



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 251431

INSPECTION DETAILS

Inspection Date 12/05/2003
Inspector Name Caroline Valerie Novak

SETTING DETAILS

Setting Name Busy Bee Pre-school
Setting Address 'The Hive'
HAVERHILL
SUFFOLK
CB9 9DE

REGISTERED PROVIDER DETAILS

Name Ms Hazel Thomas

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

Busy Bees Pre-School opened more than 20 years ago. It operates from purpose built premises on Castle Hill playing fields close to a residential area of Haverhill. The pre-school serves the local area and nearby communities. The setting is registered to provide sessional care for 24 children aged from two to three years. The setting is registered to accept funded three and four year old children. A small number of children have special needs and the group offers support for children who speak English as an additional language. The group opens five days a week during school term times. Sessions are from 09.00 am until 11.30 am and 12.30 pm until 2.45 pm Monday to Friday. Children attend a variety of sessions. Five members of staff work regularly with children. Two of them have early years qualifications and two others are currently on training programmes. The setting receives support from a teacher/mentor from the Early Years Development and Childcare Partnership (EYDCP).

How good is the Day Care?

Busy Bees Pre-school provides satisfactory care for children aged two to five years. Staff supervise children well to ensure that they are safe both inside and outside the pre-school. They ensure that children with special needs are fully included in activities and promote their independence and choice by providing a wide range of child accessible resources and equipment. Regular team meetings ensure that staff have a consistent approach to their work and work well together as a team to encourage children to learn. However, some procedures are not yet in place and this leads to staff not being clear about what they should do in some circumstances. Relationships between adults and children are very good. Children are confident to approach adults and ask for help or initiate conversations. However, key groups are not in place and children do not have a consistent adult who is responsible for ensuring their individual needs are met. Staff make good use of the indoor play space available. They provide a wide range of practical experiences for children to explore and encourage them to choose their own activities. The staff arrange the activities so that children have lots of space to move around the room safely. Children are able to use climbing or other large apparatus, indoors each day.

What has improved since the last inspection?

The pre-school has addressed most of the actions raised at the last inspection. The premises now has its own outdoor play-space, with a fence and gate to prevent

children leaving unescorted by an adult. Fire drills are now carried out each term and the fire doors are no longer obstructed. The heating appliances no longer present a hazard to children and guards are now in place. Fresh drinking water is available to children each day from a jug with cups provided to enable them to access it freely. The pre-school now has a written statement about special needs, and this is consistent with current legislation. Any incidents of physical intervention are now recorded in the accident book and parents are informed on the day. Ofsted have been notified of recent changes to the staff team. Training has commenced to ensure that more than 50% of the staff are suitably qualified to work with young children. However, the pre-school does not yet keep individual records on the premises containing details of staff members, volunteers or members of the committee.

What is being done well?

Staff provide a child centred environment enabling children select their own resources and equipment. Children are keen to participate in a wide range of activities that they initiate and organise themselves. (Standard 3) Adults plan the play space well to enable children to move freely and safely between activities. There are opportunities for children to access large physical apparatus indoors each day (Standard 4)

What needs to be improved?

the arrangements for ensuring that staff and volunteers have a consistent approach to all aspects of their work that are concerned with children's welfare and safety (Standards 2, 7, 12 and 13). the safety of areas of the provision that are accessible to children, so that they are free from potential hazards (Standard 6) the grouping of children, to ensure that a consistent member of staff is responsible for ensuring their needs are met (Standards 2 & 3). the information available to parents to enable them to contact Ofsted in case of concerns (Standard 12). the availability of records, which ensure the welfare and safety of the children (Standards 2 & 14).

Outcome of the inspection

Satisfactory

WHAT NEEDS TO BE DONE NEXT?

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

Std	Action	Date
14	Devise and implement a written procedure to be followed in the event of a child being lost or a parent failing to collect a child.	01/06/2003
14	Keep accessible individual records, on the premises,	01/06/2003

	containing the name and address of staff members, any volunteers and committee members.	
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The Registered Person should have regard to the following recommendations by the time of the next inspection	
Std	Recommendation
2	ensure that procedures for recording staff recruitment procedures, training and qualifications are kept
2	introduce key groups for children to belong to.
6	make all areas of the premises that are accessible to children, safe. This refers to the cleaning solutions stored in the low level kitchen cupboards; hot water in children's sinks and the garden fence that is falling down.
7	devise a clear policy regarding the administration of medication, stating the means of obtaining parents permission and the recording of medication administered.
7	obtain permission from parents of all children to seek emergency medical advice or treatment in the future.
12	up-date the complaints procedure to include the address and telephone number of Ofsted
13	update child protection policy to include a procedure for dealing with allegations of abuse against a member of staff or volunteer.
14	ensure all documents and policies which are required for the efficient and safe management of the provision are available for inspection.

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.