



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 508612

INSPECTION DETAILS

Inspection Date 30/09/2003
Inspector Name Susan Christine Mcguire

SETTING DETAILS

Day Care Type Sessional Day Care
Setting Name Botesdale and Rickinghall Playgroup
Setting Address Botesdale Village Hall
The Street Botesdale
Diss
Norfolk
IP22 1ER

REGISTERED PROVIDER DETAILS

Name The Committee of Botesdale And Rickinghall Playgroup

ORGANISATION DETAILS

Name Botesdale And Rickinghall Playgroup
Address Botesdale Village Hall
The Street, Botesdale
Diss
Norfolk
IP22 1ER

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

Botesdale and Rickinghall Playgroup is a voluntary-run group offering sessional care to children from the term they become three, up to five years old. Sessions take place daily, during term-time only, in the village hall in Botesdale. The sessions run from 9.05 am - 11.35 am. There is also a lunch club which runs from 11.35 am - 12.35 pm each day.

The group serves the immediate two villages and the wider community. It is a member of the Pre-school Learning Alliance and is supported by Suffolk Acre and the Early Years department.

The group is in receipt of nursery funding, and caters for children who have special needs.

How good is the Day Care?

The Pre-school provides satisfactory care for children.

Emphasis is placed on on-going staff training so children benefit from the enhanced skills this results in. The staff work well as a team, daily preparing the premises to provide a welcoming environment for both parents and children. Some attention needs to be paid to general organisation, however, so that there are enough staff working directly with the children at all times, and so that documentation reflects the requirements of the National Standards.

Staff demonstrate a very caring attitude towards the children and individual needs are met. There are good procedures to ensure that children who have special needs are well catered for and integrated into appropriate activities. Some improvements are required in the area of hygiene practice in order to help prevent the spread of infection, however, and the safety of the premises is not currently under any formal review.

There is a good balance of indoor and outdoor play provided and staff encourage children to make their own choice of activities. Children benefit from staff spending time talking to them and nurturing their self-esteem. Behaviour is managed well, with staff giving clear instructions, so children understand what is required of them.

Relationships with parents are good on a day-to-day level, and arrangements are put into place to meet the needs of parents in the community, as with the setting-up

of the lunch-club. The group's policies are not readily available to parents, however, and some required policies do not yet exist.

What has improved since the last inspection?

This is the first care inspection the group has received under Ofsted so no previous improvements were identified.

What is being done well?

- - Staff have made very good provision for children with special needs, and appropriate training has been taken to ensure that the needs of these children are met and that they are integrated well into the setting. (Standard 10)
- - Relationships between staff and children are good. Children know the boundaries for behaviour and respond well to requests to help to tidy-up. Staff are good role models for children to follow in the way they speak to the children and each other. (Standard 11)
- - There is excellent partnership between staff and parents and children benefit from the continuity of care that is provided by the lunch-club service which was set-up in response to local need. (Standard 12)

What needs to be improved?

- - Procedures for induction of new staff to ensure that group policies are read and understood. (Standard 2)
- - The procedure to be followed in the event of a child being lost or uncollected so that it is written down and shared with parents. (Standard 2)
- - Deployment of staff within the setting so that correct staff/child ratios are maintained during indoor and outdoor play. (Standard 2)
- - Health and hygiene procedures so that arrangements for hand washing help prevent the spread of infection. (Standard 7)
- - Children's records to include details of any religious and cultural requirements. (Standard 9)
- - The child protection policy to include procedures to be followed in the event of an allegation being made against a member of staff. (Standard 13)
- - The content of the group's policies, and the availability of these to parents. (Standard 14)

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
6	Conduct a risk assessment of the premises and set up an action plan, with timescales, identifying necessary actions to be taken.	05/01/2004
7	Improve policies and procedures for health and hygiene so that accident records are dated and provide more detail, that prior written permission is given for the seeking of necessary emergency medical advice or treatment, and that a sick child policy is devised and implemented.	05/01/2004
12	Make a written complaints procedure available to parents, that includes contact details of Ofsted.	05/01/2004
13	Improve the child protection statement to ensure it is in line with local ACPC procedures, and includes a procedure to be followed in the event of an allegation being made against a member of staff. This statement must then be shared with parents.	05/01/2004

The Registered Person should have regard to the following recommendations by the time of the next inspection

Std	Recommendation
2	Improve staff induction procedures to include a system of ensuring that staff policies are understood.
2	Ensure that the deployment of staff meets the needs of children in attendance and adheres to the required staff/child ratio.
6	Ensure that a written record of visitors to the group is kept.
7	Make sure that staff are aware of the importance of the prevention of the spread of infection, with special reference to the handwashing arrangements provided for children.
8	Ensure that fresh drinking water is available to children throughout the session.
9	Improve resources to include a selection which reflects positive images of

	the multi-cultural nature of society.
9	Improve children's records by the recording of any religious or cultural information.
13	Ensure that staff undertake training in child protection procedures.
14	Review all policy statements against the requirements of the National Standards, and make them available to parents.

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.