

**Out of Hours Kids' Club Ltd
Self-Evaluation Form**

Self-Evaluation Form

Early Years and Childcare Register: 503961
Date of previous Ofsted inspection: 27.06.18

Main Characteristics of the setting

Dovedale kids' club is situated in Dovedale Primary School. Liverpool

Building/areas used

Breakfast club operates from the infant hall. The infant afterschool also operates from there and the junior's afterschool operates from the canteen in the junior department.

Organisation (links with school or Children's Centre)

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

The Headteacher communicates very regularly with the Site Manager. Strong links have been formed with the pastoral/care team and information is shared on a regular basis.

Outdoor space

Dovedale school has a large playground with an Adventure Area that is available for children in Yr 1 and above to use. This includes a new adventure area which has large climbing frames and balance bars. There are opportunities for children to ride scooters, play ball games, climb, balance, skip and socialise with friends. Football is played in a dedicated area.

Access/Disability access

Out of Hours Kids' Club operates from the infant hall and junior buildings and has disabled access to both.

Hours and days we operate

Operating times are 7.45 until the start of the school day for breakfast club and the end of the school day until 5.45 for afterschool club, term time only.

Maximum number of places

150

STAFF DEPLOYMENT AND QUALIFICATIONS

Site Manager - Sarah Barnard

BA Degree Physical Education and Geography

NVQ Level 3 in Playwork

First Aid at Work/Paediatric First Aid

Health and Safety at Work/Food Safety

Designated Safeguarding/Prevent Duty

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Breakfast Club Manager - Sonya Ahmed
Level 3 Childhood Studies
First Aid at Work/Paediatric First Aid
Health and Safety at Work/Food Safety
Designated Safeguarding/Prevent Duty
Afterschool Manager - Debbie Tambourini
Level 3 Qualification
First Aid at Work/Paediatric
Health and Safety at Work/Food Safety
Designated Safeguarding/Prevent Duty
Playwork staff
Paediatric First Aid
Health and Safety/Food Safety
Basic Safeguarding/Prevent Duty
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 move to any site as necessary to cover staff absence.
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 which can be found in staff personal files on site and updated when any changes occur, and they are renewed annually. Staff core training details are found within our Continued Professional Development folders on site and copies are in personal files. The staffing and HR Manager track 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, stilts and many other sports activities. We also have access to the adventure play area which offers the children lots of opportunities to promote their physical skills. We have appointed a cook who uses the junior school kitchen to prepare the snacks for both the infants and juniors. The food is transported from the junior side and is served out of the servery in the infants.

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Views of others

Questionnaires are used to obtain feedback from children, parents and staff. Evaluation of feedback is available on site. We are trying out a number of different ways to obtain feedback from the children. A recent initiative has been to do a vote with your feet activity whereby children had the opportunity to stand behind a number of statements that they had helped to create. Thumbs up/Thumbs down questionnaires.

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 we use a rota to ensure fairness in the allocation of tasks.

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 supervision and continuing professional development and also ensuring their safety at all times.

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 areas for development.

Action Plans

I create action plans with different members of the staff team, and this enables me to keep up to date with the changing needs of the staff team. Sometimes the action plans that I put in place are only short term but occasionally I have to 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.

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.

Support for children.

Children are encouraged to be independent. They wash their hands before snack and after using the toilet. The children choose their own activities and staff are deployed to facilitate the children's play.

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EQUALITY, DIVERSITY AND BRITISH VALUES

Equality of Opportunity is promoted by staff who are good role models. Core values of respect and tolerance are promoted at all times. This ensures children are kept safe and protected from bullying, extremism and radicalisation. Children are involved in developing the behaviour management of the setting. This ensures they have a clear understanding of what is acceptable behaviour and what is not. The children behave well and develop good relationships with their peers. Staff are trained to monitor and observe the children and understand the need to share information with other agencies. Recent feedback sessions have encouraged the children to have a right to their own opinion, to express their likes and dislikes and to have a greater ownership for the setting by voting to express what they want to do.

LEARNING AND DEVELOPMENT

Staff understanding of children's development

Many of the staff have Early year's qualifications and staff retention is good so staff have a lot of experience of how to promote and nurture children's development through stimulating and fun play opportunities.

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

Playwork staff

Children are allocated key staff during their reception year. The playworkers watch and listen to the children as they engage in play and demonstrate their specific knowledge, understanding and skills. A note is made by the playworker of these events with photographs which can be shared with the parents. Each reception child has an individual record on site. From September 2022 we are using 'All about me' information forms and registration forms for the children's first year sheets to track and identify areas for development that can be supported in our setting.

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.

Healthy diet, physical exercise

Kids' Club follow the School Food Guidelines for our snack and breakfasts. 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

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at Kids' Club have opportunities for physical play outdoors (weather permitting) and indoors (depending upon space available).

OUTCOMES FOR CHILDREN - Brief statement

Key workers and staff at Kids' Club are aware of early year's goals and outcomes and work with parents and school staff to help the children to achieve these goals. These may include helping children to develop a positive sense of themselves and others, improve their skills in counting numbers, calculating simple addition and subtraction problems.

Overall effectiveness

Staff have good relationships with early year's staff in the schools we operate in and can share information with those staff to support the schools delivery of the Foundation Stage.

How we meet the needs of children using our service

Registration forms (renewed annually online) are used to ensure details of medical, dietary needs. Permissions are noted for photographs to be taken and used for our website. Regular dialogue with the parents/carers ensures that we are kept up to date with any changes to the children's needs.

How we ensure children feel safe and secure

Staff wear 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. After discussions with the school about the need for additional security on the school yard after the introduction of the adventure play area the access and egress to the setting have been changed. The gates around the school will now all be locked leaving only one entrance open for access to the school.

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.

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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. The manager at Dovedale has undertaken Safer Recruitment Training and Regular Updates and is part of the HR team in the admin office who are responsible for checking suitability, work history, right to work in the UK and references. We have policies and procedures to safeguard children. Managers are designated to take lead responsibility for safeguarding children in every setting. As Site Manager at Dovedale I provide cover as Responsible Officer for Safeguarding when other colleagues are off. All staff have up to date training and knowledge of safeguarding issues. Details of staff training can be found in staff files on site.

Evaluation of practice and securing continuous improvement

Evaluation of the staff team is carried out using a range of methods. We use peer observations to evaluate how each member of the team is carrying out specific areas. We also use group meetings to provide the staff with the opportunity to express their views on aspects of the service.

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.

Out of Hours continually strive to improve the service provided for the children and their parents. Parents are now able to pay their fees by bank transfer using an online registration and booking system. 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.

The site regularly reviews and requests new resources from the site wish list. This is an ongoing list generated over the year to replace toys and equipment that are broken or have pieces missing. It also provided the opportunity for the children to provide ideas for equipment and resources that they would like. Dovedale children received toy cars, dolls, jigsaws, books, a Wii dance game, a till and some role play shop items. Additional seating, cushions and throws for the reading area, sensory fidget stools, recording equipment, dual language books and a Pen Pal reading system. Natural material construction toys and games.