Inspection report

Mayfield ASC @ St Lukes
Day Care of Children

Clinic
St. Lukes Primary School
Stone Avenue
Mayfield
Dalkeith EH22 5PB

Inspected by: Linda Smith
(Care Commission Officer)

Type of inspection: Unannounced

Inspection completed on: 28 September 2007
Service Number: CS2003013342
Service name: Mayfield ASC @ St Lukes

Service address:
Clinic
St. Lukes Primary School
Stone Avenue
Mayfield
Dalkeith EH22 5PB

Provider Number: SP2003003118
Provider Name: Mayfield Asc Care Project

Inspected By: Linda Smith
Care Commission Officer

Inspection Completed: 28 September 2007
Period since last inspection: 15 months

Inspection Type: Unannounced

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Introduction
Mayfield After School Club @ St Luke’s was registered as a day care of children service by the Care Commission on 1st April 2002. They are registered to care for a maximum of forty five children between primary school age to 14 years, with a maximum of 30 children aged under eight years.

Operating hours: The Care service shall operate between the hours of 7.00am – 9.15am Monday to Friday 2.30pm – 6.00pm Monday to Thursday and 12.00 noon – 6.00pm on Friday. During school holiday periods and in-service days the service shall operate on Monday to Friday from 7.00am to 6.00pm.

There were 50 children on the register at the time of the inspection visit, 30 of whom were present during the inspection visit.

The aims and objectives of the service include:
"The aim of Mayfield After School Club is to provide a professional, affordable service for primary school age children and their parents/carers in Mayfield."

Basis of Report
The report was written following an unannounced inspection that took place on 28 September 2007 between the hours of 12:30 pm and 15.15 pm. The inspection was carried out by Linda Smith, Care Commission Officer.

Before the Inspection

The Annual Return
The service submitted a completed Annual Return as requested by the Care Commission.

The Self-Evaluation Form
The service submitted a self-evaluation form as requested by the Care Commission.

Views of Service Users
Ten parent/carer questionnaires were sent to the club and five were returned to the Care Commission prior to the visit in which parents gave their comments on the service.

Regulation Support Assessment
This service was inspected after a Regulation Support Assessment (RSA) was carried out to determine the intensity of inspection necessary. The RSA is an assessment undertaken by the Care Commission Officer (CCO) which considers: complaints activity, changes in the provision of the service, nature of notifications made to the Care Commission by the service (such as absence of a manager) and action taken upon requirements. The CCO will also have considered how the service responded to situations and issues as part of the RSA.

This assessment resulted in this service receiving a low RSA score and so a low intensity inspection was required as a result. The inspection was then based upon the relevant inspection focus area and follow up on any recommendations and requirements from previous inspections or other regulatory activity.

During the inspection process
Staff at inspection
Discussion took place with a range of care staff including the manager and playworkers.

Evidence
During the inspection, evidence was gathered from a number of sources including:

A review of the range of policies, procedures, records and other documentation, including the following:
Child protection statement
Infection control policy
Health and Safety Policy
Equal Opportunity Policy
Absence Policy
Staff Recruitment and Vetting Procedure
Certificate of registration
Certificate of insurance
Risk assessments

Observation of staff practice within the playrooms.
Observation of the environment both indoors and outdoors and equipment.

All of the above was taken into account during the inspection process and was reported on.

Inspection Focus Areas and associated National Care Standards for 2007/08
Child Protection

Standard 3: Health and well-being
Standard 10: Involving other services

in conjunction with the regulation of care (Scotland) Act 2001 and associated Regulations.

Fire Safety Issues
The Fire (Scotland) Act 2005 introduced new regulatory arrangements in respect of fire safety, on 1 October 2006. In terms of those arrangements, responsibility for enforcing the statutory provisions in relation to fire safety now lies with the Fire and Rescue service for the area in which a care service is located. Accordingly, the Care Commission will no longer report on matters of fire safety as part of its regulatory function, but, where significant fire safety issues become apparent, will alert the relevant Fire and Rescue service to their existence in order that it may act as it considers appropriate. Further advice on your responsibilities is available at www.infoscotland.com/firelaw

Action taken on requirements in last Inspection Report
No requirements or recommendations were made at the last inspection.

Comments on Self-Evaluation
Completed on line and submitted to the Care Commission prior to the inspection. The Care Commission Officer was not able to view this at the time this report was written as the service had not pressed the submit button.
View of Service Users
The children were confident in their discussions with the Officer and indicated their enjoyment in the club. Representative comments included:
"I like to play in the sand and drawing."
"I like getting sausage rolls for snack."
"Sometimes it can be boring."
"We don't get to play football."
"We get chocolate milkshakes and fruit for snack sometimes."
"I like everything about the club."

The Officer observed the children throughout to be happy and appropriately occupied for their differing ages and stages of development.

View of Carers
Five parent response questionnaires were returned prior to the inspection. Overall the comments were supportive of the service provided which included the following:
"The After School Club provides a good service. They are reliable. If it weren't for them I would not have been able to return to work."
"I find that with two children in the After School Club that it is slightly more suited to a younger age group. Although the ASC does try and accommodate for my oldest child they sometimes find it a bit 'dull'."
"Sometimes staff are stretched a bit thin and may not always have time to 'chat' to the children."
Regulations / Principles

Regulation:

Strengths

Areas for Development

National Care Standards

National Care Standard Number 3: Early Education and Childcare up to the age of 16 - Health and Wellbeing

Strengths

This report does not include comments on elements of Standard 3 that did not apply to the service at this visit.

The service had a Child Protection policy in place. The policy contains all the information required by the National Care Standards.

Staff and parents were aware of the Child Protection policy and it's contents.

A formal staff training needs assessment has been carried out. This programme addresses the need for staff to achieve qualifications required in order to register with the Scottish Social Services Council (SSSC).

Through discussion with the Manager it was evident that she had a clear understanding of her role and responsibility in protecting children.

The service had a copy of the Children's Charter which was shared with parents and children.

Areas for Development

The service did not have a copy of the Framework Standards for Child Protection. (see recommendation 1)

The effectiveness of staff training was not recorded. (see recommendation 2)

National Care Standard Number 10: Early Education and Childcare up to the age of 16 - Involving other Services
**Strengths**

The Manager was aware of the relevant agency to contact should child protection matters arise.

Mayfield After School Club @ St Lukes was known to a range of services including the social work department, education department, medical services and other after school clubs within Midlothian.

**Areas for Development**

The service was maintaining current good standards.
**Enforcement**
There has been no enforcement action against this service since the last inspection.

**Other Information**
Current public liability insurance is held with renewal date of March 2008.

**Requirements**

**Recommendations**
1. It is recommended that the service obtain a copy of the framework standards for Child Protection. This should be shared with staff and parents.
   National Care Standards for Early Education and Childcare up to the age of 16 - Standard 3. Health and Wellbeing.

2. It is recommended that the service record the effectiveness of staff training within their learning and development policy.
   National Care Standards for early Education and Childcare up to the age of 16 - Standard 3. Health and Wellbeing.

**Linda Smith**
Care Commission Officer