

Forfar Out of School Club Limited Day Care of Children

Langlands Primary School
Taranty Road
Forfar
DD8 1JY

Telephone: 07736800868

Type of inspection:
Unannounced

Completed on:
6 March 2025

Service provided by:
Forfar Out of School Club Ltd

Service provider number:
SP2022000153

Service no:
CS2022000219

About the service

Forfar Out of School Club Limited is registered to provide a care service to a maximum of 70 primary school aged children at any one time.

Adult:child ratios will be a minimum of: 1:8 if the children attend more than 4 hours per day, or - 1:10 if the children attend for less than 4 hours per day - If all children are over 8 years old and over 1:10

During the operating times the service will have the exclusive use of the dining hall and gym hall within the address.

The service is managed on a peripatetic basis. The manager is also the manager of Lemon Tree Nursery CS2017362201.

The service may operate from 08:00 to 09:00 and from 15:00 to 18:00 Mondays to Fridays during school term time and from 08:00 to 18:00 during school holiday periods and in service days.

The service operates from Langlands Primary School, Forfar. They are based within the dining hall and have access to the gym hall. The children also have direct access to the school playground from the dining hall.

About the inspection

This was an unannounced follow up inspection which took place on Thursday 6 March between 12:15 and 17:00. The inspection was carried out by one inspector from the Care Inspectorate.

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 children using the service;
- spoke with staff and management;
- observed practice and daily life;
- reviewed documents.

Key messages

- Of the one requirement and four areas for improvement made at the previous inspection, one requirement and three areas for improvement were met. One area for improvement remains in place and will be assessed at the next full inspection of the service.
- Staff understood the importance of effective supervision of children and deployment when outdoors.
- Medication records were completed in detail to ensure children's safety.
- Snack time had been reviewed to support a safe and healthy experience.
- Personal plans had been updated to include detail information to help staff support and meet children's needs.
- Quality assurance systems were still at an early stage. Further development of evaluation, monitoring and auditing was needed to inform the continued improvement of the service.

What the service has done to meet any requirements we made at or since the last inspection

Requirements

Requirement 1

By 2 December 2024, the provider must ensure children are kept safe when playing outside.

To do this the provider must at a minimum ensure:

- a) Staff are aware of the factors which raise the potential risk of children leaving the environment unsupervised and take action to prevent any occurrences.
- b) Effective supervision and risk assessments are carried out by staff.
- c) The outdoor area including gates is fully secure and keep children safe and protected.

This is to comply with Regulation 4(1)(a) (Welfare of users) of The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011 (SSI 2011/210).

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

'My environment is secure and safe'. (HSCS 5.19).

This requirement was made on 4 December 2024.

Action taken on previous requirement

Discussions about safety outdoors and boundary lines had taken place between staff and children. Staff had reviewed their deployment outdoors and were observed to be flexible to ensure effective supervision was carried out. Risk assessments had been reviewed and updated where necessary to ensure all risks had been identified and minimized, keeping children and staff safe. The outdoor space was secure and the children

knew the area they were to play within. Staff ensured the playground gate was bolted and supervised so that children did not leave the outdoors without an adult.

Met - within timescales

What the service has done to meet any areas for improvement we made at or since the last inspection

Areas for improvement

Previous area for improvement 1

To ensure children's safety when medication is to be administered, the management team should ensure that medication forms are completed with information in line with best practice guidance. Risk assessments should be in place when appropriate.

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

'Any treatment or intervention that I experience is safe and effective'. (1.24).

This area for improvement was made on 4 December 2024.

Action taken since then

Medication records were fully completed with parents to ensure all relevant information was recorded to meet the needs of the children who required medication. Parental consents were gained before medication was administered. Medication was audited every term as advised in best practice guidance, to ensure children's safety.

This area for improvement has been met.

Previous area for improvement 2

To ensure children's health and wellbeing is supported and individual needs met, the management and staff team should ensure detailed information is gathered for the children and recorded within their personal plans. This information should be easily accessible for staff to ensure children's needs are met daily within the service.

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

'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'. (HSCS 1.15).

This area for improvement was made on 4 December 2024.

Action taken since then

Personal plans had been updated to include detailed information that was current and relevant to the children. This information helped staff support children's health, wellbeing and individual needs. Management and staff were aware that personal plans must be reviewed every 6 months in accordance with legislation, signed and dated by parents/carers.

This area for improvement has been met.

Previous area for improvement 3

To support children's health, wellbeing and choice, the snack time experience should be reviewed and further developed and improved.

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

'My meals and snacks meet my cultural and dietary needs, beliefs and preferences'. (HSCS 1.37).

This area for improvement was made on 4 December 2024.

Action taken since then

Snack time had been reviewed and further developed to ensure children experienced a safe, social experience with healthy snack options. While we saw some staff sit with children during snack, chatting about various topics, this was not consistent. Children's independence was encouraged as they served themselves, using tongs and serving spoons to place the food on their plates and poured their drinks. They chatted with staff and friends as they enjoyed healthy snacks, including fruit. Milk and water were available to drink.

This area for improvement has been met.

Previous area for improvement 4

Children should experience high quality care, play and learning. The manager should ensure quality assurance, including self-evaluation and improvement plans, is in place and leads to continuous improvement.

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

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

This area for improvement was made on 4 December 2024.

Action taken since then

Quality assurance systems were still at an early stage. Further development of evaluation, monitoring and auditing should be carried out to inform and support robust and continuous quality assurance.

This area for improvement has not been met.

It is continued to the next full inspection.

Complaints

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

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