



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 127539

### INSPECTION DETAILS

Inspection Date 27/03/2004  
Inspector Name Michael Kubiak

### SETTING DETAILS

Day Care Type Sessional Day Care  
Setting Name Shoreham Village Pre-School  
Setting Address Shoreham County Primary School  
Church Street, Shoreham  
Sevenoaks  
Kent  
TN14 7SN

### REGISTERED PROVIDER DETAILS

Name The Committee of Shoreham Village Pre-School

### ORGANISATION DETAILS

Name Shoreham Village Pre-School  
Address Shoreham County Primary School  
Church Street, Shoreham,  
Sevenoaks  
Kent  
TN14 7SN

## 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

The group operates from a mobile classroom within the grounds of Shoreham Primary School.

Access to the group is on one level making it easy for parents with buggies and/or young children and for children with physical disabilities.

There is a large outdoor play area and also access to the main school playground.

The group is moving to new premises within the school building as their current classroom is to be demolished to make room for an extension to the school.

The group is open five days a week, term time only, from 09:00 - 12.00 and from 12:45 - 15:20. There are currently 25 children on roll, which includes funded three and four year olds. There are two children who have been identified as having special needs and currently there are no children who have English as an additional language.

There is an established staff team and a bank of staff that can be called on if required. Over half of the staff have early years qualifications to NVQ level 2 or 3.

The setting receives support from the Early Years Development and Childcare Partnership (EYDCP).

### How good is the Day Care?

Shoreham Village Pre School provides satisfactory care for children.

The pre school operates from a portacabin in the grounds of the school. There are two rooms available in the current building but only one of these is used for the majority of the time. This potentially is distracting to the children during some activities. There is an established staff team, with some staff working different sessions throughout the week. There is an extensive range of documentation in place that keeps parents informed of the provision and their child's progress. Some minor improvements are needed to the paperwork and consideration needs to be given to improving the confidentiality of some records.

The staff are very aware of health and safety and regular risk assessments are undertaken. Security within the school grounds is very strict and in addition the

doors of the pre school are alarmed to alert the staff to when the doors are opened. Outside the children have access to their own designated play area and also join the school children at playtimes in the playground. Staff are vigilant when the children are using the main playground. The heater in the small room was very hot to touch and this hazard needs addressing.

The children are offered a range of activities and their individual needs are taken into account. Staff use a variety of resources that respect the children as individuals i.e. name cards and pegs. At group times the staff need to ensure that the needs of the quieter, less confident children are met, in addition to the needs of the more vocal children. The pre school caters for children with special needs effectively and work closely with parents and other professionals to ensure that the specific needs are met.

The pre school has established good relationships with parents. Information is available within the pre school and on noticeboards outside. The staff provide a termly report for each child and there are also regular newsletters.

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

At the last inspection a number of actions were made which related to various documentation. All of the actions have been met.

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

- Children are treated as individuals by effective use of name cards, individual pegs and the opportunity to be involved in the choice of activities.
- Children are kept safe using areas within the main school by their vigilance and awareness of health and safety issues. The pre school children have the opportunity to interact with the school age children which supports their transition to school.
- Parents are kept well informed with regular newsletter and general information about the group. In addition staff provide termly reports on the children.
- The needs of children with special needs are met through offering a flexible service to support their individual needs.

#### **What needs to be improved?**

- the complaints procedure, to include up to date information on who parents should contact if they have a complaint about the service
- the confidentiality of personal information
- the use of space, so that it is used effectively to meet the individual needs of the children
- the organisation at group time, so that the individual needs of all the children

are met.

- the heaters, so that they do not present a hazard

### **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 should have regard to the following recommendations by the time of the next inspection**

Std	Recommendation
3	Ensure that the needs of all the children are met at group time.
4	Make effective use of the available space.
6	Ensure that heaters do not present a hazard to the children.
14	Update the complaints procedure to include the correct contact details of the regulator.
14	Ensure that personal information is kept confidential.

## **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.*