



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 301966

INSPECTION DETAILS

Inspection Date 03/12/2003
Inspector Name Shaheen Matloob

SETTING DETAILS

Day Care Type Sessional Day Care
Setting Name Lees Pre School Playgroup
Setting Address Lees Methodist Chapel
Haworth Road, Lees
Haworth, Keighley
West Yorkshire
BD22 9DL

REGISTERED PROVIDER DETAILS

Name The Committee of Lees Pre School Playgroup 1022740

ORGANISATION DETAILS

Name Lees Pre School Playgroup
Address Lees Methodist Chapel
Haworth Road, Lees
Haworth, Keighley
West Yorkshire
BD22 9DL

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

Lees Pre School Playgroup was opened in September 1998. It is run from a church building in the Haworth Road area of Bradford. It is a voluntary organisation and run by a committee, serving the local community.

There are currently 33 children from 2 - 5 on the register. This includes 16 funded 3 and four year olds. Children attend a variety of sessions. The setting currently has no children with special needs or children who speak English as an additional language.

The playgroup is open Monday, Wednesday, Thursday and Friday from 9:15am to 11:45 am, term time only.

There are 5 members of staff employed to work in the playgroup and fifty per cent of the staff hold an appropriate early years qualification and two staff are currently working towards a level 3 qualification.

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

How good is the Day Care?

Lees Pre School Playgroup provides satisfactory care for children in a warm, safe and welcoming environment for both children and adults, with well organised space which is used appropriately to promote children's development. Children are happy, confident and settled well. All staff have appropriate qualifications, skills and experience. A good range of resources and planned play opportunities, are provided which promote children's all round development.

Documentation required for the efficient management of the provision and to promote the welfare, care and learning of the children is of a satisfactory standard and some adjustments are required regarding policies relating to medication and lost and uncollected children.

Health and safety is of a very good standard and appropriate documentation is in place to reflect this. Staff take positive steps to promote safety and reduce risks indoors and outdoors, children are encouraged to learn about personal hygiene through daily routines and staff recognise their responsibility towards children in their care regarding child protection and special needs, however the child protection

policy requires updating further. Children are provided with adequate and nutritious food and drink which promotes their healthy growth and development.

The playgroup staff have a good relationship with parents, who have access to a range of policies and useful documentation and are kept up to date with events through newsletters. Children's records are openly discussed with the parents who feel that they are able to approach staff and their contributions are welcomed and valued.

What has improved since the last inspection?

It was agreed at the last inspection that the playgroup would provide a complaints procedure with Ofsted's details, extend the risk assessment, provide an incident record book, provide a named member of staff with responsibility for behaviour management, a policy on late collection of children from playgroup, a sickness policy for staff and parents information, provide a written statement on behaviour management and to ensure that times of attendance are recorded for children and staff.

The complaints procedure is made available to all parents through the playgroup brochure and the parents notice board. The risk assessment is comprehensive and includes any significant events, a written record is kept and maintained.

An incident record is kept and maintained, a member of staff has been designated to deal with any behaviour management issues, both policies have now been devised for children who are ill or infectious and a policy for late collection, these are made available to parents.

The recording of times of arrival and departure for staff and children has not been completed.

What is being done well?

- A good range of interesting activities are made available for children to develop their emotional, social, physical and language development. Children play enthusiastically with the good selection of toys and equipment. Staff have good relationships with the children, they enjoy their company and know them well. Time is spent talking to them and helping them to learn.
- The premises are welcoming to children and adults and children have access to a range of activities which promote their development. Furniture, equipment and toys are provided which are appropriate for their purpose and help create a stimulating environment.
- Safety is of a good standard within the setting, staff take positive steps to promote safety within the setting and ensure proper precautions are taken to prevent accidents.

- Procedures for behaviour management are understood and implemented in a way which promotes children's development. Staff manage children's behaviour positively and consistently, clear and realistic boundaries are set, and children know what is expected of them and behave well.
- Partnerships with parents are good, information is shared on a regular basis both verbally and through regular news letters written, promoting continuity of care. Parents feel that they are able to approach staff and their views are welcomed and valued.

What needs to be improved?

- the attendance register, showing times of arrival and departure
- documentation: the procedure for lost and uncollected, child protection and a record of physical restraint issues
- maintaining the visitors book
- key worker system to include all children attending playgroup
- opportunities for children to self select and make informed choices about their play
- medication records, a written record to be kept and signed by parents.

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
2	Devise a procedure for lost and uncollected children	09/12/2003
13	Ensure that the child protection procedure for the playgroup complies with local Area Child Protection Committee (ACPC) procedures and includes a procedure to be followed in the event of a member of staff being accused of abuse/neglect	09/12/2003

7	Keep a written record, signed by parents, of medicines given to children	09/12/2003
---	--	------------

The Registered Person should have regard to the following recommendations by the time of the next inspection	
Std	Recommendation
2	Ensure that the attendance register shows times of arrival and departure for staff and children.
2	Ensure that the visitors book is maintained and kept up to date
3	Ensure that all children attending the playgroup have a key worker
5	Ensure that children have opportunities for self selection and are able to make informed choices about toys and play opportunities
11	Devise and implement a system to record any incident of physical restraint

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.