



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 113622

INSPECTION DETAILS

Inspection Date	18/10/2004
Inspector Name	Elaine Simmons

SETTING DETAILS

Day Care Type	Sessional Day Care
Setting Name	Opportunity Playgroup
Setting Address	Yarburgh, Highfield Road East Grinstead West Sussex RH19 2DX

REGISTERED PROVIDER DETAILS

Name	The Committee of Opportunity Playgroup
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ORGANISATION DETAILS

Name	Opportunity Playgroup
Address	Yarburgh Highfield Road East Grinstead West Sussex RH19 2DX

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

Opportunity Play Group, an established group run by a committee of parents and volunteers, offers play experience for children with special needs. The playgroup shares Yarburgh House and grounds with a children's Full day care and a Sessional day care facility. They have use of most of the ground floor, with access to a large garden for outdoor play.

Children attend from the East Grinstead area and surrounding villages.

The play group hours are from 9:30 to 12 noon, on Monday, Wednesday and Friday, term time only, for 24 children with three members of staff. Children aged 2-5 years attend. Staff and voluntary staff offer a high adult -child ratio.

Staff work with the support of professionals and liaise with the Early Years Development and Childcare Partnerships. Most staff have early years experience and relevant qualifications and have received training in first aid and child protection.

How good is the Day Care?

The pre school staff provide good quality care for children. The staff are friendly and welcoming to both children and parents and the children respond to staff in a confident manner. The premises are clean, tidy and reasonably well maintained. Staff provide a varied range of safe, clean, suitable toys and equipment to help children's development. Generally most paper work is up to date and in order, however some policies and procedures lack necessary detail and not all required written permission from parents is available.

The premises are safe and secure and all health and hygiene requirements are in place.

Staff use good hygiene routines to help prevent the spread of infection. They provide basic snacks and drinks for the children. Staff are aware of all children's varying special needs and take appropriate steps to ensure these are met at all times. All child protection requirements are understood by staff, however some written procedures require expanding and updating.

Staff plan and provide suitable activities that enable all children to take part and that meet their individual needs. They provide good play opportunities to help children learn and to assist their social and intellectual development. The children have good

resources, provided by staff, to reflect positive images of culture, ethnicity, gender and disability. Staff work with parents and other professionals to ensure appropriate action is taken to promote the welfare and development of the children. Good behaviour management techniques are used, at the children's level of development, by staff, to help them learn right from wrong. Children are praised and encouraged at all times.

Parents are given good information, both written and verbally by staff. This keeps parents informed of the group's service and social events. Staff keep parents informed of their child's development and encourage parents to exchange information to ensure continuity of care.

What has improved since the last inspection?

The staff were asked to conduct a risk assessment on the premises identifying action to be taken to minimise risks. To ensure there is at least one member of staff with a current first aid training certificate on the premises or on outings at all times. Staff undertake a daily visual check and have written a risk assessment, staff have also attended suitable first aid training to ensure children's safety at all times. They were also asked to ensure that written permission was obtained from parents to seek emergency medical treatment or advice. This has not been completed.

What is being done well?

- Staff plan and provide suitable activities that enable all children to take part and meet their individual needs, they provide good play opportunities to help them learn and to assist their social and intellectual development.
- The staff provide a varied range of safe, clean, suitable toys and equipment that give children enjoyment and help them develop in all areas.
- Staff use good hygiene routines to help prevent the spread of infection and ensure children's welfare.
- Staff work with parents and other professionals to ensure appropriate action is taken to promote the welfare and development of the children.
- Staff use good behaviour management techniques, at the child's level of understanding, to help them achieve the behaviour required and learn right from wrong.
- Parents are offered good information, which is displayed on the notice boards, given in newsletters and provided by staff verbally to help keep them informed of the pre school's service and children's development.

What needs to be improved?

- the maintenance of all required documentation.

Outcome of the inspection

Good

CONDITIONS OF REGISTRATION

<i>All registered persons must comply with all conditions of registration included on his/her certificate of registration.</i>
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<i>As a result of this inspection conditions of registration have been imposed / varied / removed and a new certificate of registration will be issued.</i>

WHAT NEEDS TO BE DONE NEXT?

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

Std	Recommendation
6	Ensure fire drills are recorded.
7	Ensure first aid and medication records are completed in full and that written parental permission to administer medication, and seek emergency medical treatment or advice is obtained.
12	Ensure Ofsted's contact details are included in the complaints procedure.
13	Ensure contact details for Child Protection referrals, and a written procedure is in place, in the event of an allegation being made against a member of staff or volunteer.

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.