, caring environment for children whose parents require childcare".

We check services are meeting the principles of Getting it Right for Every Child (also known as GIRFEC), Scotland's national approach to improving outcomes and wellbeing for children by offering the right help at the right time from the right people. It supports them and their parent(s) to work with the services that can help them. There are eight wellbeing indicators at the heart of Getting it Right for Every Child: safe, healthy, achieving, nurtured, active, respected, responsible, and included.

What people told us

There were 19 children present on the first day of inspection with 25 children being present on the second. We spent time talking with children to gain their views of the service being provided.

Children spoke highly of the club and the relationship they had with staff. Children told us that staff were very friendly and helpful and would always make things better if they had a disagreement with their friends.

Other comments from children included:

"I play in the gym hall. I like dodge ball, football and jungles on fire."

"Mario Kart is my favourite game."

"Yes. I love coming to the club."

"It's really fun as there are lots of toys to play with."

"You get to play with your friends. There is more time to do that here but not much at school"

We provided the service with 25 parent/carer questionnaires to distribute before the inspection. We received three completed questionnaires. Overall, two responses agreed that their child received good quality care and support, with one response disagreeing. We also spoke to parents during the inspection, who talked positively about the service.

Comments from parents/carers included:

"My daughter has used this service since P1 and she enjoys the activities and trips arranged by the club. She trusts all the staff and likes them very much. I would definitely recommend this service."

"I think the club is great. My child always tell me about the fun things they have been doing."

Self assessment

The service had not been asked to complete a self assessment in advance of the inspection. We discussed the services improvement plan and quality assurance paperwork. These demonstrated how the service was monitoring the overall quality of the service and outlined their priorities for developing the service further.

From this inspection we graded this service as:

Quality of care and support	5 - Very Good
Quality of environment	5 - Very Good
Quality of staffing	5 - Very Good
Quality of management and leadership	5 - Very Good

Quality of care and support

Findings from the inspection

Children who attended the out of school club were provided with very good care and support. We concluded this after observing children at play, through discussions with children and staff, as well as reviewing associated paperwork.

Each child had a fully completed registration form in place. This was enhanced where medication was required or where a child had an additional support need. The manager knew that these documents were required to be updated at least every six months to ensure they were still up to date, and would be arranging this over the coming weeks.

Children were observed to be familiar with the routine of the club. This generally consisted of being registered into the service before having snack and then having the freedom to choose what activities and resources to play with. Children told us that sometimes they would like to go and play quicker. We observed this on one of the days of the inspection, and shared this with the management.

Children received a snack that was generally healthy with the occasional treat. During the inspection, children had crackers with a choice of toppings and nachos with cheese. All snacks were accompanied with milk and water to drink and a selection of fruit. Children were supported well by staff to be independent. Children washed their hands before eating which staff closely supervised. Children enjoyed taking responsibility for tidying up after snack including loading dishes into the dishwasher.

Children talked to us about internet safety and that they felt they could speak to staff if they were worried about something online. We signposted the service to some best practice guidance they could use with children to equip them with the necessary skills to be safe online such as <https://www.thinkuknow.co.uk/>. This site also contained information for parents.

Staff promoted children's safety and health through their knowledge and understanding of child protection. Staff were clear on the signs and symptoms they should look out for, how to record this information as well as whom their child protection officer was. Staff were required to update their training to ensure they kept up to date with any changes; however, the management was addressing this. The service were about to begin working on the wellbeing indicators as described above. This will support children to learn about keeping themselves safe too.

Requirements

Number of requirements: 0

Recommendations

Number of recommendations: 0

Grade: 5 - very good

Quality of environment

Findings from the inspection

Children were cared for and played in a very good environment. We concluded this through our observations of the environment and the children as they took part in activities and played with the resources on offer.

We observed the environment to be safe, clean, tidy and well organised. Children were encouraged to look after their environment, which enabled them to take ownership of their surroundings.

The main play space of the service was the community lounge within Seaview Primary School and the adjacent school dining room. This provided children with adequate space to have their snack, take part in art activities, play with the Wii, read stories and build with construction toys etc. Children also had the opportunity to use the school gym hall that was accessible from the main play space.

Children told us they enjoyed being active in the gym hall. They played a range of ball games such as football and dodge ball. They appreciated getting to run around after working hard at school during the day. Children had a good variety of sports equipment to suit children of all ages and abilities. Children also had access to extensive playgrounds around the school building.

There was a good range of equipment and resources for children to choose. These catered for a wide variety of likes. We observed children take part in reading, puzzles, art and crafts, computer games, playing with cars or imaginary toys. Children told us that staff listened to them and respected their choices and decisions including if they asked for additional resources.

We reviewed the accident and incident records to ensure that staff were supporting children's safety. We found that records were clear, consistent and were shared with parents. We suggested the service replace the existing duplicate books with standardised forms. The management agreed to look into this when the books needed replacing.

Requirements

Number of requirements: 0

Recommendations

Number of recommendations: 0

Grade: 5 - very good

Quality of staffing

Findings from the inspection

Children were cared for by very good quality staff that were supported well by the service. We concluded this through our observations and discussions with the staff and management.

Staff were observed to be warm and caring toward the children in their care. Staff knew children well and were working hard to meet their individual needs.

We discussed the safe recruitment of staff with a representative of the parents committee and some staff. They talked us through the checks that they had in place. These included interviewing new recruits, receiving at least two references, checking their professional registration as well as ensuring all staff were members of the Protection of Vulnerable Group (PVG) Scheme. The PVG Scheme carried out background checks on staff members to ensure there were no reasons preventing them from working with children.

We audited all the staff members registration with the Scottish Social Services Council (SSSC) who regulate the social care workforce in Scotland. We found that all staff that were required to register had this in place. The service had good systems in place to ensure this continued.

Staff had very good commitment to their training, learning and development. Some staff were currently undertaking their professional qualification and through our discussions with them felt they were passionate about working with children. We discussed with the manager how staff's passion and knowledge could be used to support the knowledge and development of other staff specifically around play theory. The service had found it difficult to access some training as the availability they had relied on previously was available less often. We provided the service with some suggestions on how they access training.

Where staff had undertaken training, learning or development opportunities, it was important that they reflected on these. This would ensure that these opportunities were impacting positively on outcomes for children. Staff may be required to produce these records in order to meet their registration requirements with the Scottish Social Services Council. Further information could be found at <http://www.sssc.uk.com/registration/registrant-responsibilities/post-registration-training-and-learning>.

The manager had begun to undertake reviews of each staff member to identify their strengths and any areas for improvement. Although these were at an early stage staff told us these had been helpful and found the manager to take on board their feedback. The manager worked well with the staff team and had begun to identify opportunities for staff to lead on different sections of the service.

Requirements

Number of requirements: 0

Recommendations

Number of recommendations: 0

Grade: 5 - very good

Quality of management and leadership

Findings from the inspection

Through discussions with the manager and the committee as well as reviewing a range of documents, we concluded the manager was very good.

Since the last inspection, there had been a change of manager. This change had positively affected the quality of the service. We concluded this through our discussions with staff and parents. The new manager confirmed to us she was committed to improving the service to ensure the children receive a high level of care.

The service had updated their policies and procedures since our last inspection. These ensured they took account current best practice. These had been distributed to staff and would be audited at future staff meetings.

The service had reviewed their procedures for the safe administration of medication and had audited the medication they currently hold. This ensured it met the needs of children and there was adequate information to ensure children were kept safe. We also audited the medication currently held in the service and found this followed best practice guidance.

Children were consulted through a range of formal and informal methods. Children talked positively about staff listening to their requests and they were confident staff followed them through.

The manager had begun a full audit of the service to identify what areas were working well and where improvements were required. This was ongoing during the inspection. The manager discussed the areas she had already identified and we provided some additional feedback to her on these. Any improvements would form part of the services development plan, which was in the process of being written during our inspection.

The manager had a quality assurance calendar in place. This identified a number of areas for her to check and how often this was required. This ensured the manager was focused on specific areas across the year. Due to the positive improvements that have been made, we concluded these audits were working well.

Requirements

Number of requirements: 0

Recommendations

Number of recommendations: 0

Grade: 5 - very good

What the service has done to meet any requirements we made at or since the last inspection

Previous requirements

There are no outstanding requirements.

What the service has done to meet any recommendations we made at or since the last inspection

Previous recommendations

Recommendation 1

It is recommended that as part of the children's individual plans that permissions to administer medication is reviewed on a regular basis as described within current best practice guidance for day care of children services.

National Care Standards, Early Education and Childcare up to the age of 16, Standard 3 - Health and Wellbeing.

This recommendation was made on 15 September 2015.

Action taken on previous recommendation

We audited the medication and the associated paperwork. We found that these were all in line with current best practice. Medication was clearly labelled, in date and stored securely. Permissions from parents were signed and reviewed regularly, this ensured that information relating to children's medication needs were up to date.

Complaints

There have been no complaints upheld since the last inspection. Details of any older upheld complaints are published at www.careinspectorate.com.

Enforcement

No enforcement action has been taken against this care service since the last inspection.

Inspection and grading history

Date	Type	Gradings
9 Jul 2015	Unannounced	Care and support 5 - Very good Environment 5 - Very good Staffing 5 - Very good Management and leadership 5 - Very good
16 Aug 2012	Unannounced	Care and support 5 - Very good Environment 5 - Very good Staffing 5 - Very good Management and leadership 5 - Very good
8 Dec 2009	Unannounced	Care and support 5 - Very good Environment 5 - Very good Staffing 5 - Very good Management and leadership 5 - Very good

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