



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 301974

INSPECTION DETAILS

Inspection Date 04/11/2003
Inspector Name Shaheen Matloob

SETTING DETAILS

Day Care Type Sessional Day Care
Setting Name Oxenhope Under Fives Playgroup
Setting Address Community Centre
Oxenhope
Keighley
West Yorkshire
BD22 9LY

REGISTERED PROVIDER DETAILS

Name The Committee of Oxenhope Under Fives Playgroup 1044244

ORGANISATION DETAILS

Name Oxenhope Under Fives Playgroup
Address Community Centre
Oxenhope
Keighley
West Yorkshire
BD22 9LY

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

Oxenhope playgroup is organised by a committee and is jointly run by the playgroup staff and the committee.

It serves the surrounding community of Oxenhope but children from Oakworth, Ingrow and Keighley also attend.

The playgroup operates on Monday, Tuesday, Thursday and Friday morning 9:15 to 11:45 and 11:45 to 12:45 and also Wednesday afternoon from 12:30 to 15:00.

Currently there are 39 children on the register.

The group is registered with OFSTED to accept 3 & 4 year olds and funding.

At present there are 2 children attending with special needs and the group intends to employ 1 to 1 workers for both children with special needs. There are two staff present who have completed the Special Educational needs Training.

There are no children or staff present who speak English as a second language.

There are 7 members of staff present and 50% of the staff hold appropriate qualifications.

The group use rota parents on a regular basis.

The group has input from other agencies such as EYDCP and Bradford Under fives association. The group employs a member of staff who holds a teaching qualification.

How good is the Day Care?

Oxenhope Playgroup provides satisfactory care for children in a warm, safe and welcoming environment for both children and adults, with well organised space which is used appropriately to promote children's development. Children are happy, confident and settled well. Staff have appropriate qualifications, skills and experience, however an induction programme needs to be in place for new staff. A good range of resources and play opportunities, are provided which promote children's all round development, Documentation required for the efficient management of the provision and to promote the welfare, care and learning of the

children is of a satisfactory standard and some adjustments are required regarding policies relating to lost/ uncollected children and attendance.

Health and safety is of a good standard and appropriate documentation is in place to reflect this. Staff take positive steps to promote safety and reduce risks indoors and outdoors, children are encouraged to learn about personal hygiene through daily routines and staff recognise their responsibility towards children in their care regarding child protection, however the child protection policy requires updating further. Children are provided with adequate and nutritious food and drink which promotes their healthy growth and development.

Children are valued and free from discrimination and staff are pro active in ensuring that appropriate action is taken when children with special needs are admitted into the setting, policies about equality and special needs are good, however resources which reflect equality need developing further.

The playgroup staff have a good relationship with parents, who have access to a range of policies and useful documentation and are kept up to date with events through newsletters. Children's records are openly discussed with the parents who feel that they are able to approach staff and their contributions are welcomed and valued.

What has improved since the last inspection?

It was agreed at the last inspection that the playgroup would:- provide a written statement based on area child protection procedures and include a procedure to be followed in the event of an allegation being made against a member of staff, devise a policy about the exclusion of children who are ill or infectious, provide an action plan detailing how the person in charge would meet qualification requirements, provide a complaints procedure which includes the name and address of the regulator, ensure records of staff and committee details were accessible and on the premises, provide a statement about special needs, devise and practice emergency evacuation procedures, ensure that all staff have undertaken training, and devise a policy about behaviour management.

The group had made good improvements regarding policies and procedures, a comprehensive special needs and behaviour management policy is in place, which is made available to parents, a policy for the inclusion of children who are ill or infectious has been devised and includes a procedure if children fall ill whilst at playgroup, a child protection policy is available, but, this does not include a procedure to be followed in the event of an allegation being made against a member of staff, a complaints procedure with details of the regulator are available in a pack for parents and on the notice board, staff and committee details are made available to parents and the person in charge now holds an appropriate level 3 qualification, fire procedures are in place and evacuations are recorded periodically, staff have yet to complete a programme for induction training for staff.

What is being done well?

- Children's care, learning and play is supported through staff's understanding of the aims of the provision and a good range of activities which are provided to promote children's all round development. The premises are made warm and welcoming to parents and children, with space that is organised well.
- Safety is of a good standard within the setting, staff take positive steps to promote safety within the setting and ensure proper precautions are taken to prevent accidents. Comprehensive procedures are in place regarding fire safety and all staff know about fire safety requirements.
- Staff are pro active in ensuring that appropriate steps are taken when children with special needs are admitted, children welfare and development is promoted through partnerships with parents and other relevant agencies, the group have a comprehensive policy regarding special needs.
- Procedures for behaviour management are understood and implemented in a way which promotes children's development. Staff manage children's behaviour positively and consistently, clear and realistic boundaries are set, and children know what is expected of them and behave well.
- Partnerships with parents are good, information is shared on a regular basis both in written form and verbally. Regular news letters and a parents notice board are accessible, promoting continuity of care. Parents feel that they are able to approach staff and their views are welcomed and valued.

What needs to be improved?

- documentation to include:
 - a procedure for lost and uncollected children,
 - child protection policy,
 - record for significant issues, physical restraint
 - existing injuries and accident record details
 - the register to show times of arrival and departure
 - staff to undertake induction training
 - provide an appropriate range of resources which promote equality.

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
2	Devise a procedure for lost and uncollected children	12/12/2003
13	Ensure that the child protection procedure for the playgroup complies with local Area Child Protection Committee (ACPC) procedures and includes a procedure to be followed in the event of an allegation being made against a member of staff.	12/12/2003

The Registered Person should have regard to the following recommendations by the time of the next inspection	
Std	Recommendation
2	Ensure that the register shows times of arrival and departure for staff and children
2	Ensure that all staff have undertaken induction training, which includes health and safety and child protection policies and procedures in the first week of employment
5	Ensure that children have sufficient choice of equipment to allow them to develop their own ideas.
7	Keep a record of existing injuries
7	Ensure that accidents are recorded appropriately
9	Ensure that children have an appropriate range of activities and resources that promote equality of opportunity and anti-discriminatory practice
11	Devise and implement a system to record any incident of physical restraint
11	Keep a sufficiently detailed record of significant issues and share this with parents
13	Obtain a copy of the flowchart and summary titled 'What to do if you are worried, a child is being abused'

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.