



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 145904

### INSPECTION DETAILS

Inspection Date 15/05/2003  
Inspector Name Charlotte Jenkin

### SETTING DETAILS

Setting Name Devizes & District Opportunity Centre  
Setting Address Opportunity Centre  
DEVIZES  
Wiltshire  
SN10 2AJ

### REGISTERED PROVIDER DETAILS

Name The Committee of District Devizes And Opportunity Centre

## 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.

<b>Information about the setting</b>
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<p>The Opportunity Centre in Devizes is run by a voluntary committee and offers care and education to children who have a range of individual special needs. The group was established in 1978, and has its own purpose built building with various rooms for specific activities and fully enclosed garden. The centre also has the use of an adjoining field and play area. The children attend with their parents or carer when they are very young, and then start to attend on their own about the age of three. Parents are welcomed into the group at all times and there is a specific area for them. Families are referred to the centre from a wide area of Kennet, some travel in from the Devizes area, some from villages a number of miles away. The group is registered for up to 22 children, because of the children's specific needs, the adult child ratio is very high. There are currently 30 children on role and the centre takes funded three and four year olds. There are nine members of staff or regular volunteers, who work with the children, most have early years child care qualifications and others are currently working towards qualifications. The centre uses a number of teaching methods that are specifically for children with special needs, such as Makaton and the Derbyshire Language scheme.</p>
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<b>How good is the Day Care?</b>
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<p>Devizes and District Opportunity Centre provides good quality care for children. The centre has procedures for appointing and vetting new staff and the induction arrangements for staff, volunteers and committee members are good. There is a high adult to child ratio and children are grouped appropriately. The centre is organised into specific areas to support children's developmental and learning needs and offers a welcoming environment to parents. The centre has a vast range of equipment to suit all children's needs and is able to access equipment as necessary. The equipment is used to provide activities that give children achievable targets. There is no operational procedure for lost children and hours of attendance for staff are not recorded. The centre sees children's safety as a priority and arrangements are reviewed and shared with staff and other users of the centre. All staff are first aid trained and children with specific medical and dietary needs are catered for. There are good procedures in place to ensure staff are made aware of child protection issues and parents are informed of the centre's duty to report concerns. Parents do not sign the medication book to acknowledge an entry. The centre offers a good range of activities to cater for children's different needs. Staff observe what children can do and use these to plan the next step in children's learning. Staff interact well with children and offer praise and encouragement. Individual children's needs are</p>
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met through various support systems and specialist teaching methods. Differences are respected and used as a learning tool for all. The centre has been adapted and designed to ensure all children participate in all activities and the centre works closely with outside agencies to ensure the needs of the children are met. The centre has good partnership with parents. Home visits are offered and parents are involved in decisions regarding the care and education of their child.

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

At the last inspection it was agreed that the provider would draw up an action plan showing how staff will achieve minimum qualifications, ensure parental consent for emergency medical treatment is obtained and devise a system to ensure parents are made aware of the centre's sickness policy. A plan has been drawn up and four staff are currently undertaking training towards NVQ level three and one member of staff is currently training for NVQ level two. The children are benefiting from staff having access to up to date knowledge and training. Parental permission for emergency medical treatment is now included on the enrolment form and parents are aware what will happen to their children in the event of an emergency. The centre's sickness policy is displayed on the parents notice board in the kitchen area and parents are made aware of the policy in the parent pack.

**What is being done well?**

The centre offers a range of activities to cater for children's different needs. Staff observe what children can do and use these observations to plan the next step in children's learning. Staff interact well with the children and offer praise and encouragement. (standard 3) The centre is organised into specific areas to support children's development and learning and offers a welcoming environment to parents and visitors. (standard 4) The centre has a vast range of equipment to suit individual children's needs and is able to access equipment as necessary. The equipment is used to provide activities that give children achievable targets. (standard 5) Individual children's needs are met through various support systems and specialist teaching methods. Differences are respected and used as a learning tool for all children and staff. (standard 9) The centre has been adapted and designed to ensure all children are able to take part in activities and the centre works closely with outside agencies to ensure the needs of the children are met. (standard 10) Staff ensure a consistent approach to behaviour management and good behaviour is re-enforced through praise and reward. Behaviour strategies are tailored according to the individual needs of the child. (standard 11)

**An aspect of outstanding practice:**

The centre offers all prospective parents a home visit prior to attending the centre. This ensures parents feel welcome, supported and involved in the care and education of their children. (standard 12)

**What needs to be improved?**

the procedure for administering medication to ensure parents countersign the record book to acknowledge an entry. (standard 7) the registration system to show the

hours of attendance of staff. (standard 2) the procedure for lost children to ensure staff are aware of the procedures in the event of a child being lost. (standard 14)
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<b>Outcome of the inspection</b>
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Good
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<b>WHAT NEEDS TO BE DONE NEXT?</b>
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<b>The Registered Person must take the following actions by the date shown</b>
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Std	Action	Date
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<b>The Registered Person should have regard to the following recommendations by the time of the next inspection</b>
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Std	Recommendation
2	Ensure the registration arrangements include the times of arrival and departure.
7	Ensure parents countersign the medication book to acknowledge an entry.
14	Ensure there is an operational procedure for lost children.

## **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.*