



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 115355

### INSPECTION DETAILS

Inspection Date	22/11/2004
Inspector Name	Jeannette Waring

### SETTING DETAILS

Day Care Type	Sessional Day Care
Setting Name	Old Bexley Village Pre-school
Setting Address	Manor Road Bexley Kent DA5 3LX

### REGISTERED PROVIDER DETAILS

Name

### ORGANISATION DETAILS

Name	The Partnership of Sharon Bernardi & Wendy Coltman
Address	Old Bexley Village Pre-school Manor Road Bexley Kent DA5 3LX

## 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

Old Bexley Village Pre-School has been in operation for the past 9 years. It is located in the church hall of St Mary the Virgin in Bexley Village.

This Pre-School is well established in the community and serves families from the surrounding residential area.

Old Bexley Village Pre-school is open on a sessional basis; Monday to Friday 9:30 to 12:15 and 12:45 to 15:00 during term time. Currently afternoon session operate on Tuesday, Wednesday and Fridays only. The pre-school is registered for 28 children aged two years to five years, of whom only four may be under three years for the morning sessions and for 26 children aged two to five years, of whom only 12 may be under the age of three years for the afternoon sessions.

There are currently a total of 56 children on roll. There are 26 funded three-year-olds and four funded four-year-olds. A small number of children child speak English as an additional language, No children with identified special educational needs currently attend.

There are seven members of staff who work directly with the children. The two joint play leaders and a deputy, all hold a recognised level 3 childcare qualification. Of the remaining staff three hold level three qualifications, one holds a level two and is working towards a level three. The two unqualified staff have attended various in-house training workshops.

The setting is a member of the Bexley Early Years Development Partnership (EYDCP) and receive support from the qualified teacher.

### How good is the Day Care?

Old Bexley Village Pre-School provides children with satisfactory care. Particularly good attention is paid to issues of health, safety and security. A weekly risk assessment is carried out with findings and follow-up action documented. Good procedures are in place to ensure that the premises are secure throughout the session, however, the register is not a complete document. Staff have recently attended child protection training and demonstrate a good awareness of their responsibilities, however the settings written policy does not comply with requirements.

A set of basic policies and procedures are held and form the basis of an operational plan, however, the plan does not cover all areas of operation and does not contain sufficient detail. Good procedures are in place to ensure that children are protected from un-vetted people, all staff have enhanced CRB clearance and most staff hold an appropriate qualification. The premises are clean, bright, warm and welcoming to children and their families and a suitable range of well maintained toys, furniture and equipment is provided.

Staff are kind, caring and responsive to children, they demonstrate an understanding of children's individual needs and plans are in place to support children with special educational needs. A range of activities are provided at each session, but these are often more suitable for the younger children, consequently some children become restless quite quickly. However, staff are now developing their planning for children's learning with support from the EYDCP qualified teacher. Staff have recently attended behaviour management training and are in the process of revising their behaviour management policy and implementing positive behaviour management techniques.

Good informal relationships exist between parents and staff. Parents have good information about the group and are welcome in the setting to talk to staff or settle their child and some help out during the session on a rota.

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

At the last inspection the setting was required to improve some documentation, specifically their child protection policy, medication and emergency medical treatment procedure, complaints procedure and the procedure for recruitment and vetting of staff. In addition they were required to update staff's knowledge of child protection issues and to conduct a risk assessment.

All of the documentation has been revised. A suitable medication and emergency medical treatment policy together with appropriate consent forms and record keeping are now in place. Staffing files are now held which record details of references and vetting etc. and all staff working in the setting have current CRB clearance. The complaints procedure for parents now includes details of how to make a complaint or refer the complaint to the regulator.

Staff have attended up to date child protection training and demonstrate an awareness of their responsibilities. A child protection policy has been adopted, but it is not specific to the setting and does not give details of the procedure to be followed in the event of an allegation of abuse to a child whilst attending the setting.

A risk assessment procedure has been put in place and works well. A designated member of staff makes regular checks on the premises and equipment, details her findings and records any follow-up action taken ensuring all potential hazards are noted and risks minimised.

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

- Staff are kind and caring, they spend time talking to children and demonstrate an awareness of children's individuality.
- Staff pay very good attention to children's safety and security within the setting. They have implemented an effective risk assessment procedure and put in place good procedures for ensuring children are safe at the start and end of the day.
- Staff encourage children to develop good hygiene routines and ensure that they maintain good standards of hygiene within the setting.
- The Playleaders have a positive approach to staff training and actively encourage all staff to access appropriate training. They are working closely with the EYDCP qualified teacher who has been carrying out a programme of in-house training.

#### What needs to be improved?

- the child protection procedure to ensure that it is specific to the setting and includes details of what to do if allegations are made that a child has been abused at the setting
- the procedure for fully completing the register at each session so that it is a complete record of who is present
- the policy on uncollected children to ensure that it includes a procedure to be followed in the event that a child is lost from the setting
- the provision of a range of activities which provide appropriate challenge for the older or more able children.

#### 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
13	Ensure that the setting's child protection procedure	12/01/2005

	is pertinent to the setting and gives details of what to do if an allegation is made that a child has been abused whilst at the setting.	
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<b>The Registered Person should have regard to the following recommendations by the time of the next inspection</b>	
Std	Recommendation
2	Ensure that the register is fully completed each day.
2	Ensure that the policy on uncollected children includes details of what to do in the event that a child is lost.
3	Ensure that activities are focused and provide sufficient challenge for 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.*