

Out of Hours Kids' Club
Self-Evaluation Form

Early Years and Childcare Register: 322449

Date of previous Ofsted inspection: 22.11.18

SELF EVALUATION FORM

Main Characteristics of the setting

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

Building/areas used

Breakfast & After-school club operates from a 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, we can also access the school hall after 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 the children who attend the club and provide the school with current DBS lists. I have regular two weekly meetings with the Headteacher Mrs Ngenda and Miss O'Connor - Designated Safeguarding lead/Assistant Head.

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 when it is not being used by the school. There are opportunities for children to play group games such as cricket football, ride scooters or engage in any play opportunity that they choose. As Site Manager I drive continual development by working closely with the playwork team and ensuring that the children are provided with opportunities to reinforce and extend their existing skills.

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

Maximum number of places

60

Out of Hours Kids' Club
Self-Evaluation Form

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Self-Evaluation Form

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/Food Safety
Designated Safeguarding/Prevent Duty
Acting Deputy Site Manager - Kim McKie
BA in Learning and Development
NNEB/NVQ Level 3 in Playwork
First Aid at Work/Paediatric First Aid/First Aid for Mental Health
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
<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 the new 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.</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, peripatetic staff who provide support at the setting either have their files with them or I can access them through the admin centre.</p> <p>All staff are DBS checked and complete annual renewal paperwork for continued suitability, disqualification by association and medication checks. I keep a record of</p>

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

the training needs of the staff and also any areas where they may have requested additional support.

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 demonstrate trust and respect for my team, and I have built an open, honest, trusting relationship that empowers the team. Leading and managing the team effectively brings out the best in everyone and leads to good outcomes for children, parents and staff.

Our vision for the setting is to create a positive, nurturing and stimulating environment for children to learn and grow. Our goal is to build strong relationships with families and to get to know the new reception children and staff and be advocates for the early childhood field.

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.

Parents complete 'An all about Me' form before their child starts the setting. The staff members read through, and this helps to settle the reception children in by providing toys and activities that interest the children.

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. 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. Staff are briefed daily before each session both at breakfast club and after school and this is recorded on weekly minutes.

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

CHILDREN ARE ENCOURAGED TO BE INDEPENDENT

Out of Hours Kids' Club Self-Evaluation Form

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 and tolerance are always promoted.

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.

We respond to any incidents of unacceptable behaviour in a positive manner. We encourage the Child/Staff/Parent to talk through the behaviour openly and promote working together.

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 year's children 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. Staff consistency ensures good knowledge of individual children's needs.

Setting high expectations, becoming confident learners

Out of Hours Kids' Club Self-Evaluation Form

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.

Out of Hours Kids' Club
Self-Evaluation Form

WORKING IN PARTNERSHIP WITH PARENTS AND TEACHING STAFF

Personal development, behaviour and welfare

We no longer have keyworkers however all of the staff members build relationships with the reception children and observe their development. We also communicate with Parents and the reception teachers.

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

We have recently introduced well-being and development forms which we will use

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 at Kids' Club have opportunities for physical play outdoors (weather permitting) and indoors (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 liaise with reception teachers and the Early Years Lead Miss O'Connor to enable us to 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.

Out of Hours Kids' Club Self-Evaluation Form

How we meet the needs of children using our service
Online registration forms (renewed annually) are used to ensure details of medical, dietary needs. Permissions are noted for photographs to be taken and used for our website.
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.
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. Managers are designated to take lead responsibility for safeguarding children in every setting. All staff have up to date training knowledge of safeguarding issues. Details of staff training can be found in staff files on site. Staff complete 'Prevent Duty' and we have regular updates about any safeguarding changes.
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

Out of Hours Kids' Club Self-Evaluation Form

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. Covid-19 brought many challenges to the workplace, and we are striving to do our absolute best to support the staff, children and parents who use our settings. Although restrictions have been removed, we are still very mindful of the need to promote stringent hygiene controls.

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.

Regular contact with Richie the Caretaker ensures that any maintenance is carried out in a timely manner.