

Burgh Out of School Club Day Care of Children

Burgh Primary School
Gala Park
Galashiels
TD1 1EZ

Telephone: 07724859041

Type of inspection:
Unannounced

Completed on:
27 May 2023

Service provided by:
Burgh Out of School Club Committee

Service provider number:
SP2003003344

Service no:
CS2003014370

About the service

Burgh Out of School Club provides an after school care service and is registered to provide a care service to a maximum of 22 children between the age of 4 years and 14 years, with a maximum of 2 children aged between 12 and 14 years.

Burgh Out of School Club is situated within Burgh Primary School. The service operates from a designated classroom and gym/dining hall. Children have access to outdoor play areas and toilets. The service is close to the town centre and other local amenities. The club is run by a voluntary committee of parents.

About the inspection

This was an unannounced inspection which took place on Thursday, 20 April 2023 between 15:00 and 17:30 hours. A further visit to the service took place on Monday, 24, April 2023 between the hours of 14:45 and 17:30. The inspection was carried out by one inspector from the Care Inspectorate. We gave feedback to the manager on Thursday, 27 April 2023.

To prepare for the inspection we reviewed information about this service. This included previous inspection findings, registration information, information submitted by the service and intelligence gathered since the last inspection.

In making our evaluations of the service we:

- spoke with 10 children using the service and we received written feedback from five parents.
- spoke with three staff and management
- observed practice and daily routines
- reviewed documents
- spoke with the committee chairperson.

Key messages

- Children were happy and settled around the staff and in the club environment. Parents told us children enjoyed attending.
- Relationships between staff and children were nurturing and supportive.
- Staff worked well as a team and supported each other in providing positive outcomes for children.
- Management should ensure personal plans contain the required detail to help staff support children's individual needs and interests.
- Management and staff should further develop the self-evaluation of the club to support robust and continuous quality assurance systems.
- Management and staff should ensure children can access resources and equipment safely and independently.

From this inspection we evaluated this service as:

In evaluating quality, we use a six point scale where 1 is unsatisfactory and 6 is excellent

How good is our care, play and learning?	3 - Adequate
How good is our setting?	3 - Adequate
How good is our leadership?	3 - Adequate
How good is our staff team?	4 - Good

Further details on the particular areas inspected are provided at the end of this report.

How good is our care, play and learning?

3 - Adequate

We evaluated this key question as adequate. While the strengths had a positive impact, key areas need to improve.

Quality Indicator 1.1 Care and nurture

Children were happy and settled at the club. They were confident in their interactions with staff and with us as visitors. They enjoyed the time they spent there. They were supported by caring, friendly staff who knew them well. One parent told us, "staff are friendly and caring and the children are well looked after".

Staff were responsive to the children's individual needs and interests, taking time to listen to them. This helped children feel valued and secure. Staff gave children time to process information and make choices and decisions. Children were shown respect by staff as children's ideas, interests, and suggestions were discussed, considered, and taken forward. For example, giving a child a ball to play basketball in the hall and setting up equipment for a group of older children wanting to watch a movie. Children were encouraged and supported to be independent and confident through choosing what they wanted to play with.

Children's safety and protection was of high importance to management and the staff team. They were fully aware of their responsibilities in keeping children safe and protected. Staff had undertaken safeguarding and child protection training to ensure knowledge and practice were current. Staff were confident in the procedures they would take should they have any concerns about the children in their care.

Personal planning was minimal and mostly detailed children's registration information. Chronologies highlighted significant events in the children's/families lives and enabled staff to respond quickly and sensitively to any changes. We discussed the importance of recording the necessary details for each child so that staff can effectively care for and support children's individual needs and interests. For example, strategies used should be recorded to support consistency for the children. Plans should also be reviewed at least every six months or sooner, with parents, who should sign and date upon review or update. We signposted the management team to the personal plan guidance 'Guide for Providers, Early Learning and Childcare' to help with further development of personal plans. This guidance can be accessed on the Care Inspectorate Hub. (See area for improvement 1)

Medication reviews took place with parents to ensure the safety and wellbeing of children. However there were gaps in support strategies and management agreed these needed to be put in place to support individual children's needs.

Snacks provided were varied and considered children's allergies, dietary requirements, and individual needs. Staff mostly prepared snack and children were encouraged to be fully involved including serving themselves, buttering bread and helping to tidy away when they had finished.

Quality Indicator 1.3 Play and learning

Children's needs and interests were catered for through the consideration and provision of resources, activities and experiences. They were encouraged and supported by staff.

Staff supported children well to develop their understanding, skills and confidence. Children were helped to cope with new and different challenges, for example, using skipping ropes outdoors to make swings and learn how to use skipping ropes. Children were supported when they needed to understand and assess their own play for risk. We observed staff supervised children well whilst encouraging and them to have freedom in their play.

Management recognised the clubs provision of loose parts play materials both indoors and outdoors was limited. This was highlighted in the clubs improvement planning as this play would encourage children to have fun, develop imagination, curiosity and critical thinking skills.

Staff were observant of children and their cues, to support play and learning. Children were encouraged and praised throughout the inspection visits. Children's achievements were recognised and celebrated with them. Achievements were shared with parents at collection time, which supported effective communication and information sharing.

Areas for improvement

1. To support children's health and wellbeing personal planning needs to record the necessary details for each child so that staff can effectively care for and support children's individual needs and interests.

This is to ensure that care and support is consistent with the Health and Social Care Standards (HSCC) which state:

'My personal plan (sometimes referred to as a care plan) is right for me because it sets out how my needs will be met, as well as my wishes and choices' (HSCC 1.15).

How good is our setting?

3 - Adequate

We evaluated this key question as adequate. While the strengths had a positive impact, key areas need to improve.

Quality Indicator 2.2 Children experience high quality facilities

The setting was bright, clean and safe for children and families attending. Management and staff had created a welcoming and inclusive environment although the room was cluttered and therefore space was limited. Management and staff recognised this and use was made of the gym/dining hall on a daily basis where children were given additional free space for play and fun. Children did not have access to all resources, materials or equipment they wished to use as they were either stored in boxes one on top of each other or under worktops. This meant children often had to ask for assistance. (see area for Improvement 1)

Children benefitted from using the outdoor area where they got fresh air and space to enjoy physical exercise. There was no direct access to the outdoors from the playroom which meant children could not freely choose to spend their time outdoors if they wished. One parent told us they would like to see children playing outside more often. A secure front door ensured the children were kept safe and could not leave the premises without an adult.

Risk assessments were undertaken visually every day, indoors and outdoors, before the children attended to ensure risks and hazards were identified and addressed. Written risk assessments were in place to inform

the daily risk assessing. These were reviewed regularly to ensure they were current and identified with the appropriate actions taken to address any issues.

There was a variety of resources throughout the setting to support the needs and interests of the children. There were opportunities for the children to engage in natural and spontaneous play, and be curious. We observed children having fun making and playing with bubbles. We encouraged management and staff to continue with their plans to further develop outdoor play to meet the needs and interests of the children. The club should continue to involve the children and families in this development.

Appropriate infection prevention and control measures were in place to ensure the spread of infection was minimised throughout the setting.

Areas for improvement

1. To support children to safely and independently access resources and equipment changes in storing and presenting materials to children should be reviewed.

This is to ensure that care and support is consistent with the Health and Social Care Standards (HSCC) which state:

'As a child, I can direct my own play and activities in the way that I chose, and freely access a wide range of experiences and resources suitable for my age and stage, which stimulate my natural curiosity, learning and creativity' (HSCC 2.27).

How good is our leadership?

3 - Adequate

We evaluated this key question as adequate. While the strengths had a positive impact, key areas need to improve.

Quality Indicator 3.1 Quality assurance and improvement are well led

The service had a vision and values which was shared with the families to ensure the continued direction of the service. These were currently being reviewed with the help of the management committee.

An improvement plan identified priorities to support the further development and improvement of the service. Mostly informal monitoring of the service was taking place. Management and staff should now monitor and audit all areas of the service thoroughly, recording these to support their improvement agenda. A robust quality assurance system should be developed to ensure the continuous evaluation of all areas of the service. Management and staff should become familiar with the new quality framework to support their evaluation and reflection of the service. Further opportunities for staff to reflect and contribute to self-evaluation should be considered and this could include the evaluation of training courses and the impact on staff practice. (See area for improvement 1)

Accidents and incidents are recorded and shared with parents. The outcome/follow up for accidents should be completed on all occasions to support the audit process and identifying of any patterns from accidents.

Policies and procedures which underpin the service were in place. The manager told us a review of these was taking place to ensure they remained relevant to the service and continued to follow best practice. When updated, policies and procedures should be dated.

Areas for improvement

1. To ensure consistently positive outcomes for children management and staff should continue to develop suitable quality assurance systems to ensure that the quality of the service is monitored and assessed effectively.

This is to ensure care and support is consistent with the Health and Social Care Standards (HSCS) which state:

'I benefit from a culture of continuous improvement, with the organisation having robust and transparent quality assurance processes' (HSCS 4.19).

How good is our staff team?

4 - Good

We made an evaluation of good for this key question, as several important strengths, taken together, clearly outweighed areas for improvement.

Quality Indicator 4.3 Staff deployment

We found staff to be hard working and committed to their roles. They explained to us how they supported children to reach their full potential. Staff were recruited in line with the safer recruitment guidance to ensure all checks were carried out before staff took up roles, ensuring children were safe. Staff were registered or registering with SSSC as required.

Management and staff had undertaken a variety of professional development opportunities to help them support and work with children. There had been a mix of mandatory training, for example, first aid and child protection, which ensured staff knowledge was current should an emergency or concern arise, along with other training including supporting play. Staff should now reflect on the training they undertake and the impact of this training on their practice. This would support the staff team in providing consistency and positive outcomes for children. The manager was attending a formal qualification training course and was sharing learning in order to inform professional development of the staff team.

Regular staff meetings were carried out where information was shared about the service and its operation, and staff had opportunities to be involved in professional discussions.

We saw staff worked well together, were respectful of each other, and worked flexibly together as needed to ensure the continuity of care and engagement with the children. Staff moved around the setting with the children as was needed, and there was no impact on children as support and engagement was maintained. One parent told us, 'staff spend time with the children, play, talk and listen to them' and another told us the club was "reliable, with very lovely staff that are understanding and supportive".

Complaints

There have been no complaints upheld since the last inspection. Details of any older upheld complaints are published at www.careinspectorate.com.

Detailed evaluations

How good is our care, play and learning?	3 - Adequate
1.1 Nurturing care and support	3 - Adequate
1.3 Play and learning	3 - Adequate
How good is our setting?	3 - Adequate
2.2 Children experience high quality facilities	3 - Adequate
How good is our leadership?	3 - Adequate
3.1 Quality assurance and improvement are led well	3 - Adequate
How good is our staff team?	4 - Good
4.3 Staff deployment	4 - Good

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