



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 143793

### INSPECTION DETAILS

Inspection Date	26/09/2003
Inspector Name	Helen Ann Woods

### SETTING DETAILS

Day Care Type	Sessional Day Care
Setting Name	Puffins Nursery School
Setting Address	60 Hugon Road Fulham London SW6 3EN

### REGISTERED PROVIDER DETAILS

Name	Mrs Fiona Talbot-Smith
------	------------------------

## 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

Puffin's Nursery School has been registered since 1985 and was re-registered under the Children Act 1989. It is situated in a residential area near to Wandsworth Bridge Road and a local park. The school is in a large converted house on the ground floor and there is access to a paved garden at the back of the premises.

Children attend on a sessional basis between the hours of 08:30 to- 12.30 and 13.30 to 16.30 from Monday to Friday term time only.

Additional specialist staff are employed to offer extra curriculum subjects.

### How good is the Day Care?

The Puffins Nursery School offers good overall care for children aged between two and five years old.

The premises are spacious and well organised to create a stimulating, orderly and supportive environment for the children. Staff plan and provide a very broad range of practical activities. They work well as a team and rotate their duties.

There are policies and procedures for the effective organisation of the provision in place, however the registration system should record the arrival and departure times of the children.

The staff ensure that children with special needs are fully included in all the activities. Most members of staff have attended special needs training.

The records and details of children's individual requirements are well organised and up to date. Parents are kept informed about their children and the activities at the nursery.

The staff have a high level of awareness of all the risks to the children's health and safety. There is a clear policy stating procedures for managing children's behaviour which has been agreed between staff, children and parents.

### What has improved since the last inspection?

At the last inspection the provider agreed to gain an NVQ level 3/4. The provider has

started a level 4 course earlier this year and will complete next year.

In addition the provider has employed a new deputy manager who is a qualified nursery teacher with a BA in Education and all staff have either teaching qualifications or NVQ level 3/4.

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

- Staff attend regular team meetings and are encouraged to seek additional training opportunities.
- Staff interaction with the children is of a high quality and includes joining in activities and supporting children's language and thinking. Activities are planned using staff's observations of the children's enjoyment, skills and abilities. Planning includes ensuring that activities are inclusive for children with special needs. Children are able to make their own choices and access resources easily. They are busy, confident with the staff, relaxed and happy.
- The key worker system ensures that the children are well supported, care is consistent and information about the children's well being exchanged daily with the parents by a familiar member of staff.
- A clear health and safety risk assessment procedure is followed and the necessary actions and precautions are taken, following the premises risk assessment.
- Staff use behaviour management strategies appropriate for the age and developmental stage of the individual child. Children are praised and encouraged for positive behaviour. They are well behaved and co-operative with each other and the staff.
- Records are well maintained, organised and up to date. Parents are informed verbally about their child's progress and written information is provided through a notice board, parent's news letter and open evenings.

### **An aspect of outstanding practice:**

A policy of partnership between parents and the school has been fully developed and offers parents a variety of ways in which they can be involved in the school's operation. All staff are available every day for immediate consultation about the children's progress and parents have made positive comments about the support they receive from the school at any time.

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

- The recording of the children's time of arrival and departure.
- The separated recording of concerns or incidents in order to maintain confidentiality.

<b>Outcome of the inspection</b>
Good

<b>CONDITIONS OF REGISTRATION</b>
<i>All registered persons must comply with all conditions of registration included on his/her certificate of registration.</i>
<i>As a result of this inspection conditions of registration have been imposed / varied / removed and a new certificate of registration will be issued.</i>

<b>WHAT NEEDS TO BE DONE NEXT?</b>						
<b>The Registered Person should have regard to the following recommendations by the time of the next inspection</b>						
<table border="1"><thead><tr><th>Std</th><th>Recommendation</th></tr></thead><tbody><tr><td>2</td><td>Record the children's arrival and departure time in the attendance register.</td></tr><tr><td>13</td><td>Ensure that confidentiality is maintained on the written records of incidents and concerns.</td></tr></tbody></table>	Std	Recommendation	2	Record the children's arrival and departure time in the attendance register.	13	Ensure that confidentiality is maintained on the written records of incidents and concerns.
Std	Recommendation					
2	Record the children's arrival and departure time in the attendance register.					
13	Ensure that confidentiality is maintained on the written records of incidents and concerns.					

Std	Recommendation
2	Record the children's arrival and departure time in the attendance register.
13	Ensure that confidentiality is maintained on the written records of incidents and concerns.

## **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.*