



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 122572

INSPECTION DETAILS

Inspection Date 19/05/2004
Inspector Name Carol Newman

SETTING DETAILS

Day Care Type Sessional Day Care
Setting Name South Bookham Play School
Setting Address South Bookham First School
Oakdene Close, Bookham
Leatherhead
Surrey
KT23 4PT

REGISTERED PROVIDER DETAILS

Name The Committee of South Bookham Play School

ORGANISATION DETAILS

Name South Bookham Play School
Address South Bookham First School
Oakdene Close, Great Bookham
Leatherhead
Surrey
KT23 4PT

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

South Bookham Play School opened in 1992. It operates from a classroom within South Bookham Infant School and has access to an outdoor play area and toilet facilities. Children attend mainly from the local area.

The play school is registered to provide sessional care for 18 children aged from two to under five years, and accepts children from two and a half years old. There are currently 40 children on roll, and this includes 29 who are in receipt of nursery education grant funding. Children attend for a variety of sessions and the setting supports children who have special educational needs.

Opening hours are 09:00 to 12:00 Monday to Friday and 12:15 to 15:00 Tuesday and Thursday during term time only.

Eight part time staff work with the children, of these four have a recognised early years qualification to level three. Ongoing training is accessed via the Early Years Childcare Service (EYCS) and the setting receives support from the Early Learning Advisor (ELA)

How good is the Day Care?

South Bookham Play School provides good quality care for children.

The staff offer a warm and welcoming environment and meet the children's needs by working as a team. They understand the clearly stated policies and procedures and implement them effectively, however some policies and procedures require minor amendments in order to meet requirements.

Management carry out regular risk assessments to identify possible hazards and children are safely escorted on outings. Staff pay good attention to children's dietary needs and encourage the children's understanding of appropriate hygiene practices. A qualified first aider is available at each session, however, some contents of the first aid box require replacement.

Children have access to a wide range of toys and equipment and staff plan and provide an excellent choice of appropriate activities each day. Staff take the time to talk to children in order to build strong relationships. They treat all children with equal concern and procedures are in place to support children with special educational needs and English as an additional language.

Staff value and support good behaviour. Parents are welcomed into the setting and encouraged to ask questions and exchange information for the benefit of the children.

Most record keeping is in place and efficiently maintained.

What has improved since the last inspection?

Not applicable

What is being done well?

- Good use is made of staff, space and other resources and children are provided with a broad range of activities.
- Staff are deployed effectively and are vigilant about children's safety.
- Staff promote good hygiene practices and children are provided with regular, nutritious snacks and drinks.
- All children are included, treated with equal concern and their individual needs are met.

What needs to be improved?

- the medication records
- the maintenance of the contents of the first aid box
- the maintenance of all policies and procedures to ensure they meet requirements, particularly with regard to the complaints procedure and the child protection policy.

Outcome of the inspection

Good

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 should have regard to the following recommendations

by the time of the next inspection	
Std	Recommendation
7	Ensure that the first aid box and its contents are up to date.
7	Keep a written record, signed by parents, of medicines given to children.
14	Ensure that all policy documents are maintained in accordance with the National Standards for Sessional Care.

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.