

Danderhall After School Club **Day Care of Children**

Danderhall School
59 Edmonstone Road
Danderhall
Dalkeith
EH22 1QL

Telephone: 0131 663 9091

Type of inspection: Unannounced
Inspection completed on: 12 March 2018

Service provided by:
Danderhall After School Club

Service provider number:
SP2003003477

Care service number:
CS2003015237

About the service

Danderhall After School Club was previously registered with the Care Commission on 20 January 2003 and transferred registration to the Care Inspectorate on 1 April 2011.

Danderhall After School Club is registered to provide a care service to a maximum of 40 children aged four years to Primary seven. The service operates during term time 7.30am till 9am and 2pm till 5.45pm Monday to Thursday and 7.30am till 9am till 12noon till 5.45pm on a Friday. During school holidays and in-service days 7.30am till 5.45pm Monday to Friday.

The service is provided from the gym hall of Danderhall School in Danderhall, Dalkeith.

The service's 'Mission Statement' includes:

'In our provision of a quality childcare service we strive to meet the following principals:

- Each child will be respected as an individual
- Each child has the right to equal opportunities
- Each child has the right to play safe
- The parent/carer is the prime carer of the child
- Family and community play an important part in each child's development'.

What people told us

We gathered the views of four parents of children using the service. The four parents told us they were happy with the service the children received and that they were happy with the quality of staff and environment. One parent stated that staff were friendly and professional and another stated their children get excited on the day they go to afterschool club.

We gathered the views of seven children using the service. The children told us staff asked them what they wanted to do, if they wanted to play outside, what we want for breakfast and said staff listened to them. They told us it was fun listening to music, playing games, going outside, baking and colouring. Most of the children said their play experiences were good but some did say they were adequate. Children gave mixed views of playing outside some said they never get outdoors or not enough where others said they were out most of the time. When asked about the staff the children said they are fun, friendly and make us feel happy.

Self assessment

The service had not been asked to complete a self assessment in advance of the inspection.

From this inspection we graded this service as:

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

Quality of care and support

Findings from the inspection

We found children to be playing and engaging with each other throughout the inspection. Children were playing in small groups or individually with a range of activities around the gym hall. One of the favourite activities was dancing and performing.

We were informed that children and staff planned the activities on a weekly basis. During the week of the inspection the activities included play outside, games in hall and trip to park or library. Children told us that they had fun and that there was lots to do at the club.

We asked the service how they had progressed with developing personal plans for the children to support, identify and plan children's health, welfare and safety needs. The manager explained that they had not yet implemented these. We discussed the personal plan legislation and the reason for these plans to ensure services were planning how to best support children's needs. We have repeated the recommendation on personal plans from the previous inspection.

We found the service had medication stored for four children who use the service. We found the medication was stored following good practice guidance. However, the service did not have any records in place including consent to give, dosage and time to administer. We have made a requirement that the service ensures they have a management of medication policy and procedure that follows good practice guidance. This is to ensure staff are provided with accurate information to administer medication safely.

We were satisfied with the service safe guarding procedures to keep children safe and free from harm. We were informed staff were to refresh their child protection training this year. The service had previously undertaken projects to promote children right's, the management explained that the service could benefit from doing this again now they were settled in the new space.

Requirements

Number of requirements: 1

1. By 31 May 2018, the provider must ensure that the service have a management of medication policy and procedures in place. This is to ensure staff administering medication have accurate and clear guidance on how and when to administer medication. To achieve this the service needs to:

- review the service medication policy against the Care Inspectorate Management of medication in daycare of children and childminding services
- keep accurate and up to date records of medication used by those using the service
- keep records detailing any incidences when the service has given medication to a person using the service.

Having these procedures in place will ensure that when staff administer medication they do so safely.

This is in order to comply with Regulation 4 (1) (a) of The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011 (SSI 2011/210)

Recommendations

Number of recommendations: 1

1. The service should further develop children's personal care plans to support their individual needs, learning and development.

National Care Standards for Early Education and Childcare up to the age of 16:

Standard 4 - Engaging with children,

Standard 6 - Support and development.

Grade: 3 - adequate

Quality of environment

Findings from the inspection

Since the last inspection the service had relocated to the school gym hall. The gym hall was spacious and light. Children had access to the school grounds and on occasion visited the local parks etc. The service was well resourced providing a wide range of toys and play experiences for the age range of children using the service. We have recommended that the service completes a premises risk assessment to demonstrate that they have assessed the new space and implemented safety measures for example ensuring the entrance and exit is secure.

Children provided us with mixed views of how much they accessed the outdoor space. We have asked the service to consult with the children to ensure children are getting regular access to the outdoor space and to take part in fun, energetic activities.

The service used a shared kitchen area within the school. This space could be further improved and be used more effectively by the staff and children. To achieve this the area needs to be thoroughly cleaned and tidied. This could be a good space for children to learn cooking skills.

The service had access to two toilets at the time of the inspection. On the first day there was a strong odour in this area. We spoke to the service, on the second day this odour was not present. The service had been monitoring this situation, they should continue to monitor this and if it returns take action to address this. The service is registered for 40 children, if the service operated at full capacity they would need to find more toilets within the school to cater for the number for children.

We asked the service about how they kept children safe when out and about in the community. The service had checklists in place to support staff when going on outings to follow safety measures. This included taking a first aid box, snacks and contact details. The manager did inform us that they did undertake safety site visits or call places prior to children visiting but did not record this. No written risk assessments had been completed as previously recommended as a result we have repeated this recommendation.

Requirements

Number of requirements: 0

Recommendations

Number of recommendations: 2

1. Written risk assessments should be put in place for regular trips and outings in the community.

National Care Standards for Early Education and Childcare up to the age of 16: Standard 2 - A safe environment.

2. The service should complete a premises risk assessment to demonstrate that they have assessed the gym hall, toilets and entrance area to ensure they have safety measure in place to reduce hazards identified.

National Care Standards for Early Education and Childcare up to the age of 16: Standard 2 - A safe environment.

Grade: 3 - adequate

Quality of staffing

Findings from the inspection

Four staff were employed to work in the service of which the three required to be where registered with the Scottish Social Service Council.

We found staff to be welcoming, polite and honest. We observed staffs interaction with the children throughout the inspection and found they had formed good relationships with the children.

We were informed that staff appraisal or supervision had not been completed since the last inspection. We have recommended that these are completed to ensure all staff receive the support to identify and plan their professional development.

Following the last inspection staff had completed training in food hygiene to keep them informed of good practice guidance. The management agreed that staff would benefit from further training on the wellbeing indicators to support them being embedded into the service. This part of the recommendation has been repeated.

Requirements

Number of requirements: 0

Recommendations

Number of recommendations: 2

1. Staff should make themselves familiar with the wellbeing indicators and embed this in their practice.

National Care Standards for Early Education and Childcare up to the age of 16:
Standard 12 - Confidence in staff.

2. All staff should have an appraisal or regular supervision to identify and support their professional development. This is to ensure all staff are kept informed and up to date with good practice guidance and are supported to achieve training and development needs to meet their conditions of registration with SSSC .

National Care Standards for Early Education and Childcare up to the age of 16:
Standard 12 – Confidence in staff.

Grade: 3 – adequate

Quality of management and leadership

Findings from the inspection

We asked the management about how they had continued to develop and promote leadership throughout the service. The management agreed that this was an area that still required significant improvement. To achieve this the manager needs time and support to access and use this resource to support improved outcomes for children and their own professional practice . As a result we have repeated the recommendations in relation to this from the previous inspection.

The service had some systems in place to involve gathering the views of the children and parents. The feedback received was used to develop the service. This included children making decision about daily activities and food offered.

The manager agreed that the service still needs to develop a system to involve staff in the service self-evaluation, as a result we have repeated this part of the recommendation.

We asked about the quality assurance methods used to evaluate and monitor the overall quality of the service provided. The management told us that they had not developed or established any since the last inspection. As a result we have repeated the recommendation from the previous inspections.

Requirements

Number of requirements: 0

Recommendations

Number of recommendations: 3

1. We recommended the manager further promotes leadership skills at all levels within the workforce by using the Scottish Social Services Council 'step into leadership' pathway online resource. To achieve this manager needs time and support to access and use this resource to support improved outcomes for children and their own professional practice. More information can be found at URL: <http://www.stepintoleadership.info/>

National Care Standards for Early Education and Childcare. Standard 13 – Improving the service, Standard 14 – Well managed service, Standard 12 – Confidence in staff.

2. The service should further develop ways of involving staff to give their views and make suggestions to improve and develop the service.

National Care Standards Early Education and Daycare up to 16: Standard 14 Well Managed Service.

3. Quality assurance methods should be established and developed further, this would enable the service to evaluate and monitor the service's overall quality.

National Care Standards Early Education and Daycare up to 16: Standard 14 Well managed service.

Grade: 3 - adequate

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

The service should further develop ways of involving children, staff and parents to give their views and make suggestions to improve and develop the service. They should evaluate findings and feedback the outcomes to parents and children.

National Care Standards Early Education and Daycare up to 16: Standard 14 Well Managed Service.

This recommendation was made on 10 April 2017.

Action taken on previous recommendation

The service had systems in place to involve gathering the views of the children and parents. The feedback received was used to develop the service. The manager agreed that the service still needs to develop a system to involve staff in the service self-evaluation , as a result we have repeated this part of the recommendation.

Recommendation 2

We recommended the manager further promotes leadership skills at all levels within the workforce by using the Scottish Social Services Council 'step into leadership' pathway online resource. Staff should now access and use

this resource to support improved outcomes for children and their own professional practice. More information can be found at URL: <http://www.stepintoleadership.info/>

National Care Standards for Early Education and Childcare. Standard 13 - Improving the service, Standard 14 - Well managed service, Standard 12 - Confidence in staff.

This recommendation was made on 10 April 2017.

Action taken on previous recommendation

The manager told us she had looked at the 'step into leadership' pathway. The manager should now take action by considering the recommended steps to promote leadership within the workforce. To achieve this the manager needs further support, guidance and time to become more informed about promoting leadership and how best to implement this.

We have amended this area recommendation to support evidence gathered at this inspection.

Recommendation 3

Quality assurance methods should be established and developed further, this would enable the service to evaluate and monitor the service's overall quality.

National Care Standards Early Education and Daycare up to 16: Standard 14 Well managed service.

This recommendation was made on 10 April 2017.

Action taken on previous recommendation

There was no formal systems in place to support the self-evaluation of the service or evaluate outcomes.

As a result we have repeated this recommendation.

Recommendation 4

The service should further develop children's personal care plans to support their individual needs, learning and development.

National Care Standards for Early Education and Childcare up to the age of 16: Standard 4 - Engaging with children, Standard 6 - Support and development.

This recommendation was made on 10 April 2017.

Action taken on previous recommendation

The service had not yet developed personal plans for the children this recommendation has been repeated.

Recommendation 5

Written risk assessments should be put in place for regular trips and outings in the community.

National Care Standards for Early Education and Childcare up to the age of 16: Standard 2 - A safe environment.

This recommendation was made on 10 April 2017.

Action taken on previous recommendation

The service had checklists in place to support staff when going on outings to follow safety measures. This included taking first aid box, snacks, contact details. The manager did inform us that they did undertake safety site visits or call places prior to children visiting but did not record this.

As a result we have repeated this recommendation.

Recommendation 6

Staff should make themselves familiar with the wellbeing indicators and embed this in their practice. They should also access training in infection control, keeping them up to date with best practice guidance.

National Care Standards for Early Education and Childcare up to the age of 16: Standard 2 - A safe environment, Standard 12 - Confidence in staff.

This recommendation was made on 10 April 2017.

Action taken on previous recommendation

The staff had completed training in food hygiene to keep them informed of good practice guidance that this part of the recommendation had been met. The management agreed that staff would benefit from further training on the wellbeing indicators to support this be embedded into the service. This part of the recommendation has been repeated.

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 |
|------------|-------------|---------------------------|
| 3 Mar 2017 | Unannounced | Care and support |
| | | 4 - Good |
| | | Environment |
| | | 4 - Good |
| | | Staffing |
| | | 4 - Good |
| | | Management and leadership |
| | | 3 - Adequate |

| Date | Type | Gradings |
|-------------|-------------|--|
| 16 Nov 2015 | Unannounced | Care and support 3 - Adequate Environment 3 - Adequate Staffing 3 - Adequate Management and leadership 3 - Adequate |
| 15 Jan 2015 | Unannounced | Care and support 4 - Good Environment 4 - Good Staffing 4 - Good Management and leadership 4 - Good |
| 29 Jan 2014 | Unannounced | Care and support 4 - Good Environment 3 - Adequate Staffing 4 - Good Management and leadership 3 - Adequate |
| 19 Sep 2013 | Unannounced | Care and support 2 - Weak Environment 3 - Adequate Staffing 3 - Adequate Management and leadership 2 - Weak |
| 11 Jul 2012 | Unannounced | Care and support 4 - Good Environment 3 - Adequate Staffing 3 - Adequate Management and leadership 3 - Adequate |
| 9 Mar 2012 | Unannounced | Care and support 3 - Adequate Environment Not assessed Staffing 1 - Unsatisfactory Management and leadership 1 - Unsatisfactory |
| 25 Nov 2011 | Re-grade | Care and support Not assessed Environment Not assessed Staffing 2 - Weak Management and leadership 2 - Weak |
| 24 May 2011 | Unannounced | Care and support 3 - Adequate Environment Not assessed Staffing 3 - Adequate Management and leadership 3 - Adequate |

| Date | Type | Gradings | |
|-------------|-------------|---------------------------|---------------|
| 29 Oct 2009 | Unannounced | Care and support | 5 - Very good |
| | | Environment | 4 - Good |
| | | Staffing | 2 - Weak |
| | | Management and leadership | Not assessed |
| 17 Jul 2008 | Unannounced | Care and support | 5 - Very good |
| | | Environment | 4 - Good |
| | | Staffing | 4 - Good |
| | | Management and leadership | 4 - Good |

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