



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 122507

INSPECTION DETAILS

| | |
|-----------------|--------------------------|
| Inspection Date | 09/03/2004 |
| Inspector Name | Debbie Molly O'Callaghan |

SETTING DETAILS

| | |
|-----------------|--|
| Day Care Type | Sessional Day Care |
| Setting Name | Epsom Downs Play Group |
| Setting Address | Village Hall Rosebery Road, Langley Vale Epsom Downs Surrey KT18 6AF |

REGISTERED PROVIDER DETAILS

| | |
|------|--|
| Name | The Committee of Epsom Downs Playgroup |
|------|--|

ORGANISATION DETAILS

| | |
|---------|--|
| Name | Epsom Downs Playgroup |
| Address | Village Road Rosebery Road Epsom Surrey KT18 6AF |

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

Epsom Downs Playgroup is owned by a committee.

The playgroup is open 5 mornings a week, term time only from 09:30 to 12.15.

During operational hours the playgroup has sole use of the building, which consists of a large hall, entrance lobby, kitchen and toilet facilities.

The children who attend live in the local residential area.

There are six members of staff. The supervisor has an appropriate qualification and three staff members are currently studying for a childcare qualification.

Four have a first aid certificate.

The playgroup is in receipt of early years funding.

How good is the Day Care?

The quality of care offered by Epsom Downs Play Group is satisfactory.

The group meets in a community building and staff set up and clear away each day. They provide a welcoming environment and make good use of available space. The session is organised to allow children to engage in free play, whole group activities and work in keyworker groups. They have access to a variety of age appropriate play materials and make choices from those on offer. Staff are deployed appropriately and work together as a team, although they do not always keep to the daily planning sheets, which leads to confusion amongst them. Minimum qualification requirements are met. Most required documentation is in place although there is no complaints procedure available to parents and other aspects of record keeping have yet to be developed.

Staff take steps to safeguard children, however fire evacuation procedures are not clearly displayed and fire drills are not practised frequently. Health and hygiene is promoted appropriately. Children are given drinks and a snack during the course of the session. Staff are aware of their responsibilities with regard to child protection, although parents are not made aware of the procedures.

Children are confident and happy to enter the pre-school setting. They concentrate

well and enjoy the range of activities and play experiences provided which help to develop their physical, intellectual, emotional and social skills. Children are valued as individuals and treated with equal concern. Procedures are in place to support children with special needs. Staff have a consistent approach to behaviour management and help children understand expectations for behaviour.

Parents are given information about the setting and what their children are doing, via the notice board or newsletters. Parents are aware of who their child's keyworker is.

Policies and procedures are not made readily available to parents.

What has improved since the last inspection?

Not applicable.

What is being done well?

- Staff work together well as a team. The staff team is sufficiently qualified.
- Staff build warm and friendly relationships with children which helps them feel settled and secure. They relate positively to each other.
- Children are treated with respect and valued as individuals. Staff make a point of acknowledging each child, for example during circle time or when children arrive or leave.
- Staff encourage children's good behaviour through the use of praise.
- Staff are aware of safety issues and encourage children to develop an understanding of this.
- Staff and parents enjoy friendly relationships. Parents are welcomed into the group and encouraged to settle their children. Staff allow time for parents to share information and adopt an unhurried approach, especially at the end of the session.

What needs to be improved?

- the method of making parents aware of the procedures for making a complaint
- the accessibility of policies and procedures
- the planning and implementation of activities
- procedures for ensuring all staff are familiar with the planning sheets
- procedures for ensuring all staff are fully aware of fire evacuation routes
- the display of the fire drill procedures.
- procedures for informing parents what policies are in place and making them easily accessible.

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 |
|-----|--|------------|
| 12 | make available to parents a written statement that provides details of the procedure to be followed if they have a complaint including the address for OFSTED. | 01/04/2004 |
| 14 | ensure that all records relating to day care activities are readily accessible on the premises and available for inspection at all times | 01/04/2004 |

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

| Std | Recommendation |
|-----|---|
| 3 | Devise a system for planning and implementing a suitable range of activities for children, which is appropriate for their stage of development and based on their individual needs including the level of support and direction from staff. |
| 6 | Ensure all staff are aware of fire safety requirements and are able to carry out their responsibilities, including regular fire drill practice for children |
| 6 | Display fire procedures so that everyone can see them including parents. |
| 12 | Ensure policies and procedures are made available to parents. |
| 3 | Ensure all staff are using and are familiar with the planning sheets. |

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.