



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 109860

### INSPECTION DETAILS

Inspection Date 30/01/2004  
Inspector Name Louise, Caroline Bonney

### SETTING DETAILS

Day Care Type Full Day Care  
Setting Name Bordon Garrison Preschool and Creche  
Setting Address Kildare Road  
Bordon Garrison  
Bordon  
Hampshire  
GU35 0HL

### REGISTERED PROVIDER DETAILS

Name The Committee of Bordon Garrison Pre-school and Creche  
1068186

### ORGANISATION DETAILS

Name Bordon Garrison Pre-school and Creche  
Address Kildare Road  
Bordon  
Hampshire  
GU35 0HL

## 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

Bordon Garrison Pre-school and Crèche opened over 30 years ago. It is a Garrison amenity forming part of the Bordon Garrison Community Centre, and has the support of the Garrison Welfare and Amenities Committee. The self-contained accommodation comprises five classrooms including baby room, computer suite, toilets and kitchen. There are two secure outdoor play areas. Children attending are from Bordon Garrison, RAF and the local community.

There are currently 60 children between 1 and 5 years old on roll. This includes 35 funded 3 year olds and 10 funded 4 year olds. Children attend for a variety of sessions or all day. The setting currently supports a number of children with special needs and who speak English as an additional language.

The group opens five days a week during school term time. Sessions are from 09:10 until 12:10 extending to 15:00 on Monday, Tuesday, Wednesday and Friday, and from 09:10 until 12:10 on Thursday. The Crèche (baby room) is open from 13:00 until 15:00. Children staying all day bring their own packed lunch. Holiday provision can be offered according to demand.

The group employs 12 staff, 9 who hold Early Years qualifications at NVQ 2 or 3 levels. Three members of staff are working towards early years qualifications. The setting receives support from the Early Years Development and Childcare Partnership, and attends cluster meetings with local schools and preschools. Support and advice is also received from the Area Special Educational Needs Co-ordinator.

### How good is the Day Care?

Bordon Garrison Preschool and Crèche provide satisfactory care for children. Effective operational plans help ensure the proficient and safe running of the group, and the accommodation provides a warm and welcoming environment for children and parents. Classrooms are set up by staff to provide an imaginative and well-balanced range of activities for the children to select from, and children use the outdoor area and equipment daily. Good resources provide for all areas of learning. Some procedures, consents and records are not in place.

Staff are vigilant about safety, and promote hygiene well through established routines, which help children develop understanding. Parents and staff support the

themes and celebrations that introduce children to other cultures and religions, and which help them understand and value each other's differences. Children's dietary needs and other individual needs are provided for. Staff are aware of child protection issues and procedures are given to parents on joining the group.

Children settle well within the provision, and develop good relationships with their peers and the staff. Staff plan a balance of adult-led and freely accessible activities for morning pre-school sessions, which children participate in enthusiastically and find stimulating and interesting. Staff do not sufficiently plan activities for the crèche and afternoon sessions to ensure provision of appropriate activities for children's stage of development and based on their individual needs. Staff provide good support to children with English as an additional language, and special needs. Children behave well, and are polite and helpful.

The staff have good relationships with parents. Parents receive well-documented information about the provision. Staff keep parents well informed about their children's progress through regular meetings and written records.

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

This section is not applicable as the last visit was a transitional inspection.

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

- The premises are used solely by the provision, and are warm and welcoming to parents and children. The classrooms are bright, well maintained and safe, where children feel secure. Children access the excellent outdoor areas daily.
- Staff are very aware of safety, and children learn it is not safe to run indoors, and know how to carry out fire drill in a calm orderly fashion. The building has excellent security, with careful monitoring of all visitors. Parents are aware of procedures that ensure the safe collection of children.
- Very good support is given to children with English as an additional language, including translation of written information for parents. Staff have written phrases and photo's to help communicate with the children. Excellent support is also given to children with special needs through good use of facilities and equipment to provide suitable, stimulating, activities.
- Staff promote good behaviour well, and children increasingly understand the rules of the group. Children co-operate well, and help tidy-up at the end of activities. They receive reward stickers to reinforce their understanding of good behaviour, and to help raise their self-esteem.
- Parents are kept well informed about their child's progress. They complete a child profile on first joining, and exchange news weekly with staff in the home-diary to establish a strong link between home and the group. They attend termly meetings with their child's key worker, when they discuss and share their child's development records.

### What needs to be improved?

- documentation: classroom registers to show actual times of staff present; inclusion of Ofsted contact details in complaints procedure; emergency medical treatment/assessment consents from parents; safety for outings procedure; uncollected child procedure; child protection policy to include allegations made against staff or others
- medication procedures, to include recording self-administration of inhalers, training of staff to use Epi-pen for named child only, review of medication policy to consider best interests of children
- planning for afternoon sessions and the crèche (baby room) to ensure a suitable range of activities for children, which is appropriate for their stage of development and based on their individual needs.

### 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	ensure that all documentation relating to day care activities are readily accessible on the premises and available for inspection at all times	26/03/2004

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

Std	Recommendation
3	plan and implement a suitable range of activities for children attending the crèche and afternoon sessions, which is appropriate for their stage of development and based on their individual needs

## **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.*