

Out of Hours Kids' Club
Self-Evaluation Form

Early Years and Childcare Register: 322449

Date of previous Ofsted inspection: 22.11.18

OUR SETTING

Main Characteristics of the setting

Woolton Out of Hours Kids' Club is situated in the grounds of Woolton Primary School.

Building/areas used

Breakfast club and After-school club operates from a spacious mobile classroom which is situated on the Year 2 school yard. We also have access to two large playgrounds and the use of the football cage. Afternoon snack is served in the school hall, which we have access to from 4:30pm.

Organisation (links with school or Children's Centre)

We have good links with the school and to promote Safeguarding we provide accurate lists of all of the children who attend the club and provide the school with current staff DBS lists. I have regular bi-weekly meetings with the Headteacher of the school, Mrs Ngenda and Miss O'Connor - Designated Safeguarding lead/Assistant Head. I also have access to CPOMS for any concerns.

Outdoor space

We have a large playground area and access to a grassed area at the side of the mobile and we can use the football cage. There are opportunities for children to play group games such as football, dodgeball, ride scooters or engage in any play opportunity that they choose. We have a small gardening area which we encourage the children to use during the spring and summer months.

Access / Disability access

A ramp provides access to the club and we have access to disabled toilets within the school.

Hours and days we operate

Operating times:

7.45am - 9.00am for breakfast club, term time only

3.15pm - 5.45pm for after-school club, term time only

Maximum number of places

60

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STAFF DEPLOYMENT AND QUALIFICATIONS
Site Manager - Rosemarie Whyte - Breakfast and After-school
Level 6 SEN Qualification
Level 3 in Early Years and Playwork
First Aid at Work/Paediatric First Aid/First Aid for Mental Health
Health and Safety at Work
Designated Safeguarding/Prevent Duty
Inclusive Education: Supporting Children from Racially Diverse and LGBTQ+ backgrounds.
Playwork Staff:
Paediatric First Aid
Health and Safety
Food Safety
Basic Safeguarding/Prevent Duty/KCSIE/County Lines/
<p>I effectively manage the qualification levels of the playwork team and identify training programmes to enable them to improve their skills and qualifications. By clearly knowing the skills and experience of the playwork team I am able to deploy staff around the setting to ensure a great all-round service. This also provides me with the opportunity to place staff together to enable them to share their experience and skills base.</p> <p>I have a very professional team who are able to meet the needs of the individual children who attend the setting. I am aware of my responsibilities under GDPR and the club is registered with ICO.</p> <p>All of the team actively promote British Values throughout everything that we do. We provide a caring, fun, enjoyable, safe relaxing, and accepting environment for the children who attend Woolton Primary School. We aim to enhance the knowledge of our children through cultural capital and providing them with enriching opportunities and experiences.</p>
Recruitment and Retention
<p>The admin centre holds all the documentation for Out of Hours Kids' Club Ltd recruitment and selection but I have a personal file for each member of the Woolton team, including casual staff who provide support at the setting.</p> <p>The company is dedicated to safer recruitment which is stated on all job adverts. Candidates must submit a completed application form and provide us with proof of ID and then must pass a written and verbal interview with the staffing manager and HR manager. Before being hired, all potential staff must provide two references and have an enhanced DBS check. They complete annual renewal paperwork for continued suitability and medication checks. I keep a record of the training needs of the staff and also any areas where they may have requested additional support.</p>

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I work with the HR manager, staffing manager and General Manager with any staffing or training needs for myself or my team. Before a new member of staff begins working, they have a full and thorough company induction and on their first day will be given a full site induction.

Effectiveness of Leadership and Management

I have very good organisational skills and this combined with the skills of the playwork team ensure that the service we provide at Woolton is very good. I keep excellent confidential records for each of the children and I speak to the team regularly to ensure that we are all aware of the needs of specific children. I provide time for the playwork staff to get to know the children and parents and this helps with identifying the children's needs. At Woolton Out of Hours Kids' Club we do not deliver the EYFS, but we do provide play opportunities to support and complement its delivery.

As a team we constantly strive to be the best that we can be. We listen to the children and include their ideas into our planning. Children are instrumental in deciding what resources are purchased and they devise their own wish list. The children are aware of all the play resources that we have and understand that they only have to ask for an activity/play opportunity to be included on the planning.

Views of others

We have regular site meetings and I also attend weekly site manager's meetings at our admin office along with other members of the senior leadership team where we discuss topics such as safeguarding, training and staffing. On site, I encourage the playwork team to bring points to the meeting that they need clarity on, and this ensures that we can all improve the service together.

We encourage the children to provide us with information on a regular basis about the things that they are interested in. During registration, the children can talk to us about any news that they have or can also do show and tell in front of the whole group.

CHILDREN ARE ENCOURAGED TO BE INDEPENDENT

We provide children with opportunities to develop their personal independence and also in taking responsibility for themselves in daily routines. We encourage the children's independence and provide them with lots of opportunities to have a voice. Children are listened to, and their views are respected and valued.

We encourage the children to explore British Values and encourage them to discuss problems with each other in a caring, respectful environment.

EQUALITY, DIVERSITY AND BRITISH VALUES

Children are encouraged to share and take turns. Staff are expected to be good role models to the children promoting Equality of Opportunity. Core values of respect

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and tolerance are always promoted. Children like to take the register, so we have developed daily lists for who should do it. This helps to teach them about patience and working together.

BEHAVIOUR AND GROUNDRULES

Children at Kids' Club are involved in creating their own ground rules. Kind Hands, Kind Words and Kind Feet are common to all of our sites and at Woolton the children are encouraged to understand what the statements actually mean. The children are encouraged to develop and decide on the ground rules in line with British Values. Democracy is promoted as children have their opinions and points of view listened to. The Rule of Law and Individual Liberty and Tolerance are promoted as children respect and value each other's differences. If we hold art and craft competitions, the winners are chosen by children voting for the winner. We have also introduced "star of the week" for good behaviour. We have "the pom pom jar" which the children fill up with pom poms in return for outstanding effort.

HEALTHY EATING

As Site Manager I constantly strive to provide appetising snacks that the children enjoy that are healthy and appealing. I listen to the children's ideas about what they would like to eat and also the parent's views and then I provide this information back to our admin office as they create the final menu based on the school food guidelines. I have to shop for all the products and ensure that I always buy the healthiest options for the children. I also ensure that any snacks specifically requested by the children are included in the healthy menus.

LEARNING AND DEVELOPMENT

Staff understanding of children's development

Many of the staff have experience of working with early years children and staff retention is good, therefore staff have a lot of experience of how to promote and nurture children's development through stimulating and fun play opportunities. Staff consistency ensures good knowledge of individual children's needs.

Setting high expectations, becoming confident learners

Staff give children the freedom to speak and listen during registration and through play to develop their confidence. The children mix with other children older than themselves and make friends and gain confidence in their social interactions.

WORKING IN PARTNERSHIP WITH PARENTS AND TEACHING STAFF

Personal development, behaviour and welfare

We support the delivery of the EYFS through a range of play opportunities which are aimed at promoting the children's development. Playworkers work closely with the children as they engage in play and demonstrate their specific knowledge,

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understanding and skills. Further opportunities are then provided to assist in establishing existing learning and introducing new things.

Before a child starts with us, their parents must fill in an All About Me form, which allows us to get to know the child in order for us to have the correct support in place for them. We undertake an activity called "My First Year at Kids' Club" which is done three times throughout the school year which allows us to see how the children develop over the year, with regards to handwriting, learning and understanding, language, their dreams and aspirations and their experience at Kids' Club.

Behaviour and ground rules

Children at Kids' Club are involved in setting ground rules. Kind Hands, Kind Words and Kind Feet are common to all of our sites. Children follow simple rules and listen to instructions. All children are encouraged to share, take turns and play well together. We routinely go through the rules, especially when new children start with us to ensure all children are aware and participate in talking through the rules.

Healthy diet, physical exercise

Kids' Club follow the School Food Guidelines for our breakfast and afternoon snack. We ensure children are served food which does not contain excessive amounts of fat, salt or sugar. Children's dietary needs with regard to allergies and intolerances are catered for. Children at Kids' Club have opportunities and are encouraged to take part in physical play outdoors (weather permitting) and indoors after snack (depending upon space available).

OUTCOMES FOR CHILDREN - Brief statement

At Kids' Club, we provide a range of play opportunities that support and enhance the children's learning. These may include helping children to develop a positive sense of themselves and others, improving their skills in counting numbers, calculating simple addition and subtraction problems. Positive language is used to encourage the children to develop their skills and to enable them to try new things with confidence.

Overall effectiveness

At Kids' Club we support the delivery of the EYFS, and we provide the children with a wide range of activities that support their learning. We observe the children and ensure that we provide them with a range of play opportunities that they will find stimulating, fun and enjoyable.

How we meet the needs of children using our service

Online registration forms (renewed annually) are used to ensure details of medical, dietary and health needs. Permissions are noted for photographs to be taken and used for our website.

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How we ensure children feel safe and secure

Staff wear Kids' Club uniforms and ID badges. Their photographs are displayed on the notice board. Staff ensure children know where they can play and any areas that are out of bounds. Staff get to know the children and build up secure relationships with them and their parents. Children are encouraged to talk to staff about anything that may be worrying them. The juniors have a worry box where they can make a note of anything bothering them. This has proved to be helpful at the start of the September term when the children make the transition from the infants to the juniors for afterschool clubs.

How we support transitions

Kids' Club operate an open door policy which means new children and their parents can visit when they wish to help them to make the right choice for their childcare provider. Staff talk to parents and children and provide information leaflets about our service. Transitions are managed to ensure children are secure.

How safeguarding and welfare requirements are met

Kids' Club take all necessary steps to keep children safe and well. We ensure the suitability of adults who have contact with children by following safe recruitment guidelines. We have policies and procedures to safeguard children which are regularly reviewed and updated. Managers are designated to take lead responsibility for safeguarding children in every setting. All staff have up to date training and knowledge about safeguarding issues. Details of staff training can be found in staff files on site.

Evaluation of practice and securing continuous improvement

As site manager I demonstrate an ambitious vision to provide a very high standard of service which represents the points of view of both the children and parents. I am constantly striving to improve the setting and the service that we provide and regularly make changes based on feedback from service users. We have implemented an earlier start after reviewing our operating systems to ensure that the needs of our parents are met.

Evaluation of the staff team is carried out using a range of methods. At this time, we have adopted different strategies to ensure that our staff well-being is being addressed. Our interactions with staff members have become more informal so that we can respond to any points that they raise quickly. One to one meetings are held with all staff to enable them to discuss any personal areas with us in confidence however these are on an informal basis. These informal meetings provide staff with the opportunity to discuss any concerns that they may be facing in any aspect of their role or in their personal lives. We strive to do our absolute best to support the staff, children and parents who use our settings.

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Out of Hours continually tries to improve the service provided for the children and their parents. Parents are now able to complete their registration for the setting online and select whether they want a permanent or a shift pattern contract and they also pay their fees by bank transfer as opposed to cash or cheque on site. This has freed up some time on site and made the process more straight forward.

New toys and resources have just been purchased which consider the current interests of the children attending the setting. The children create a wish list for new resources and based on the pom pom jar activity they do, they get the items on their wishlist.