



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 254007

### INSPECTION DETAILS

Inspection Date 10/12/2004  
Inspector Name Heather Jeanette Knox

### SETTING DETAILS

Day Care Type Sessional Day Care  
Setting Name Carleton Rode Playgroup  
Setting Address Jubilee Hall  
Mill Road  
CARLETON RODE  
Norfolk  
NR16

### REGISTERED PROVIDER DETAILS

Name The Committee of Carleton Rode Playgroup

### ORGANISATION DETAILS

Name Carleton Rode Playgroup  
Address Jubilee Hall  
Mill Road  
CARLETON RODE  
Norfolk  
NR16

## 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

Carleton Rode Playgroup opened over twenty years ago. It operates from the village hall, in the rural village of Carleton Rode, in Norfolk. The children have access to one main room and an outdoor play area. Toilet and kitchen facilities are available. The playgroup serves the local area.

A maximum of 26 children may attend the playgroup at any one time. At the time of this inspection 14 children from 2 to 5 years were on roll. This includes ten funded children. Children attend for a variety of sessions. The setting currently supports children with special needs. There are no children attending who speak English as an additional language.

The group opens four days a week during school term-times. Sessions are from 10:00 until 12:15hrs.

The setting employs four staff; three staff and a volunteer work each session. Two of the staff, including the manager, hold appropriate early years qualifications. One member of staff is currently working towards a recognised early years qualification. The setting receives the support of a mentor from the Early Years Development and Childcare Partnership.

### How good is the Day Care?

Carleton Rode Playgroup provides satisfactory care for the children who attend. The staff endeavour to provide a warm, and welcoming, environment for the children which enables them to feel secure. A key worker system is effectively used to support children. However, staffing levels do not always meet the minimum qualification levels and staffing procedures are informal.

Staff are aware of the need to maintain safety standards but no risk assessments have been completed. Children are provided with a range of activities to develop their emotional, physical and intellectual abilities. There are appropriate furniture and resources to promote children's learning. Staff follow the policies and procedures to ensure that good health and hygiene are promoted. For example, children are asked to wash their hands before eating their snacks. Staff are aware of children's individual dietary needs, and provide them with daily snacks, although children do not have access to drinking water. Staff act as good role models and give the children consistent guidelines to encourage good behaviour. They treat all children

as individuals and encourage them to develop an understanding of other cultures and traditions.

Parents are involved with the group through the committee and by regularly helping during the sessions. New parents are given a prospectus, however, this is brief and does not inform parents about the foundation stage. They receive on-going information through the notice board and regular newsletters. Documentation is in place although some aspects need reviewing to ensure standards are met.

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

At the last inspection the group agreed to improve documentation relating to staff and volunteers, medication, outings, child protection and complaints. They were also asked to look at the security of the outdoor area. All required documentation is in place although small amendments are still needed to meet the standards. The outdoor play area is suitable for use although staff have yet to complete a risk assessment on their use of this area.

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

- The children are happy and settled at the group and are offered a range of different activities during the session.
- The staff make best use of the premises to provide an interesting environment for the children.
- Parents are warmly welcomed into the group and encouraged to be involved with their child's learning.

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

- the methods of identifying potential risks to the children
- the qualifications of the staff to meet current standards
- documentation relating to accidents and information given to parents
- the children's access to drinking water
- the induction and appraisal procedures for staff.

#### **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 the last inspection Ofsted has not received any complaints about this provider.

#### **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	develop, and implement, an action plan detailing how at least half of all childcare staff will hold a level 2 qualification in childcare	04/03/2005

### The Registered Person should have regard to the following recommendations by the time of the next inspection

Std	Recommendation
2	Review induction procedures for new staff and consider introducing staff appraisals.
6	Conduct a risk assessment on the premises identifying actions to be taken to minimize identified risks.
7	Ensure the method of recording children's accidents maintains confidentiality.
8	Ensure children have access to fresh drinking water at all times.
12	Review the information parents receive on the foundation stage.

## **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.*