



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 205299

INSPECTION DETAILS

Inspection Date 13/01/2005
Inspector Name Valerie Fane

SETTING DETAILS

Day Care Type Full Day Care
Setting Name St Joseph's Swans and Cygnets Pre-School
Setting Address 125 Newtown Road
Malvern
Worcestershire
WR14 1PF

REGISTERED PROVIDER DETAILS

Name The Committee of St Joseph's Pre-School Committee

ORGANISATION DETAILS

Name St Joseph's Pre-School Committee
Address St Joseph's Pre-School
Newtown Road
Malvern
Worcestershire
WR14 1PF

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

St Josephs Swans and Cygnets Pre-School has been open since 1988. It provides full day care for children aged between two and a half and five years. The provision is open during term times, Monday to Friday from 08:30 to 15:15.

The Pre-School is accommodated in a classroom within St Joseph's Roman Catholic Primary School. It is located in a residential area of Malvern, Worcestershire. The children have use of the main activity room, school hall, cloakroom, nature trail and outdoor play area. Children are taken on regular outings.

The provision is registered to provide care for up to 20 children. Children attend a variety of sessions throughout the week. The Pre-School offers sessions for children in receipt of funding for nursery education. The group supports children with English as an additional language and with special educational needs. Seven staff work with the children. Three of them hold an appropriate early years qualification, one is working towards a qualification and another plans to start on the next available course.

How good is the Day Care?

St Josephs Swans and Cygnets provides good care for children. They settle quickly in the well organised and welcoming environment. The group is still working towards having 50% of staff qualified, but several staff are very experienced. The supervisor carries out regular staff appraisals and all staff attend regular courses and workshops to enhance their knowledge and good practice.

The supervisor deploys staff effectively to support a mix of free play and well-planned structured activities linked to the current theme. Children play purposefully with the wide range of toys offered to them and are encouraged to take part in the planned activities, which develop the children's learning across all areas of the curriculum. Staff make good use of assessment and recording to inform future planning. They meet individual children's needs well and work collaboratively with parents and, where necessary, other agencies to support individual children. They provide children with a healthy range of snacks and children bring their own lunch boxes. They make good use of meal times to give children opportunities to increase their independence and to develop their social skills. Children generally behave well and are sociable and helpful, responding to the clear expectations and positive role models provided by staff.

Children are well supervised and there are effective procedures to ensure all indoor areas are safe. There are clear procedures in place for outings and use of the school playground and nature trail but risk assessments for these have not been carried out. All policies and procedures are in place but these need to be reviewed regularly and updated in line with the national standards and changes to legislation.

Staff have very good relationships with parents and use a key worker system. They provide regular information about children's activities through the notice board and newsletters and involve parents in their child's record keeping.

What has improved since the last inspection?

At the last inspection, the group agreed to actions to ensure proof is held that all staff and committee members have been vetted, to provide procedures and a written policy regarding the administration of medication and to ensure that religious practices used within the group have been agreed with all parents.

Effective procedures are now in place regarding staff checks and checks on new staff and committee members have been requested promptly. Committee members names and contact details are available but not on an easily accessible list and there is no list of checks carried out on the committee.

There is now a written policy regarding the administration of medication. Staff ensure that parents give prior written consent before any medication is administered to children and suitable dosage records are in place. However, parents are not asked to sign the dosage record to confirm that they have been told that medicine has been administered.

Parents are now asked to sign on their child's admission form to agree to the religious practices used within the group.

What is being done well?

- Children take part in structured activities, which are planned with clearly defined learning objectives. For example they explore the texture, colour and size of a selection of balls, roll them in different coloured paints and then observe the different patterns they make on paper. Staff observe and record the children's learning and use the observations to inform future planning.
- Children play purposefully with a wide range of toys and activities during the free play session. They share toys and co-operate with each other. They engage in a variety of role play situations including a decorators shop where they purchase wallpaper and paint and then 'decorate' the classroom.
- Staff provide children with a healthy choice of snacks. Children take turns to help set up the tables for snack time and put out the food. Staff sit with small groups of children while they eat their snacks and their packed lunches. They encourage their conversation, social skills and appropriate behaviour.
- The supervisor has implemented an effective system of regular staff appraisals. This gives staff the opportunity to discuss their strengths and

weaknesses with the supervisor and to identify training requirements. These would either build on existing strengths and interests or develop an area of weakness.

- There is an effective partnership with parents. The settling-in policy reflects the needs of individual children and parents are welcome to stay as long as they feel necessary. Parents are provided with regular information about daily activities on the notice board, backed up by regular newsletters. A key worker system is in place and parents are asked to contribute to their child's records and plans. There are displays of photographs of children's play and activities including pictures taken on outings. All policy documents are readily available.

What needs to be improved?

- the procedures to ensure that staff qualifications requirements are met at all times
- policies and procedures for child protection, special needs, risk assessments, behaviour, uncollected children and recording of incidents to be updated in line with current legislation and guidance
- the availability of a list of committee members and their checks.

PREVIOUS COMPLAINTS (This section applies only to inspections carried out from September 2004. The complaint record relates to complaints from the last inspection or 1st April 2004 whichever is later.)

Since 1 April 2004 there have been no complaints against the setting.

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
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2	Develop an action plan that sets out how staff training and qualification requirements will be met.
14	Update policies and procedures regularly in line with current legislation and guidance.

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.