

St. Margarets Primary Out of School Club Day Care of Children

St.Margaret's Primary School
Woodmill Road
Dunfermline
KY11 4BB

Telephone: 01383 312965

Type of inspection: Unannounced
Inspection completed on: 7 February 2018

Service provided by:
Fife Council

Service provider number:
SP2004005267

Care service number:
CS2003041629

About the service

St. Margaret's Primary School Out of School Club was registered with the Care Inspectorate with the following conditions:-

- 1. To provide a care service to a maximum of: 16 children from primary school age to 14 years during term time and in-service days at any one time.
- 2. To provide a care service to a maximum of: 32 children from primary school age to 14 years during school holiday periods, at any one time, providing the hall is available during the operating times.
- 3. During the operating times the service will have use of the music area and the two adjoining cloakroom areas. The hall will be available after 5pm each day and during school holiday periods only.
- 4. Staffing must comply with National Care Standards Annex A

What people told us

We spoke with the children attending the club. They said they were happy attending. They told us they were able to choose their activities from the resources available. They enjoyed playing ball games outside and physical activities in the big hall. They also liked art and craft activities.

We spoke with three parents who told us they were happy with the club and the service provided. One of the parents worked within St. Margaret's Primary School, they told us they regularly were able to observe the children at play and considered they were always happy and engaged in their chosen activities. Children were having fun.

Self assessment

We did not request a self-assessment for this service. At inspection we discussed plans in place to further improve the service, for example having planting activities in the garden and also to continue to improve resources available for the children to play.

From this inspection we graded this service as:

Quality of care and support	4 - Good
Quality of environment	4 - Good
Quality of staffing	5 - Very Good
Quality of management and leadership	4 - Good

Quality of care and support

Findings from the inspection

Since the last inspection the quality of care and support had improved.

Children were given independence in their play by allowing them to choose from available resources. The staff team were skilled at supporting children when required, for example one child was writing a play and staff made good use of questioning to encourage the child's imaginative and creative skills which helped the child to achieve their goal. Praise and encouragement given by staff promoted children's self esteem enabling them to be confident learners.

There were daily opportunities both indoors and outdoors for children to develop their physical abilities and promote healthy lifestyles through exercise.

Children were involved in choosing snacks and also with the preparation and serving of food. This raised their awareness of healthy food options. The routine of snack time encouraged good social skills and language development. Children were respected and listened to which enhanced their emotional well-being.

Parents were kept informed about their children's experiences and any up coming events through daily exchange of information and also through regular newsletters. They were encouraged to provide comments/suggestions through the use of questionnaires, comments book and suggestions box. This helped to establish good relationships with parents where their input to the service was valued.

The service should make reference to current guidance documents such as 'My World Outdoors', 'My Creative Journey' and 'Space to Play' and use this to enrich the quality of experiences for children.

Requirements

Number of requirements: 0

Recommendations

Number of recommendations: 0

Grade: 4 - good

Quality of environment

Findings from the inspection

We found the areas used within St. Margaret's Primary School Nursery were safe and suitable for the purpose of providing after school care. Glass windows and doors covering one side of the area gave an open outlook. This is where visitors to the service would enter which meant that the children were protected from unknown adults entering the area. On the other side was a secure garden area which children could access easily. The decorative order within the play room was in need of refreshing.

Information boards on display for children and families included photographs and details of staff employed in the service. Any new staff or supply staff were introduced to parents and children which kept them informed and reassured.

There were procedures in place for staff to carry out and record daily risk assessments of the premises and outdoors to ensure the children were kept safe.

Information about dietary requirements, allergies or other health issues were recorded appropriately and all staff made aware of these and procedures they should follow.

A system of using walkie talkies between staff when children were moving around the available areas both inside and outside minimised risks to children and ensured staff would be alerted to any issues regarding children's whereabouts, well-being and safety.

All staff were trained in child protection issues and held current emergency first aid certificates. They were of procedures to be followed in case of an emergency and to safeguard children.

Requirements

Number of requirements: 0

Recommendations

Number of recommendations: 0

Grade: 4 - good

Quality of staffing

Findings from the inspection

On the day of inspection there was a Senior Playworker, Playworker and Supply Playworker caring for the children. These staff had been put in place since our last inspection in October 2017. They had established a good working relationship with each other sharing duties. All staff knew the children attending very well and had formed good bonds with them. They encouraged children to take part in activities and gave praise when appropriate. The children appeared confident in approaching staff to ask questions and also engaged with them in conversations. Staff were professional and supportive to them. They showed respect for the children and encouraged the children to do the same through reinforcement of positive behaviour and helping children resolve conflicts with appropriate intervention when required.

All staff held relevant qualifications for their positions, and were enthusiastic about undertaking further training when available. This enhanced their own professional development to ensure their knowledge was kept updated with current good practice guidance and to use this to evaluate and improve the quality of care and provision given for the children.

All staff were registered with the Scottish Social Service's Council (SSSC) and were aware of the SSSC Codes of Practice to be followed.

Requirements

Number of requirements: 0

Recommendations

Number of recommendations: 0

Grade: 5 - very good

Quality of management and leadership

Findings from the inspection

Since the last inspection the manager for the service had worked hard to establish a new staff team who were effective in delivering a good quality of service for the children and their families. Extra support visits had been put in place and this provided an opportunity to monitor staff practice and the provision for children.

The service told us that:-

Staff have their own individual CLF folder. Records of training & qualifications were kept on file in the head office.

Monthly meetings were held with or without a manager present, minutes recorded and kept on file.

Support & Supervision notes were kept on file. Target tables were identified and reviewed every support and supervision session.

New policies and procedures had been implemented, blank forms were kept in a binder folder and were listed with dividers to make it easy for staff to find relevant forms.

A formal development plan was in place, some progress had been made. The plan highlighted identified areas for improvements and their plans for implementing these. The commitment shown to us by the manager and staff made us confident that the service would continue to improve. They should also seek input from parents and children when assessing their strengths and areas for development and actively involve them in their plan and keeping them informed of progress made. The manager should continue to offer additional support to staff as required and that monitoring visits continue to evaluate staff practice and service provision to ensure the quality evidenced at this inspection is maintained and continues to identify areas for improvement.

Requirements

Number of requirements: 0

Recommendations

Number of recommendations: 0

Grade: 4 - 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 the service ensures that all staff have the opportunity to meet together to discuss the provision and be able to have input in the ongoing improvement. An improvement plan should be in place to identify improvements and persons responsible for taking these forward. This would have the benefit of all staff taking ownership of the quality of service given to service users.

National Care standards, Early Education and Childcare up to the age of 16, Standard 13 – Improving the service.

This recommendation was made on 17 March 2016.

Action taken on previous recommendation

An improvement plan was in place and some progress had been made.

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	
28 Feb 2017	Unannounced	Care and support	3 - Adequate
		Environment	3 - Adequate
		Staffing	3 - Adequate
		Management and leadership	3 - Adequate
26 Jan 2016	Unannounced	Care and support	5 - Very good

Date	Type	Gradings	
		Environment	5 - Very good
		Staffing	5 - Very good
		Management and leadership	3 - Adequate
10 Dec 2012	Unannounced	Care and support	5 - Very good
		Environment	5 - Very good
		Staffing	5 - Very good
		Management and leadership	4 - Good
7 Dec 2011	Unannounced	Care and support	4 - Good
		Environment	4 - Good
		Staffing	4 - Good
		Management and leadership	3 - Adequate
29 Jun 2010	Unannounced	Care and support	4 - Good
		Environment	4 - Good
		Staffing	3 - Adequate
		Management and leadership	3 - Adequate
1 Jul 2008	Unannounced	Care and support	4 - Good
		Environment	4 - Good
		Staffing	4 - Good
		Management and leadership	3 - Adequate

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