



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 113554

### INSPECTION DETAILS

Inspection Date 13/09/2004  
Inspector Name Alison Jane Williams

### SETTING DETAILS

Day Care Type Sessional Day Care  
Setting Name Hampers Green Kaleidoscope Playgroup  
Setting Address Hampers Green Centre, North Street  
Petworth  
West Sussex  
GU28 9NL

### REGISTERED PROVIDER DETAILS

Name Mrs Janet Marion Welch

## ABOUT THE INSPECTION

The purpose of this inspection is to assure government, parents and the public of the quality and standard of day care. When making judgements, inspectors have regard to how well the provider meets the National Standards for under Eights Day Care and Childminding. A list of these is attached. The report identifies strengths and areas for improvement.

This inspection report must be made available to all parents.

### Information about the setting

Kaleidoscope Playgroup is situated in the town of Petworth in West Sussex, and has been a registered provision since 1989. It is a registered charity and committee run group. The manager is responsible for the management and day-to-day organisation of the provision. The playgroup is based within the Hampers Green Centre and serves children from Petworth and the surrounding villages. Children have use of main hall and a smaller adjoining room with toilet and washing facilities provided adjacent. The pre-school is open term time only, Monday, Wednesday and Friday, from 9.30 until 12.00. It is the policy of the playgroup to accept children from the age of two years six months. At the time of the inspection, 27 children were on the register, including nine three year olds and ten four year olds who are in receipt of funding. The group are able to offer appropriate support to children who have a recognised special educational need and children who speak English as an additional language. At the time of the inspection, Six members of staff were employed to work with the children. Five members of staff hold early years qualifications and the other is working towards a qualification. The group receives support from the Early Years Development & Childcare Partnership.

### How good is the Day Care?

Hampers Green Kaleidoscope Playgroup provides satisfactory care for children.

The majority of staff are suitably qualified and experienced to care for children and have updated their knowledge and understanding in a variety of areas through training courses attended. The procedures for appointing and vetting staff are appropriate, although effective procedures for induction and staff appraisal are not in place.

The records, policies and procedures, which are required for the efficient and safe management of the provision, need improving as documentation is not in place or lacks the necessary detail. Space and resources are organised to meet children's needs effectively. The pre-school provides a warm and welcoming environment for all children, parents and carers. and the children are happy, confident and well behaved.

Staff take reasonable steps to ensure children's safety and staff under taken daily risk assessment of the premises and outside play area before each use. However, there is an absence of smoke alarms on the premises. Hygiene procedures and

practices promote the good health of children. Children are provided with regular drinks, and the pre-school promotes healthy eating when offering snacks. Staff have a positive attitude towards caring for children with special needs and have an appropriate understanding of child protection issues and procedures.

Staff provide a varied range of activities, with particular emphasis on art & craft activities and cookery. However, resources and activities that promote equality of opportunity and anti-discriminatory practice are limited. Children are actively involved in their learning and their understanding is extended through discussion and practical activities. Good procedures are in place for managing children's behaviour.

Staff work in partnership with parents, they share information daily regarding the children to ensure parents wishes are respected and individual children's needs are meet.

#### **What has improved since the last inspection?**

Not applicable.

#### **What is being done well?**

- The group provides rich opportunities for make believe and pretend play. The home corner is adapted for various scenarios with appropriate resources, props and dressing up clothes. This allows children to create and act out different roles and imaginary situations.
- Children are provided with opportunities to experiment and be creative using their own ideas, they use various natural and recycled materials for art & craft activities. Children's work is valued and displayed within the provision.
- The group provides a varied selection of toys and equipment. Children have easy access to them and are able to make their own choices, which encourages and develops their independence.
- The group maintains good hygiene practices and procedures and children are encouraged throughout the daily routine to have an awareness of personal hygiene. Staff are pro-active in promoting the good health of children and information regarding communicable diseases is shared with parents. Staff take positive steps to prevent the spread of infection and to inform parents when children are ill. Written records of all accidents involving children are in place and the first aid box is well maintained.
- Good strategies are in place for behaviour management, which are appropriate to the ages and level of understanding of the children. Staff are consistent in their approach to behaviour management and use praise and encouragement to promote positive behaviour. Children are given a clear explanation and reason why their behaviour is unacceptable, which help them to learn right from wrong.
- The staff establish beneficial relationships with parents and they are kept well informed about the provision via parents notice board and regular

newsletters. The playgroup has good procedures for the settling in of new children. Staff work in partnership with parents with regards to introductory visits, to ensure children are happy and confident, before they are left on their own.

#### What needs to be improved?

- procedures for induction and staff appraisals
- procedures for improving fire safety precautions
- activities and resources that promote equality of opportunity and anti-discriminatory practice and an equal opportunities policy that is consistent with current legislation and guidance.
- special educational needs statement that is consistent with current legislation and guidance.
- the detail in the statement on behaviour management

#### Outcome of the inspection

Satisfactory

#### CONDITIONS OF REGISTRATION

*All registered persons must comply with all conditions of registration included on his/her certificate of registration.*

*As a result of this inspection conditions of registration have been imposed / varied / removed and a new certificate of registration will be issued.*

#### WHAT NEEDS TO BE DONE NEXT?

#### The Registered Person must take the following actions by the date shown

Std	Action	Date
14	Devise and make available to parents, a written statement on special needs which is consistent with current legislation and guidance.	31/12/2004
9	Devise an equal opportunities policy that is consistent with current legislation and guidance. Ensure that this is understood and implemented by all staff and shared with parents and that children have an appropriate range of activities and resources that promote equality of opportunity and anti-discriminatory practice	31/12/2004

<b>The Registered Person should have regard to the following recommendations by the time of the next inspection</b>	
<b>Std</b>	<b>Recommendation</b>
2	Develop and implement a procedure for staff appraisal to ensure training needs are identified and staff are supported in attending relevant courses and ensure effective procedures are in place for staff induction
6	Meet any recommendations made by the Fire Safety Officer with regards to the fitting and location of smoke detectors
11	Extend Behaviour Management Statement to include strategies used to manage unwanted behaviour and how positive behaviour is promoted within the setting

## **SUMMARY OF NATIONAL STANDARDS**

### **STANDARD 1 - SUITABLE PERSON**

*Adults providing day care, looking after children or having unsupervised access to them are suitable to do so.*

### **STANDARD 2 - ORGANISATION**

*The registered person meets required adult: child ratios, ensures that training and qualifications requirements are met and organises space and resources to meet the children's needs effectively.*

### **STANDARD 3 - CARE, LEARNING AND PLAY**

*The registered person meets children's individual needs and promotes their welfare. They plan and provide activities and play opportunities to develop children's emotional, physical, social and intellectual capabilities.*

### **STANDARD 4 - PHYSICAL ENVIRONMENT**

*The premises are safe, secure and suitable for their purpose. They provide adequate space in an appropriate location, are welcoming to children and offer access to the necessary facilities for a range of activities which promote their development.*

### **STANDARD 5 - EQUIPMENT**

*Furniture, equipment and toys are provided which are appropriate for their purpose and help to create an accessible and stimulating environment. They are of suitable design and condition, well maintained and conform to safety standards.*

### **STANDARD 6 - SAFETY**

*The registered person takes positive steps to promote safety within the setting and on outings and ensures proper precautions are taken to prevent accidents.*

### **STANDARD 7 - HEALTH**

*The registered person promotes the good health of children and takes positive steps to prevent the spread of infection and appropriate measures when they are ill.*

### **STANDARD 8 - FOOD AND DRINK**

*Children are provided with regular drinks and food in adequate quantities for their needs. Food and drink is properly prepared, nutritious and complies with dietary and religious requirements.*

### **STANDARD 9 - EQUAL OPPORTUNITIES**

*The registered person and staff actively promote equality of opportunity and anti-discriminatory practice for all children.*

### **STANDARD 10 - SPECIAL NEEDS (INCLUDING SPECIAL EDUCATIONAL NEEDS AND DISABILITIES)**

*The registered person is aware that some children may have special needs and is*

*proactive in ensuring that appropriate action can be taken when such a child is identified or admitted to the provision. Steps are taken to promote the welfare and development of the child within the setting in partnership with the parents and other relevant parties.*

#### **STANDARD 11 - BEHAVIOUR**

*Adults caring for children in the provision are able to manage a wide range of children's behaviour in a way which promotes their welfare and development.*

#### **STANDARD 12 - WORKING IN PARTNERSHIP WITH PARENTS AND CARERS**

*The registered person and staff work in partnership with parents and to meet the needs of the children, both individually and as a group. Information is shared.*

#### **STANDARD 13 - CHILD PROTECTION**

*The registered person complies with local child protection procedures approved by the Area Child Protection Committee and ensures that all adults working and looking after children in the provision are able to put the procedures into practice.*

#### **STANDARD 14 - DOCUMENTATION**

*Records, policies and procedures which are required for the efficient and safe management of the provision, or to promote the welfare, care and learning of children are maintained. Records about individual children are shared with the child's parent.*