



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 105699

INSPECTION DETAILS

Inspection Date 25/11/2003
Inspector Name Bharti Vakil

SETTING DETAILS

Day Care Type Full Day Care
Setting Name Holland Park Pre-School
Setting Address C/O Parks Office
Stable Yard, Ilchester Place
London
W8 6LU

REGISTERED PROVIDER DETAILS

Name Holland Park Pre-School,

ORGANISATION DETAILS

Name Holland Park Pre-School,
Address One O'Clock Club, c/o Parks Office
Stable Yard, Ilchester Place
London
W8 6LU

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

Holland Park Pre-School Playgroup has been running for about 30 years.

It is based in a single storey building located in a park in West London. It has the use of one room, two children's toilets and one adult toilet; one corner within the room is set up as a kitchen area. There is access to an enclosed outdoor play area with fixed climbing apparatus.

There are currently 24 children from 2 years 6 months to 5 years old on roll. This includes 14 funded 3 year olds and 4 funded 4 year olds. Children attend a variety of sessions. The group currently support children who speak English as an additional language.

The setting is open 5 days a week from 09:30 to 15:30 during school term times.

The manager's post is vacant. Two staff work with the children. They have a level 2 early years qualifications and are working towards a level 3 qualifications.

The setting receives support from the Early Years Development and Childcare Partnership (EYDCP), the Pre-School Learning Alliance (PSLA) and a Speech and Language Therapist.

How good is the Day Care?

The standard of care provided by Holland Park Pre-School has been judged as unsatisfactory. This is mainly due to the provider failing to notify Ofsted of significant changes. These changes were so significant that the basic requirements for registration have been affected. These are breaches of the regulations set as part of the Children Act 1989 Part XA. This inspection has raised actions to secure improvement that are legal requirements that must be adhered to.

The Manager's post is vacant and the two staff in post are working towards attaining level 3 qualifications. It is important to state at this point that the inspection revealed that the staff interact warmly with the children and offer support to encourage children's confidence. However due to the insufficient number of permanent staff, and absence of a qualified and experienced manager there is a negative impact in meeting needs of all the children attending. Although the adult ratios are being met with the support of parents and use of agency staff the continuity of care provided for children is compromised.

The organisation and the structure of the sessions, result in missed opportunities for children's overall learning and development.

Most aspects of health and safety are satisfactory. Although the written policies and procedures are in place the group does not follow them through. The practical arrangements to protect children from un-vetted adults are unsatisfactory. The arrangements for carrying out risk assessments and recording the findings needs to be reviewed.

Although systems are in place to maintain the required records, they lack the necessary details.

This group is a member of PSLA, which is a registered charity and is run by a parents committee. Staff and parents work in close partnership. The group works closely with other agencies.

What has improved since the last inspection?

At the last inspection several actions were raised, improvements have been made in the following areas:

The records of visitors to the setting are maintained.

Suitable arrangements are now in place to store records securely.

The complaints procedure now includes details of Ofsted, as the regulatory body.

However the following actions are still outstanding:

There is no named deputy to take charge in the absence of a manager.

Although a system is in place to mark the arrival and departure times of children and staff, the records are not updated as required.

What is being done well?

- The setting offers a warm and welcoming environment for parents and children.
- There is a purpose built outdoor play area with fixed climbing equipment; this area is used daily for children's physical play.
- The staff plan activities in advance; children have a choice of adult directed activities or free play options for first part of the session. Children are interested in the range of activities provided.
- Staff have a clear and consistent approach when managing children's behaviour. Most children are well-behaved at the setting.
- Staff provide nutritious and healthy snacks for children; they ensure children wash hands after toileting and before eating. Children learn good hygiene

practices through daily routines.

What needs to be improved?

- the provider must notify Ofsted of all significant changes including committee and staff changes
- there must be suitable arrangements in place to ensure that persons working with children are safely vetted; the provider must ensure that all staff and adults working with children who have not been vetted return the completed DC2 forms to Ofsted as soon as possible
- suitable arrangements must be made so that any persons, including parents on rota, who have not been police checked do not provide any personal care for children
- the daily register must include arrival and departure times for children, staff and volunteers
- a written procedure for lost children must be devised and made available for staff and parents
- the provider must ensure that from 01/01/2004 the number of children attending at any one time is reduced to 19 due to the limited space available. This time limit allows for children to leave at the end of the agreement the parents have with the pre-school
- the committee must review the overall organisation of the group so that children's needs can be met effectively. All adults involved in running of the group should be clear about their roles and responsibilities. The management of arrival and departure times must be reviewed and controlled in an effective manner. The daily routine, especially the snack and outdoor play times must be reviewed; the aim should be to minimise the interruption of children's learning so that children can continue to be highly involved in activities of their choice. There must be a named deputy manager in place; a manger should be appointed as soon as possible.
- the group should be organised well so that staff are able to plan and implement play activities to help children make progress in all areas of development.
- carry out written risk assessments both indoors and out to protect children; the accident records must be reviewed to identify any trends or recurring causes of injuries.

Outcome of the inspection

Unsatisfactory

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
1	Ensure Ofsted is notified of relevant changes and matters before the event wherever possible. Where this is not possible inform within 14 days of the event.	25/11/2003
1	Make suitable arrangements to ensure that children are protected from persons who are not vetted	25/11/2003
1	Ensure that all adults working with the children return the completed DC2 forms to Ofsted.	23/12/2003
2	Keep daily records of children and adults attendance and ensure these include times of arrival and departure.	25/11/2003
2	Ensure that a written procedure for a lost child is devised and available for the staff team to follow	23/12/2003
2	Reduce the number of children attending at any one time to 19 by 01/01/2004	01/01/2004
2	Ensure that staff and resources are organised to meet children's needs effectively.	23/12/2003
6	Review the organisation of outdoor play and ensure that proper precautions are taken to keep children safe and prevent accidents.	26/11/2003

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

Std	Recommendation
2	Ensure that a manager is in post.
2	Ensure that there is a named deputy manager to take charge of day-to-day operation of the pre-school in the absence of the manager. This has been outstanding since the last inspection.
3	Ensure there is effective planning and implementing of play activities to help children make progress in all areas of development.

7	Ensure the accident and incident records are reviewed at regular intervals.
---	---

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.