

Studio 2 School's Out Club Day Care of Children

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Telephone: 07889 085433

Type of inspection: Unannounced
Inspection completed on: 4 September 2017

Service provided by:
Jan Archer

Service provider number:
SP2013984937

Care service number:
CS2015339084

About the service

Studio 2 School's Out Club is a daycare of children's service registered for a maximum of 20 attending primary school. The service runs after school during term. The service is operated by Jan Archer. This service was registered on 30 September 2015.

Included in the aims of the service is to: "provide an environment that is stimulating for each child regardless of age or individual need." A full copy of this can be accessed through the service.

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

Children attending on the days of inspection were observed as happy, busy and engaged. They interacted and responded well to the staff caring for them. Positive relationships had developed between staff and the children as well as with the children themselves. We found that the staff team were kind and caring with respectful approaches observed throughout the session. The children were enjoying playing with castles, drawing and colouring in. Children outside were having fun playing football, skipping, and using chalks on the ground.

We sent out six questionnaires and one was completed and returned to us before our inspection. The parents 'strongly agreed' that they were happy with the quality of care their child receives in the service and commented:

- "All of the staff are very friendly and reliable. They give regular feedback and have a genuine responsible and protective attitude towards the children. I intend to send my youngest daughter to this out of school care due to the commitment shown by staff."

Parents that we spoke to during the service confirmed that they were happy with the service; felt that communication was good; and were happy to approach staff if they had any issues or concerns.

Self assessment

The service had not been asked to complete a self assessment in advance of the inspection. We looked at their own improvement plan and quality assurance paperwork. These demonstrated their priorities for development and how they were monitoring the quality of the provision within the service.

From this inspection we graded this service as:

Quality of care and support	3 - Adequate
Quality of environment	4 - Good
Quality of staffing	4 - Good
Quality of management and leadership	3 - Adequate

Quality of care and support

Findings from the inspection

Staff were aware of their roles and responsibilities in relation to child protection. Staff agreed that it would be helpful to have regular discussions/updates in relation to this, along with regular training.

Most children were involved in completing sheets to share their personal preferences; likes and dislikes to form part of their personal plan. This gave staff valuable information about each child. We found that this information had not been formally reviewed with parents; and had not been regularly updated. For some children there was no information in place. This meant that there was not up to date information for newer staff (see recommendation 1). We found that all of the children had registration forms in place, which contained factual information, including any medical needs.

We found that medication was appropriately stored with helpful information in place to support children's individual needs. The manager should now ensure that this is reviewed termly with parents in line with best practice in case any information had changed. Any health plans should also be included as part of this review.

Requirements

Number of requirements: 0

Recommendations

Number of recommendations: 1

1. The manager and staff, in partnership with the children, should ensure that children's personal plans are maintained and updated to reflect children's current interests and personal preferences. The plans should be formally reviewed with parents every 6 months or when needed, in line with current legislation. This was identified at the last inspection.

National Care Standards, early education and childcare up to the age of 16: Standard 4 - Engaging with children; and Standard 6 - Support and development

Grade: 3 - adequate

Quality of environment

Findings from the inspection

The service had good procedures in place to keep children safe, this included a secure entry system, signing in register and risk assessments. Staff completed safety checklists on a daily basis to ensure all areas were safe. We found that there were a few issues with a number of doors, for example being wedged open or locked when this should not have happened. The provider shared the fire risk assessment that had been carried out and confirmed that these areas were detailed in the report. The provider agreed to ensure that staff followed the fire risk assessment report.

Parents were requested to sign accident and incident forms; and medication forms for their child if needed. This resulted in parents being updated about their child's safety and wellbeing. Parents told us they had no concerns about their child's safety at the service.

We were able to observe that resources had continued to increase as more children attended the service. The provider and manager confirmed that they were still developing the range of resources available. We discussed with the provider it could be helpful for the children to have photographs of all of the equipment so they could make informed choices of what they wished to play with. The provider was very responsive to this idea. We observed that a range of different areas had been developed in the main play room and two small rooms, such as imaginative, arts and crafts, den building and games. Children were having fun playing with their friends, with staff being invited to join in when needed.

The manager and staff shared the plans that had been talked about with the children for developing the outside area. The provider agreed that children should continue to be fully involved in this development, including planting. This will include, respect and value children's contribution to this improvement.

Requirements

Number of requirements: 0

Recommendations

Number of recommendations: 0

Grade: 4 - good

Quality of staffing

Findings from the inspection

We audited the files of three staff members. We found that the provider had worked hard to develop this aspect of her service. Summary sheets to ensure there was clear tracking of when references were returned had been developed. We found the recruitment procedure had been fully completed before staff began employment. These checks included Protection of Vulnerable Group Scheme (PVG) membership, references, medical information, and checking the Scottish Social Services Council (SSSC) registration.

The staff team were either registered with SSSC or about to apply for registration. In discussion new staff confirmed that they felt supported by other staff members and the provider. Staff advised that they had been made aware of their roles and responsibilities within service during induction. This covered a wide range of policies and procedures. Staff confirmed that they felt supported and were encouraged to ask questions to support their development. This process respected and included staff during the induction period of their employment.

We found that staff had not been able to access many practical play training sessions. The provider agreed that this would be helpful for the continued development of the service. We discussed that best practice documents, such as Loose Parts Play and My World Outdoors would be helpful for staff to have professional discussions about in order to improve the service.

Requirements

Number of requirements: 0

Recommendations

Number of recommendations: 0

Grade: 4 - good

Quality of management and leadership

Findings from the inspection

The staff team worked well together and were keen to provide positive outcomes for children. They were committed to the on-going development of the service. We found that they were enthusiastic, motivated and were observed to be professional in their interactions with each other.

The manager had developed a service improvement plan. We could see this had been developed using feedback from children and staff. This had recently been reviewed and any areas that were outstanding were carried forward. This included respected and valued children and staff's views. The provider and manager should continue to develop formal opportunities for staff to share their views and take part in professional dialogue to continue to improve outcomes for children.

We discussed with the provider that the annual return had not been submitted to the Care Inspectorate, when this had been requested in January 2017. The provider advised that she was unaware that this had not been submitted (see requirement 1).

We observed that staff completed the registers once all the children had arrived in the service. This meant that there was not an accurate fire register between the times the children arrived and when this was recorded. The manager advised that children sign themselves in as they arrive in the service, however on the day of inspection one child had not signed in. Staff should not rely on children taking responsibility to complete the fire register. The manager agreed to take this forward and record when children left the service.

Requirements

Number of requirements: 1

1. The provider must ensure that the annual return is submitted, when requested by the Care Inspectorate.

This is in order to comply with Section 53(6) of the Public Services Reform (Scotland) Act 2010. This states that the Care Inspectorate can, at any time, require providers to supply us with information relating to the service which we consider necessary or useful.

Timescale: when requested, to be submitted by 17 February 2018.

Recommendations

Number of recommendations: 0

Grade: 3 – adequate

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

Previous requirements

Requirement 1

The provider must be satisfied of the fitness of any employees. The provider to ensure satisfactory fitness checks are carried out prior to staff working in the service, in line with the recruitment policy, legislation and best practice guidance

This is in order to comply with:

The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011 [SSI 2011 No. 210] Regulation 9 – relating to the fitness of employees.

Timescale: 18 November 2016.

This requirement was made on 12 October 2016.

Action taken on previous requirement

From sampling staff files we found that this requirement had been met.

Met – within timescales

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

Previous recommendations

Recommendation 1

The manager and staff, in partnership with the children, should record information on children's personal preferences. Children's personal plans should then be formally reviewed with parents every 6 months, in line with current legislation. When we returned for the second day of inspection children's information had been recorded.

National Care Standards, early education and childcare up to the age of 16: Standard 4 - Engaging with children

This recommendation was made on 12 October 2016.

Action taken on previous recommendation

We found that this recommendation had not been met. Please refer to quality of care and support for further information.

Recommendation 2

The provider/manager should continue to extend the range of resources available, taking into account children's feedback.

National Care Standards, Early Education and childcare up to the age of 16 years. Standard 5: Quality of experience.

This recommendation was made on 12 October 2016.

Action taken on previous recommendation

We found that resources had continued to be developed. This should continue to be an area of development for the service. This recommendation was partially met. Please refer to quality of environment for further information.

Recommendation 3

The provider should review and update the recruitment policy in line with the most up to date legislation and best practice guidance.

National Care Standards early education and childcare up to the age of 16 years. Standard 14: Well - managed service.

Safer Recruitment Through Better Recruitment: Guidance in relation to staff working in Social Care and Social Work settings. <http://www.gov.scot/Resource/Doc/169841/0047325.pdf>

The Equality Act 2010

and

United Nations (UN) Convention on disability rights

This recommendation was made on 12 October 2016.

Action taken on previous recommendation

We found that this recommendation had been taken forward.

Recommendation 4

The provider/manager should develop formal systems and process to review and evaluation the service.

National Care Standards Early Education and Childcare up to the age of 16 years. Standard 13: Improving the service.

This recommendation was made on 12 October 2016.

Action taken on previous recommendation

We found that a number of useful quality assurance information had been developed. This should continue to be an area of development for the service.

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	
12 Oct 2016	Unannounced	Care and support	4 - Good
		Environment	4 - Good
		Staffing	2 - Weak
		Management and leadership	3 - Adequate

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