

# Kemnay After School Club Day Care of Children

Kemnay Primary School  
Grove Road  
Kemnay  
Inverurie  
AB51 5RA

Telephone: 07810 085663

Type of inspection: Unannounced  
Inspection completed on: 17 May 2017

**Service provided by:**  
Kemnay After School Club

**Service provider number:**  
SP2003000503

**Care service number:**  
CS2003002639

## About the service

Kemnay After School Club moved its registration to the Care Inspectorate on 1 April 2011.

This day care of children service operates in the village of Kemnay in Aberdeenshire, to the west of Aberdeen city.

The service is currently registered to provide a care service to a maximum of 24 children based at Kemnay Primary School during the school term and in service days and 20 children during school holiday periods based at Kemnay Academy or Alehousewells Community Lounge. The service will be provided to children of primary school age. The service operates term time Monday to Friday, 7.30am to 9.00am and 3.15pm to 6.00pm and during school holidays and in service days from 7.30am to 6.00pm.

The service aims include:

- To offer play opportunities that are both fun and challenging.
- Children and young people will be enabled to realise their potential.
- We will promote the dignity, privacy, choice, safety and diversity of all children, carers and staff members involved with the club.

We check services are meeting the principles of Getting it right for every child (also known as GIRFEC). This is 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 GIRFEC. They are: safe, healthy, achieving, nurtured, active, respected, responsible and included. They are often referred to as the SHANARRI wellbeing indicators.

## What people told us

During this inspection visit there were 19 children attending the after school club. We found the children to be comfortable and relaxed in the setting and when interacting with the staff and the inspector. The children included the staff and the inspector in their activities and discussed what they liked to do when they came to the club. Children told us that they could choose their activities when they came in but mostly preferred to be outside.

Children's comments included:

- "We're going out to make hammocks. Hopefully they'll work".
- "I like lots of things, drawing, junk modelling, baking".
- "If we would like something different we just ask. They (staff) will get it for us if they can".
- "I like it here, I play with my friends and you can make new friends too".

Five parents returned Care Standards Questionnaires (CSQs). We had the opportunity to speak with a further three parents during our inspection. Parents told us that they felt welcome and comfortable in the service and that staff took into account what the children liked to do.

Parents comments included:

- "Staff communicated well, letting us know what is going on with our children and the club".
- "XXXX settled really well, it's never been an issued coming to breakfast club or after school club".

- "There's a nice relaxed atmosphere, XXX loves it".
- "My child goes to the club during the holidays just because she likes it".

## 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 processes. 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	4 - Good
Quality of environment	4 - Good
Quality of staffing	4 - Good
Quality of management and leadership	4 - Good

## Quality of care and support

### Findings from the inspection

Staff supported children and families well; they showed good awareness of individual children's changing needs and how this influenced the care and support required. Staff undertook regular discussion with parents and maintained appropriate records which were regularly reviewed. This supported effective care and support of children.

Staff were calm and nurturing towards the children and supported the children to be respectful of each other and to be kind. Staff managed children's unacceptable behaviour in a firm, fair manner, taking into account individual children's stages of development and support needs. Children were comfortable with the staff and approached them throughout the session with questions, queries and to engage in conversation. Staff actively listened to children and encouraged them to express their views.

Staff took the opportunity to extend children's learning when appropriate and supported children to express their thoughts and ideas. At the request of the children, a group of children, supported by a member of staff, assembled a number of hammocks within the outside climbing frames. This was undertaken with the minimum of intervention from the supervising staff and staff supported children to cooperate in order to achieve their goal. This supported children to interact cooperatively with others and developed their self-confidence and self-esteem.

On the day of inspection the children enjoyed healthy snack items; the choices included cheese, tomatoes, cucumber, peppers, toast and fruit. Staff took into account the healthy eating guidance for primary schools when purchasing snack items and purchases were also influenced by children's suggestions.

Children told us that they liked to be outside on the playing field when it was a nice day and during inspection the children were outside for most of the time. Children had independent and easy access to the outside play space and staff confirmed that this meant they rarely had to encourage children to undertake active physical play. Children had regular, independent access to fresh air and exercise.

Staff spoken with demonstrated an appropriate understanding of how to keep children safe and the procedure should they have a child protection concern.

## Requirements

**Number of requirements:** 0

## Recommendations

**Number of recommendations:** 0

**Grade:** 4 - good

## Quality of environment

### Findings from the inspection

The after school club operated from within Kemnay Primary School. The club had the use of the school canteen and kitchen area, the outside grassed play area and occasional use of the gym hall.

Staff effectively supervised the entrance/exit to the club and the outdoor play area and ensured that children left the club with a recognised adult; this promoted the safety and security of the children.

The areas used by the club were bright and clean and allowed the children enough space to move around safely between activities. Staff and children showed appropriate awareness and practise in relation to hand washing and staff demonstrated appropriate awareness and practise during the preparation and serving of snack. This supported the prevention and control of infection.

Staff encouraged children's independence taking into account their individual stages of development, for example children may independently access the toilet area when they were eight years old and staff considered it appropriate for an individual child to do so. The children were aware of the reasons for this rule and understood their responsibilities when going to the toilet unescorted. This developed children's sense of independence and self-esteem.

Both inside and outside children directed their own play whilst appropriately supported by staff to make informed decisions. Some children told us that they had helped to decide the outside rules so that everyone could play safely. Staff supported children to assess and manage hazards and challenges without being over protective and positively involved children in risk/benefit assessment. This promoted children's self-confidence and decision making skills.

Children had access to a good range of toys and activities which were easily accessible to them and there was enough space should the children wish to concentrate on activities and experiences which developed their own interests.

Children were comfortable using the indoor and outdoor spaces, they independently chose and swapped activities whilst there was the space to enjoy a quieter time if they preferred.

The service had identified that there was a limited choice regarding the layout of the room and one of their identified improvements was that they wanted to try to make it look less like a dining room and more inviting.

## Requirements

**Number of requirements:** 0

## Recommendations

**Number of recommendations:** 0

**Grade:** 4 - good

## Quality of staffing

### Findings from the inspection

Staff were caring and engaged with the children using the club. Children told us that, 'the staff listen to you and we can chat about things'. Staff were observant of the children without being overly protective and staff and children had relaxed, comfortable relationships. This supported children's self-development and social skills.

Whilst staff and children had friendly relationships, when required, staff managed children's behaviour in an appropriate manner which respected the dignity and safety of the child and of the other children within the club.

Staff knew children well and were aware of children's individual support needs. Staff maintained an appropriate personal plan for each child which indicated how the service would support the changing needs of the child and which was regularly reviewed. Parents confirmed that staff were supportive of children and families and that they maintained good communication in relation to their child's time at the club and what was happening in the club. Children and families were respected and included within the club.

Staff were qualified for the roles they held and all were appropriately registered with the Scottish Social Services Council (SSSC). All social service workers require to be registered and regulated by this professional body. The aim of this organisation is to promote and regulate education and training and raise the standards of practice of social service workers, promoting good outcomes for the children in their care.

Most staff had undertaken core training (food hygiene, first aid, child protection, infection control) within the last three years as is recommended best practice and demonstrated appropriate practise in these areas. Following training staff completed evaluation forms which reflected on how their most recent training would influence their practice in the club and promote good outcomes for children.

The most recent member of staff had been safely recruited in line with current safer recruitment guidance and was about to begin study towards a relevant child care qualification. This supported a safe environment for children and families.

We discussed with staff the importance of maintaining current core training and carrying out regular assessment of their training and development needs followed by relevant comprehensive training. This promoted a knowledgeable workforce undertaking practise which supported good outcomes for children.

## Requirements

Number of requirements: 0

## Recommendations

Number of recommendations: 0

Grade: 4 - good

## Quality of management and leadership

### Findings from the inspection

The previous manager had left the service the week before inspection and the committee was in the process of interviewing candidates for the position. During the writing of this report we were informed that a new manager had been appointed. As discussed during inspection the provider (Chairperson) should now submit a Change of Manager application to the Care Inspectorate.

We found that the previous manager, together with staff and taking into account feedback from children and parents, had undertaken an assessment of the overall quality of the service and that at least three action plans had been identified:

- Provision of a shed for storage - this plan had been moved forward and the foundation slabs were now laid.
- All staff to ensure up to date core training and staff to be appropriately registered with SSSC - most staff now had up to date core training with two staff identified as requiring first aid training.
- Develop more links to partner groups and organisations - this is to be actioned at the next staff meeting, now with the new manager.

The previous manager had recorded a breakdown of the tasks to be completed in the interim period during the recruitment process. This detailed the task, the frequency and the person responsible. The staff in the club were clear about their responsibilities and this supported the smooth running of the club during the recruitment process.

Children and parents told us that staff were responsive to suggestions for improvement throughout the year and if it were not possible to implement an improvement staff discussed this with children and/or parents.

We discussed with staff the importance of continuing to review and move forward identified improvement areas and the regular review, assessment and improvement of the overall service. Feedback and assessment of the overall service to include all those with an interest in the service including, but not exclusively, children, parents, staff, committee and the regulator.

Relevant reference documents (this list is not exhaustive):

GIRFEC - Getting it Right for Every Child which includes the SHANARRI indicators, Safe, Healthy, Active, Nurtured, Achieving, Respected, Responsible, Included.

<http://www.scotland.gov.uk/gettingitright>

Better Eating, Better Learning. Nutritional guidance for primary school aged children.

<http://www.gov.scot/Publications/2014/03/1606>

National Guidance for Child Protection in Scotland

<http://www.cne-siar.gov.uk/childProtectionCommittee/documents/Guidelines2014.pdf>

Barnardo's:

GIRFEC - Introducing Wellbeing Leaflet.

<http://www.childrenscotland.org.uk/introducingwellbeing>

Health Protection Scotland. (2011). Infection Prevention and Control in Day Childcare Settings. Available online:

<http://www.documents.hps.scot.nhs.uk/hai/infection-control/guidelines/infection-prevention-control-childcare.pdf>

Care Inspectorate, The Hub:

My World Outdoors: [http://www.careinspectorate.com/images/documents/3091/My\\_world\\_outdoors\\_-\\_early\\_years\\_good\\_practice\\_2016.pdf](http://www.careinspectorate.com/images/documents/3091/My_world_outdoors_-_early_years_good_practice_2016.pdf)

Care Inspectorate & Social Services Council - Safer Recruitment Through Better Recruitment, November 2016.

<http://hub.careinspectorate.com/knowledge/safer-recruitment/>

Care Inspectorate - Records that all registered care services must keep (except childminding) and guidance on notification reporting.

[http://www.careinspectorate.com/images/documents/2611/Recordsthatallregisteredcareservices\(exceptchildminding\)mustkeepandguidanceonnotificationreporting\(V6\).pdf](http://www.careinspectorate.com/images/documents/2611/Recordsthatallregisteredcareservices(exceptchildminding)mustkeepandguidanceonnotificationreporting(V6).pdf)

Scottish Social Services Council - Step into Leadership

<http://www.stepintoleadership.info/>

Scottish Out of Schools Club Network

<https://sosc.org/>

Playwork Principles

<http://www.playscotland.org/wp-content/uploads/assets/Documents/playwork-principles.pdf>

Scottish Government: Loose Parts Play toolkit

<http://www.inspiringscotland.org.uk/media/58451/Loose-Parts-Play-web.pdf>

Inspiring Scotland's Go2Play Fund: Scotland's Play Ranger Toolkit

<http://www.inspiringscotland.org.uk/media/38774/Play-Ranger-Toolkit-March-15.pdf>

Play Scotland: Works to promote the importance of play for all children.

<http://www.playscotland.org/>

Scottish Social Services Council - Codes of Practice 2016.

<http://www.sssc.uk.com/about-the-sssc/codes-of-practice/what-are-the-codes-of-practice>

Education Scotland quality assurance tool

How Good Is Our Third Sector Organisation?

<https://www.education.gov.scot/improvement/Pages/frwk3hgiothirdsector.aspx>

## 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

In order to support a positive dining experience the provider, manager and staff to ensure that they create an experience that encourages positive social interaction in a nurturing environment where children in their care are supported to enjoy the food they are offered, and to have the opportunity to take part in the social interaction and learning experiences associated with eating and drinking together.

Nutritional Guidance for schools - Better Eating Better Learning. The Dining Experience.

National Care Standards Early Education and Childcare up to the age of 16. Standard 4: Engaging with Children

**This recommendation was made on 11 May 2016.**

#### Action taken on previous recommendation

We observed that the children ate snack without a dvd playing on the monitor. Children enjoyed conversation with each other, the staff and the inspector.

This recommendation has been met.



## Recommendation 2

The provider, manager and staff to ensure that they establish an effective system for the timely identification of training and development needs for all staff and for the monitoring for improvement of staff practise.

The provider, manager and staff to ensure that all staff undertakes regular, timely and comprehensive professional development, in accordance with local and national guidance and recognised best practise. This is in order to promote best practise, up to date knowledge and good outcomes for the children using the service. Training to include, but not exclusively, all core training.

National Care Standards Early Education and Childcare up to the age of 16. Standard 12: Confidence in Staff and Standard 14: Well-Managed Service

**This recommendation was made on 11 May 2016.**

### Action taken on previous recommendation

Most staff had undertaken core training, that is child protection, first aid, food hygiene and infection control. We observed staff practise to be appropriate including within these areas. Please refer to Quality of Staffing for further information.

This recommendation has been met.

## Recommendation 3

The provider, manager and staff, to ensure that they develop and implement comprehensive quality assurance systems which regularly and effectively assess and improve outcomes for children and families and the overall quality of the service provided.

National Care Standard Early Education and Childcare up to the age of 16. Standard 13: Improving the Service and Standard 14: Well-Managed Service

**This recommendation was made on 11 May 2016.**

### Action taken on previous recommendation

The previous manager and staff had undertaken an initial quality assurance review of the service and developed a number of action plans for improvement of the service. These plans had been implemented and were under review.

This recommendation has been met. Please refer to Quality of Management and Leadership for further information about this recommendation.

## Complaints

There have been no complaints upheld since the last inspection. Details of any older upheld complaints are published at [www.careinspectorate.com](http://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	
11 May 2016	Unannounced	Care and support	4 - Good
		Environment	4 - Good
		Staffing	4 - Good
		Management and leadership	3 - Adequate
1 Apr 2015	Unannounced	Care and support	3 - Adequate
		Environment	4 - Good
		Staffing	4 - Good
		Management and leadership	3 - Adequate
3 Apr 2012	Unannounced	Care and support	5 - Very good
		Environment	5 - Very good
		Staffing	5 - Very good
		Management and leadership	4 - Good
23 Apr 2009	Unannounced	Care and support	5 - Very good
		Environment	5 - Very good
		Staffing	4 - Good
		Management and leadership	4 - Good

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