

Self-Evaluation Form

Early Years and Childcare Register: 322447

Date of previous Ofsted inspection: 10th June 2019

OUR SETTING

Main Characteristics of the setting

Booker Out of Hours Kids' Club

Building/areas used

Kids' Club operates in the junior school canteen, infant hall, and Rainbow Room.

Organisation (links with school or Children's Centre)

Kids' Club maintains very good links with the school. Regular meetings are held between the Site Manager and members of the school team and daily hand overs take place with the children's teaching and support staff.

Outdoor space

Kids' club utilises a large play area with both grassed and playground areas that are available for the children to use. There are opportunities for children to play ball games, balance, skip, use outdoor apparatus and socialise with friends. We can also access enclosed yard areas in the infants.

Access/Disability access

The school canteen that Out of Hours Kids' Club operates from has level entry for disabled access and there is an accessible toilet within the base.

Hours and days we operate

Operating times:

7.45am - 9.00am for breakfast club

3.00pm - 5.45pm for after-school club, term time only

Maximum number of places 100

STAFF DEPLOYMENT AND QUALIFICATIONS

Site Manager - Claire Jones

NVQ level 3 in Playwork/Diploma (LJMU) Specialist Teaching Assistant qualification

First Aid at Work/ Paediatric First Aid

Health and Safety at Work/Food Safety

Designated Safeguarding/Prevent Duty

7303 Certificate in Delivery and Learning

Deputy Site Manager - Sue Spencer
Level 3 qualification in Early Learning and Childcare
First Aid at Work/ Paediatric First Aid
Health and Safety at Work/Food Safety
Designated Safeguarding/Prevent Duty
Breakfast Club Manager - Stepanie Lindsey
Level 3 Childcare/BA in Fine Art
First Aid at Work/ Paediatric First Aid/Food Safety
Health and Safety at Work
Designated Safeguarding/Prevent Duty
Playwork staff
Paediatric First Aid
Health and Safety
Food Safety
Basic Safeguarding/Prevent Duty
Keeping Children Safe in Education
The training file on site is updated regularly. Out of Hours Kids' Club have three sites in South Liverpool with peripatetic staff available who can be moved to any site as necessary to cover staff absence. (During the pandemic we have had to limit the movement of staff from site to site to ensure that we do not spread any potential Covid cases.)
Recruitment and Retention
The admin centre holds all the documentation for Out of Hours Kids Club Ltd recruitment and selection. All staff are DBS checked and complete annual renewal paperwork for continued suitability, disqualification by association, confidentiality, and other employment. Staff health and medication forms are kept in staff personal files on site and updated when any changes occur, and they are renewed annually. Individual Staff Continued Professional Development folders are kept on site and updated regularly. The staffing and HR Manager monitors staff sickness and attendance, personal development, and progression.

Special features of setting

The setting has a wide range of sports play equipment including bats, balls, skipping ropes, hockey, cricket, basketball posts.

We have fixed outdoor apparatus and plenty of indoor play opportunities for the children to choose from daily.

During recent months we have ensured that the equipment is sanitised regularly and allocated to specific groups to ensure the children's safety.

We liaise with the school caretaker if any areas become unsafe or are in need of maintenance.

Views of others

Questionnaires are used to obtain feedback from children, parents, and staff. Evaluation of the feedback is available on site.

We also encourage the children to provide us with information on a regular basis about the things that they are interested in.

LEADERSHIP AND MANAGEMENT

As a proactive manager my aim is to adapt the staff deployment at any time during the session to ensure that the children's needs are being met. This may involve deployment of the most experienced members of staff when dealing with challenging behaviour for example. Tasks are shared throughout the team, and I use a two-week rolling rota to ensure fairness in the allocation of tasks. The rota is in place for guidance but can be subject to change to ensure the smooth running of the session and to ensure that all of the children are supported appropriately.

All the staff are aware that the Site Manager can be approached at any time to discuss any concerns that they may have.

Over recent months the staff teams have been spoken to on a regular basis to ensure that we are fulfilling all their needs in relation to Covid-19 and ensuring their safety at all times.

Over the past few months, I have provided time each session to ensure both the staff and children's wellbeing.

I value the staff opinions and we review our practice regularly to ensure consistency. Staff well-being is paramount, and we openly discuss our needs on a personal level when required.

Peer Observations

I encourage the staff to identify each other's strengths, and this enables the staff to share their skills with each other and to identify any possible areas for development.

Action Plans
As a proactive site manager action plans enable me to keep up to date with the changing needs of the staff team. Sometimes the actions that I put in place are only short term but occasionally I have to have a total rethink about the operation of the setting.
One-to-one
Communicating with the staff team on a one-to-one basis enables me to get a true understanding of their needs and this enables me to make adjustments to ensure the smooth running of the setting whilst ensuring the staff members well-being. us to work co-operatively to achieve them.
Staff Retention
Considering that most of the staff team only work part time and some staff have other employment we have great staff retention. The staff team 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. As a company I feel we should be proud when we see how well we retain our staff. This ensures a core cohort of experienced and knowledgeable staff who are able to share their playwork practice to the benefit of the children.
Supporting the children
The children are encouraged to be independent and to select activities that they are interested in. Hygiene is always promoted, and children wash their hands before snack and after using the toilet they also know the measure that are in place if they sneeze or cough and how to dispose of any tissues appropriately. We have continued to keep the children in their year areas, however, we are now resuming our inclusive play practices. The children are encouraged to choose their own activities and staff are deployed to facilitate the children's play.
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 and tolerance are promoted at all times.
LEARNING AND DEVELOPMENT
At Booker OOHKC many of the staff have Early Years qualifications and a good working knowledge of the EYFS. As breakfast club and after-school providers we support the delivery of the EYFS through a range of activities and play opportunities. We try to link into the school curriculum wherever possible to reinforce the children's learning. We have recently developed paperwork to support our EYFS children so that all staff can see their development over the time that they are with us.

Setting high expectations, becoming confident learners
<p>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.</p> <p>We listen to the children and respond to their individual needs, and we provide time for the children to tell us about themselves and share their experiences with the other children. This can be talking about their birthdays or family celebrations or just how they have spent their time when they have not been in school.</p>
WORKING IN PARTNERSHIP WITH PARENTS AND TEACHING STAFF
Personal development, behaviour and welfare
Key workers
<p>I have allocated staff to work with the early years children who have a sound knowledge and understanding of their needs, but all of the staff team provide support for the EYFS children throughout each session.</p>
Behaviour and ground rules
<p>Children at Kids' Club are involved in setting the ground rules. Kind Hands, Kind Words and Kind Feet are common to all of our sites. Children follow the simple rules and listen to instructions. All of the children are encouraged to share, take turns and play well together. We encourage the children to respect each other's individuality.</p> <p>We aim to promote positive behaviour and we allow the children time to resolve any conflict themselves before we "step in" with any adult input.</p>
Healthy diet, physical exercise
<p>At Out of Hours Kids' Club, we provide healthy and nutritious snacks at both breakfast and afterschool. 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's cultural or personal needs are also catered for and we regularly update our menus to accommodate the children's specific dietary needs while providing the rest of the children with new snack experiences.</p> <p>Children at Kids' Club have opportunities for physical play outdoors (weather permitting) and indoors (depending upon space available).</p>
OUTCOMES FOR CHILDREN - Brief statement
<p>Staff at Kids' Club support the Early Year's, Foundation Stage and we provide a range of fun and interesting play opportunities to support the children's' emerging skills. 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</p>

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

I have worked at Booker for a number of years and during this time I have built solid relationships with the staff in the school. This enables me to have the opportunity to share information that will benefit the setting.

I liaise with the Head Teacher on a regular basis and we keep each other updated on any children who attend the setting who have additional needs.

How we meet the needs of children using our service

Registration forms (renewed annually) are completed online and enable us to acquire information in relation to the children's medical, dietary, interests and any specific support needs that a child may have.

Our new online booking system enables us to offer parents a more flexible approach to booking their childcare. Many parents have taken advantage of the new booking system as they navigate their own workplace changes such as hybrid working.

I have to be constantly vigilant to the needs of the children and staff and often have to make changes at short notice when we are provided with Covid information. I strive to keep the setting as normal as possible for the children and staff who work at the setting.

We also gain permissions for photographs to be taken and used for either on site or our website.

How we ensure children feel safe and secure

Staff wear uniform and ID badges and are easily identifiable. Their photographs are displayed on the notice board with their names.

Staff provide children with clear guidance and ensure that the 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 children know that they can talk to us about anything that is bothering them.

We encourage the children to tell us about themselves, positives, and negatives in their lives. We aim to be trusted adults in their lives as they grow with us from reception to Year 6.

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. (This has been difficult during the Pandemic as visitors to the school setting are limited.)

I have spoken directly with the parents and children and generated further information about the individual children that was possibly not provided on the online form. This means of communication has been invaluable and has enabled me to touch base with the majority of the new children's parent. Parents also have access to our website and information leaflets about our service.

How safeguarding and welfare requirements are met

At Kids' Club we 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, our advertisements explain that any potential member of staff will be subject to DBS clearance, potential staff will need to provide 2 reference, qualification certificates and be able to explain any employment history gaps. We have a thorough recruitment process in place which I play a pivotal role in as staffing manager.

We have policies and procedures in place to safeguard children and we update our Safeguarding knowledge using both inhouse and external courses.

Managers are designated to take lead responsibility for safeguarding children in every setting. All staff have up to date training knowledge of safeguarding issues which starts at induction and is enhanced at every meeting.

Details of staff training can be found in staff files on site.

Staff are encouraged to update their safeguarding knowledge on a regular basis, and we actively promote an open and transparent environment passing on even the most minor concerns.

Evaluation of practice and securing continuous improvement

Evaluation of the staff team is carried out using a range of methods. We use reflective practice to evaluate how each member of the team is carrying out specific areas and this provides opportunities to pool ideas. We also use group meetings and informal briefs to provide the staff with the opportunity to express their views on aspects of the service and how it can be improved to meet the needs of the latest cohort of children.

One-to-one meetings are held with all staff to enable them to discuss any personal areas with us in confidence. The one-to-one meetings enable staff to identify both their strengths and areas where they may benefit from additional support. They can often also just provide staff with the opportunity to discuss any concerns that they may be facing in their personal lives.

At Out of Hours, we continually strive to improve the service provided for the children and their parents. By liaising with the head teacher, we have been able to improve our service to the EYFS children after obtaining the use of the Ladybird room which has its own toilets and outdoor play area.

We firmly believe that this has enabled the EYFS children to adapt to their school transition in a more positive way and has enabled our staff team to get to know these children better as a result.

Parents are now able to 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. Parents commented that they no longer have to remember to bring cash or cheque books when coming to collect their children.

We regularly ask the children to create a 'Wish List' for resources that they would like to play with at the setting and we have recently replenished many of the board games on site and introduced new boards games at the children's request.

We have also increased our breakfast operating times by opening for breakfast at 7.45am we made this change after taking into consideration requests from parents. We have also changed our booking system and made it more flexible to accommodate the parents' changing workforce needs.