



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN EY219553

INSPECTION DETAILS

Inspection Date	09/07/2003
Inspector Name	Rachael Williams

SETTING DETAILS

Setting Name	Little Steps Pre School
Setting Address	The Village Hall North Newton Somerset TA7 0BF

REGISTERED PROVIDER DETAILS

Name	The Committee of Little Steps PreSchool
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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

Little Steps Pre - School operates from the village hall in North Newton in Somerset. It is registered for 24 children aged between two and five years. It is open Monday to Thursday from 9:15 - 12:00 term time only. From January an additional session is offered to those starting school operating on a Tuesday afternoon until 3 pm. At present 23 children are on role. The group does not receive funding for four year olds. The play leader is employed full - time and has a NNEB qualification. Four other members of staff are employed by the group; one has a teaching qualification, one has a NVQ level 3 and the remainder have suitable experience of working with children. The premises consists of two adjoining halls, two separate cloakrooms and a kitchen area. There is an enclosed outdoor area.

How good is the Day Care?

Little Steps Pre - School provides satisfactory care for the children. The staff have developed a comprehensive operational plan containing relevant information of how the group is organised. It includes planning that shows the effective deployment of staff to support learning. Most policies are up to date and relevant except the procedure for lost and uncollected children. A policy to protect children from infectious diseases is not available. The premises are clean and well maintained and space is organised well to meet the needs of the children. A good selection of resources are used to provide a balance of activities and experiences. Children can independently access activities that are put out for them. The staff are interested in what the children say and are confident to participate in spontaneous activities initiated by the children. The staff know the children well and are able to meet individual needs. The group's SENCO has good knowledge of the identification and assessment procedures for children with special needs. Staff use consistent strategies to manage behaviour and constantly praise children. The premises are kept secure and staff are vigilant about children's safety. A fire procedure is available but is not displayed. Fire drills are carried out termly but information is not logged appropriately. The staff are good at promoting health and hygiene and giving explanations of why we wash our hands. Consent is obtained to administer medication but appropriate entries are not made in the record book. The staff have good relationships with the parents and information about the group is readily available. The Complaints Procedure is available to parents but omits the contact details of the regulatory body. The staff provide comprehensive reports for the parents based on ongoing assessments and observations.
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What has improved since the last inspection?

Since the last inspection Little Steps have addressed most of their actions. The group have developed a staff and student induction policy which is available to the parents. Most policies have been up dated and reviewed by the committee. However, a policy to protect children from infectious diseases is still unavailable. The procedure for lost and uncollected children is not relevant to the setting. A complaint procedure is available to parents but omits the contact details of the regulatory body. A comprehensive operational plan has been put together which includes policies and procedures, relevant planning and a relevant risk assessment. The register is filled in appropriately with amendments made if children arrive late or leave the session early. Staff are included on the register and visitors are asked to sign in. Parental consent to seek emergency treatment and to administer medication has been obtained and a policy has been devised. A behaviour/ incident book is available and entries are made and shared confidentially. Drinking water is available throughout the session. Staff are aware of equal opportunities for all the children and promote positive images of diversities through topic work and appropriate resources. Staff are aware of the procedures to take if there was a child protection issue. The Area Child Protection Committee procedures were not available.

What is being done well?

Planning shows how staff deploy themselves effectively to support learning.(standard 2) Staff extend learning through effective questioning. (standard 3) Knowledge of how to identify and assess special needs.(standard 10) Consistent strategies used to manage behaviour. (standard 11)

What needs to be improved?

procedure for lost and uncollected children. (standard 2) log for fire drills. (standard 6) record of medication administered. (standard 7) policy to protect children from infectious diseases. (standard 7) complaints procedure to give name and address of regulatory body. (standard 14)

Outcome of the inspection

Satisfactory

WHAT NEEDS TO BE DONE NEXT?**The Registered Person must take the following actions by the date shown**

Std	Action	Date
6	keep an accurate record of fire drills	01/09/2003
7	keep a written record, signed by parents, of medicines given to children	01/09/2003

The Registered Person should have regard to the following recommendations by the time of the next inspection	
Std	Recommendation
2	ensure lost and uncollected children procedures are relevant to setting.
7	devise and implement a policy about the exclusion of children who are ill or infectious and make sure parents are made aware of it.
14	ensure complaints procedure has name and contact details of OFSTED.

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.