



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 113496

### INSPECTION DETAILS

Inspection Date	26/11/2003
Inspector Name	Ann Long

### SETTING DETAILS

Day Care Type	Full Day Care
Setting Name	Garden Cottage Nursery
Setting Address	The Square Highden, London Road Washington West Sussex RH20 4BA

### REGISTERED PROVIDER DETAILS

Name	Mrs Jane Denman
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## 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

Garden Cottage Nursery is situated in a converted flint barn with two conservatory extensions. It is located in a rural hamlet, adjacent to Windlesham House School and serves a number of surrounding villages. It has fully enclosed outdoor play areas. The nursery is privately owned and run by the proprietor, who has an appropriate level three qualification. She employs a nursery manager and two supervisors who are all qualified and experienced. Seven other part time staff, including three bank staff, are employed to look after the children. Seven members of staff have certificates in first aid. The nursery is registered to provide full day care for twenty four children under five years and over two years. It is open each week day during term time. There are sixty children on role, which includes twenty five funded three year olds.

### How good is the Day Care?

Garden Cottage Nursery provides satisfactory care for children. Space is used effectively to provide children with suitable play areas. A high ratio of staff enables good supervision of the children. There is a good range of toys and equipment available. Most of the documentation and procedures to support the organisation of the day care are available but there is no procedure in place for dealing with a lost or uncollected child.

Consideration is given to the safety of children with daily risk assessments and periodic fire drills taking place. Most of the staff have first aid training and there are appropriate procedures to record accidents and medication, although some of the entries have not been acknowledged by parents. Effective hygiene measures are in place. Suitable snacks are provided for the children and packed lunches are stored appropriately. Children are encouraged to have regular drinks. Staff have good knowledge of children as individuals and cater for children with special needs. Some of the staff have attended training in child protection procedures and all the staff are familiar with their role and responsibilities. However, the written policy does not include a procedure to be followed if an allegation of abuse or neglect is made against a member of staff.

Staff work closely with the children and help them develop socially, physically and emotionally. Planned activities and outings are enjoyed by all the children. Children are given equal opportunities to participate in all activities and are happy and settled. The children behave well and respond to clear and sensitive guidance.

Parents are made very welcome by staff, allowing for daily exchanges of information about the children. Important information is displayed and parents have access to copies of all the nursery's policies and procedures. Regular newsletters are distributed to keep parents informed. All records are stored securely and confidentiality is respected.

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

Not applicable.

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

- Staff plan and provide activities and play opportunities which stimulate the children's interest.
- The nursery provides a spacious, bright and welcoming environment for the children and a well planned outside play area.
- Toys and equipment are attractively presented and are easily accessible to the children.
- There is a high level of safety awareness within the setting and when taking children on outings.
- Children are praised and encouraged to be well behaved by sensitive and appropriate methods.

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

- the introduction of a lost or uncollected child statement
- the recording of visitors to the premises
- the seeking of parental acknowledgement for entries in the accident or medication books
- the child protection statement.

#### **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
14	Develop and implement a procedure for dealing with a lost or uncollected child.	26/02/2004

The Registered Person should have regard to the following recommendations by the time of the next inspection	
Std	Recommendation
2	Keep a record of the names of visitors to the premises and their times of attendance.
7	Ensure that parents sign all entries in the accident and medication books.
13	Extend the child protection statement to include the procedure to be followed in the event of an allegation being made against a member of staff or volunteer.

## **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.*