



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 254236

### INSPECTION DETAILS

Inspection Date	18/01/2005
Inspector Name	Julie Denise Edmonds

### SETTING DETAILS

Day Care Type	Sessional Day Care
Setting Name	Pulham's Playgroup
Setting Address	Pulham Market Memorial Hall The Green Pulham Market Norfolk IP21 4SU

### REGISTERED PROVIDER DETAILS

Name	The Committee of Pulham's Playgroup 1041577
------	---

### ORGANISATION DETAILS

Name	Pulham's Playgroup
Address	Pulham Market Memorial Hall The Green Pulham Market Norfolk IP21 4SU

## 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

Pulham's Playgroup is managed by a voluntary management committee and serves the local rural community and surrounding villages. The playgroup in Pulham Market amalgamated with the playgroup in Pulham St Mary in 1999, becoming Pulham's Playgroup. Since then the provision has operated from the village halls in both villages. A maximum of 24 children between two and five years may attend the facility at any one time. The playgroup meets at Pulham St Mary on Mondays and Thursdays between 09.30 and 12.00 noon. On Tuesdays and Fridays they meet at Pulham Market from 09.30 to 12.00 noon. Sessions at both premises are during term time only.

Both premises have a large hall used for sessions, with a kitchen accessible. Pulham St Mary premises has toilet and washing facilities immediately accessible from the hall, with these facilities accessible via the lobby area at Pulham Market. Neither premises has an outdoor play area.

There are currently 21 children on roll. Of these twelve children receive funding for nursery education. The group supports children with special needs and who speak English as an additional language.

The group employs five staff. Three staff hold appropriate early years qualifications. One further staff member has almost completed a qualification. The group receives support from local early years specialists.

### How good is the Day Care?

Pulham's Playgroup provides good care for children.

The community hall is prepared well for the session, creating an inviting child centred environment. There is a good range of toys, activities and books set out. Record keeping and procedures are generally satisfactory. However, emergency and outings procedures, the complaints procedure and child protection procedure are not fully comprehensive. Written parental consent is requested to take children to the doctors. However, consent is not requested to seek other emergency medical advice or treatment.

The group is aware of potential hazards and takes appropriate steps to reduce risks. However, the written risk assessment does not fully reinforce practical measures.

Adults have been unable to attend risk assessment training to help them develop this. Children are encouraged to follow good hygiene routines to help prevent the spread of infection. A suitable snack is offered to the children. However, fresh drinking water is not accessible to children at all times.

Activities are planned to cover the different areas of children's learning. Valued familiar activities such as play dough and using books and new activities, using themes, provide a wide range of play opportunities to promote children's development. The variety includes active play and quiet play, offering an appropriate balance. Staff are vigilant regarding individual children's behaviour, intervening and distracting children as appropriate. Children are encouraged to share and take turns, supporting development of social skills. They are involved in tidying away toys, encouraging them to be helpful.

Parents and children are welcomed into the group, supporting a good relationship and encouraging verbal exchange of information. An informative booklet, newsletters and notice boards keep parents up-to-date. A feedback box gives parents further opportunity to make their views known to the group.

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

Since the last inspection the group have taken the action required at both sites to improve the quality of care offered.

They have improved handwashing and now ensure that each child uses fresh water, promoting good hygiene.

Ofsted's contact address has been added to the complaints procedure, improving information for parents. The telephone number is still not readily available.

An operational plan has been developed, including responsibility for leading activities and an incident book and medication book are in place, improving daily management and documentation.

The group are fully aware of their responsibility to ensure that only fully vetted persons have unsupervised access to children and have sufficient vetted adults. Appropriate vetting procedures are being followed however, there has previously been some confusion about obtaining Criminal Records Bureau checks.

It was agreed to prevent children's access to low level electrical sockets, ensure that they cannot become trapped in toilet cubicles and that floor surfaces are not hazardous. Suitable steps have been taken, reducing risks.

A satisfactory behaviour management policy reflects consistent practice within the group, promoting the children's welfare and development.

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

- The community hall is set out attractively, making good use of the available space and using an effective layout for children to easily access the variety of activities offered and make decisions about their play. This includes a comfortable book corner and suitable activities set out on tabletops and floor coverings. Further activities can be accessed from units in the hall, increasing the range offered. Floor space is kept clear for large movement physical play, further increasing play opportunities, to meet the needs of all the children attending.
- Adults are physically at the children's level, sitting with the children at activities, involved and interested, talking about the activities with them and encouraging learning. This positive relationship is continued into snack time, when adults sit with the children and encourage conversation.
- Individual families and children are valued and action is taken to offer constructive support. The group works in partnership with other professionals, such as the special needs co-ordinator, to meet the needs of individual children within the setting. Purposeful links with the local school support children's future education.

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

- outings procedures, to confirm that private vehicles used to transport children have adequate insurance cover
- risk assessment, to include all potential hazards and reinforce practical safety measures
- risk assessment knowledge and understanding
- emergency procedures, to include the procedure to be followed in the event of an accident and the complaints procedure, to include the telephone number of Ofsted
- the child protection procedure, to include staff responsibilities with regard to the reporting of suspected child abuse or neglect in accordance with the local Area Child Protection Committee procedures and the telephone number of the social services department
- written parental consent, to seek emergency medical advice or treatment
- availability of fresh drinking water.

#### **Outcome of the inspection**

Good

## 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	Develop knowledge and understanding regarding risk assessment.
6	Improve risk assessment.
7	Review and update written parental consent to seek emergency medical advice or treatment in the future.
8	Make fresh drinking water available to children at all times.
13	Improve the child protection procedure.
14	Develop outings and emergency procedures and the complaints procedure.

## **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.*