



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 106129

### INSPECTION DETAILS

Inspection Date 02/12/2003  
Inspector Name Leoarna Mills - Allen

### SETTING DETAILS

Day Care Type Sessional Day Care  
Setting Name Holbeton Pre-School Playgroup 1  
Setting Address Village Hall  
Holbeton  
Plymouth  
Devon

### REGISTERED PROVIDER DETAILS

Name The Committee of Holbeton Pre-school Playgroup

### ORGANISATION DETAILS

Name Holbeton Pre-school Playgroup  
Address Address Not Supplied  
U/A

## 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

Holbeton Pre-School Playgroup opened 31 years ago. Sessions are held in the main room and Green Room of Holbeton Village Hall. There is a secure lawned area for outside play. The group serves the local community, with many children attending who live in the village, but children from surrounding areas are also welcomed.

The group is open Monday, Tuesday, and Thursday from 09:30 to 12:00 hours, and on Wednesdays and Fridays from 09:30 to 12:30 hours, term time only. On the third Monday of the month children preparing to begin school visit the reception class in Holbeton Village School. There are 16 children currently on the register, including 7 funded four-year-olds, and 5 funded three-year-olds.

The group is run by a voluntary committee, which consists mainly of parents. It is led by a play leader who holds an NVQ 3 qualification. Three further members of staff work with children, one of whom holds an NVQ 2. The group is a member of the Pre-School Learning Alliance and receives support from the Early Years Development and Childcare Partnership.

### How good is the Day Care?

Holbeton Pre-School Playgroup offers satisfactory care for children.

The play leader is suitably qualified and experienced, and there is a clear key worker system to support children. However the deputy does not yet hold an appropriate qualification for the role and the necessary steps to ensure that all individuals have been properly cleared to work with children have not yet been taken. Induction procedures also lack rigour. However, space is well organised to meet the needs of children, and resources are thoughtfully used to provide stimulating and educational activities. The group's understanding of some elements of its regulatory and procedural responsibilities is, at times, weak.

Staff monitor access to the multi-use building well, and they actively promote children's health and hygiene. There are healthy items available for snack. Staff ensure that all children are valued, included and supported, but their knowledge of special needs and equal opportunities issues is currently limited. Although the play leader has recently updated her knowledge of child protection issues, the policies and procedures in this area are subject to weaknesses and omissions.

Adults provide a sound range of educational activities, and their interactions with children clearly extend learning and development. The group has worked hard in recent times to fully include children with particular needs, although access to equal opportunities resources is limited. Behaviour is positively and consistently managed by all staff.

The partnership with parents works well, with good amounts of information about the programme and children's progress made readily accessible. Parents are encouraged to be involved in their child's learning and in the group's activities.

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

At the last inspection the group agreed to carry out a risk assessment; to ensure those handling food complied with food safety regulations; to include methods for dealing with bullying in the behaviour management policy; to develop systems that give parents access to children's records and up to date information about the group; and to ensure that suitably qualified staff worked with children. These requests have been fully carried out.

They were also asked to increase staff knowledge of child protection; the play leader has attended training, but other members of staff have not. A policy for dealing with uncollected children was requested, and though written, it does not make reference to relevant authorities.

The group were further asked to ensure that suitability clearances were carried out for all individuals related to the provision; to produce an action plan that demonstrates how a suitably qualified deputy is available in the absence of the play leader; to increase equal opportunities' play resources; to increase staff awareness of special needs, and their adherence to the DfES Code of Practice; and to obtain child protection information from the relevant authorities. These requests have not been met.

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

- There is a good range of educational activities provided for children, and staff are skilled in interacting with the children in a way that promotes their knowledge and understanding.
- Space is well organised to meet children's needs.
- There is a good range of equipment available.
- Staff manage behaviour consistently and appropriately.
- Parents are provided with good amounts of information about the group and their child's educational progress.

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

- systems for ensuring checks are completed on all individuals relating to the

provision

- the completion and full implementation of the operational plan, to include a suitable lost and uncollected child procedure; a procedure to ensure the safe collection of children by adults other than their main carers; a child protection procedure in line with latest guidance, including a policy for dealing with an allegation of abuse against a staff member; an action plan for ensuring there is a suitably qualified deputy and an induction procedure that covers all necessary elements of the National Standards
- the completion of regular risk assessments
- systems for ensuring all records, including the staff register, are up to date and are easily accessed by an Early Years Inspector
- staff knowledge and understanding in the areas of special needs, equal opportunities, and child protection
- the ready availability of fresh drinking water, and equal opportunities resources, throughout the session.

#### **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
1	Ensure that there are effective procedures in place for checking that staff and committee members are suitably cleared to work with children.	31/01/2004
14	Establish a procedure for lost children, and amend the uncollected child procedure to include appropriate reference to the relevant authorities.	31/01/2004

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

Std	Recommendation
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2	Establish an induction procedure, which fully informs staff about the requirements of the National Standards.
2	Develop an action plan detailing how the group will ensure that there is an appropriately qualified deputy who can take charge in the absence of the play leader.
10	Increase staff awareness of special educational needs and implement the DfES Code of Practice.
13	Ensure that the child protection procedure is fully in line with the latest guidance, and includes a policy for dealing with an allegation of abuse against a member of staff.
14	Ensure that all records relating to day care activities are comprehensive, readily accessible and available for inspection at all times.

## **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.*