



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 134441

### INSPECTION DETAILS

Inspection Date 20/10/2004  
Inspector Name Jane Plested

### SETTING DETAILS

Day Care Type Sessional Day Care  
Setting Name Long Hanborough Playgroup  
Setting Address Playgroup Buildings, C/O The Manor School  
Riely Close, Long Hanborough  
Witney  
Oxfordshire  
OX29 8DJ

### REGISTERED PROVIDER DETAILS

Name The Committee of Long Hanborough Playgroup 289849

### ORGANISATION DETAILS

Name Long Hanborough Playgroup  
Address C/O Mrs Tracy Hodges  
Field View Cottage, 44 Millwood End  
Long Hanborough  
Oxfordshire  
OX29 8DJ

## 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

Long Hanborough Playgroup has been opened since 1973. It operates from a purpose built building in the grounds of The Manor School in the village of Long Hanborough.

There are currently 33 children on roll. This includes 21 children who are in receipt of nursery education funding. Children attend for a variety of sessions. The setting has systems in place to support children with special needs and who speak English as an additional language.

The playgroup opens term time only. Sessions are from 09:00 until 11:30 Monday to Friday and from 12:15 until 14:45 on Monday, Tuesday and Thursday.

There are six part time staff working with the children. Two hold suitable childcare qualifications at level three and one is working towards a childcare qualification. A parent helper attends each morning session. The setting receives support from the local Early Years Development and Childcare Partnership.

### How good is the Day Care?

Long Hanborough Playgroup provides satisfactory care for children. The staff work well as a team. However, procedures supporting staff induction and appraisal have weaknesses. Policies and procedures are in place but not all are well worded. The group provides a warm and stimulating environment where children can play and enjoy themselves. The playgroup is well resourced. Toys and equipment are well organised and easily accessible to children.

Staff have a satisfactory understanding of safety issues and have good procedures for the safe arrival and departure of children. The playgroup premises are clean. The organisation of snack time does not offer opportunities for staff to sit with children, and healthy options are not always available in the food provided. Access to drinking water is not freely available to children. Most staff are confident about their role in the protection of children.

Staff provide a balance between child initiated and adult directed activities and support children well in their play. Children enjoy listening to stories. Staff ensure activities are well resourced. Circle times are used well by staff to develop children's learning and development. Children are confident in their relationships with their

peers and with adults and are well occupied and happy. There is a high priority on settling children well, and parents value this. Staff use positive techniques to manage children's behaviour. They know the children well and their records are used appropriately.

The setting has some effective systems for developing good partnerships with parents and carers. Parents spoken to are happy with the care provided. They are given detailed information about the setting and are kept well informed about what is going on. Most required records and relevant paperwork are kept but occasionally these lack the necessary detail.

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

At the last inspection the committee agreed to ensure that no unchecked person is left alone with the children and to develop a child protection policy that complies with their local Area Child Protection Committee's procedures. They also agreed to develop and implement an action plan detailing how at least half of all childcare staff will hold level two qualifications in childcare. The committee also agreed to keep a daily record of children's hours of attendance and details of the name, address, and telephone number of the Registered Provider on the premises. They also agreed to prepare a written complaints procedure, which includes contact details of the Registered Provider and the Regulator and a statement of the procedure to follow in the event of a parent failing to collect a child or a child being lost.

There are now effective procedures to ensure that no unchecked person is left alone with the children. The committee now has a clear child protection policy that complies with their local Area Child Protection Committee's procedures. An action plan detailing how at least half of all childcare staff will hold level two qualifications in childcare is in place and is close to completion. A daily record of children's attendance is kept with detail of late arrivals and early departures. The name, address, and telephone number of the Registered Provider is now kept on the premises and this information is available to parents. A suitable written complaints policy is now displayed and statements for the procedures to follow in the event of a parent failing to collect a child or a child being lost are now in place.

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

- Children are confident, interested and self-motivated. They concentrate well and freely choose from an appropriate range of activities suitable for all age groups. Both staff and children enjoy whole group activities such as music sessions. Role-play is well provided for in the playgroup, during the inspection children enjoy being spacemen, fairies, and elves and staff take time to talk about their costumes. The good quality books are well displayed and support the themes being addressed. The books provide ample positive images of differences for the children. Stories are enjoyed by children one to one with staff and in groups.
- Staff ensure that the playgroup is made welcoming, warm and bright. Parents and children are greeted on arrival by staff. There are some well-presented

displays of the children's work around the room, as well as photographs taken of themes and activities by both staff and children. There is a wide range of toys and equipment within the group, the majority of which, are easily accessible to staff and children.

- Staff use positive techniques to manage children's behaviour, which promotes their welfare, development and understanding. They use strategies such as simple house rules to develop understanding and an egg timer to promote sharing. There are procedures in place to raise any concerns about changes in behaviour with parents.
- The setting has some effective systems for developing good partnerships with parents; they are given access to useful information via the prospectus that includes some policies and procedures. There are several notice boards with a wide range of information for parents and half termly newsletters. Parents are encouraged to access their children's progress records and to participate in the setting by joining the committee and helping.

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

- induction and appraisal procedures, so that all staff are familiar with the National Standard's for Registration, child protection issues and line manager participates fully in the annual performance review process
- documentation, so that all visitors to the setting are always recorded
- documentation, so that written parental permission is in place to seek any necessary emergency advice or treatment and children's pre-existing injuries are recorded
- policies, so that the equal opportunities is relevant to the setting and fully understood by staff
- organisation, so that the snack time provides a more healthy and social experience and drinking water is available for children at all times.

#### **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
2	Ensure that all staff are familiar with the National Standard's for Registration, child protection issues and review the annual appraisal procedure so that the line manager participates appropriately in this process.
9	Review the equal opportunities policy and ensure all staff understand it.
8	Review the snack time so that it provides a more healthy and social experience and make sure drinking water is available for children at all times.
7	Obtain written parental permission to seek any necessary emergency advice or treatment and make sure children's pre-existing injuries are recorded.

## **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.*