



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 311339

### INSPECTION DETAILS

Inspection Date 30/03/2004  
Inspector Name Angela Margaret Ellis

### SETTING DETAILS

Day Care Type Sessional Day Care  
Setting Name White Lee Playgroup  
Setting Address Leaside J I and N School  
Leeds Old Road  
Heckmondwike  
West Yorkshire  
WF16 9BB

### REGISTERED PROVIDER DETAILS

Name The Committee of White Lee Playgroup

### ORGANISATION DETAILS

Name White Lee Playgroup  
Address Leaside J I and N School  
Leeds Old Road  
Heckmondwike  
West Yorkshire  
WF16 9BB

## 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

White Lee Playgroup has been operating for approximately nine years. It is managed by a committee. It operates from two linked classrooms within Leaside Junior, Infant and Nursery School. There is a small outdoor area which can be accessed. There are currently 27 children on roll. This includes four three year olds who receive funding. Children attend for a variety of sessions. The setting currently supports children with special needs and who speak English as an additional language.

The group opens four mornings a week during term time. Sessions are from 09:30 until 11:30. Four staff work with the children as well as an assistant and a parent volunteer on a rota each session. One member of staff has an early years qualifications and others are working towards NVQ level two or three.

The playgroup receives regular support from the teacher advisor for the Pre school learning alliance and from the local Early Years Childcare Partnership.

### How good is the Day Care?

White Lee Playgroup provides a satisfactory standard of care. The setting is being managed by a committee who are now aware of their responsibilities to developing the service. There are several issues relating to staff qualifications, policies and procedures that includes lost and uncollected children, complaints procedure and child protection procedure. Accident records and attendance records for staff and visitors. Elements of the operational plan are in place and it is being developed. Deployment of staff is informal and they work well as a team. Good opportunities are available to them to access training.

The premises are spacious the entrance is welcoming and clean. The setting is well equipped with a good range of resources. Providing a stimulating, safe environment. Good hygiene procedures are in place. The curriculum offers exciting topics which are planned to cover all areas of learning and adapted to include children with Special Educational Needs. Good interaction and effective use of questioning techniques facilitates children's learning. The key worker system enables staff to identify children's individual needs and children's progress is recorded well.

Partnerships with parents is good and they are encouraged to share in their child's education. Information available to them is continually being developed. The café

system for snacks works very well, encouraging the children's independence. Snacks are varied, using a good proportion of fresh ingredients. Emphasis on equal opportunities is evident and there are good opportunities to learn about other cultures and beliefs through planning, pictures posters and food tasting from other countries.

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

Several actions were identified on the last inspection. Some were implemented by the previous committee. The present committee are committed to developing and raising the quality of the service they provide. Therefore will implement any outstanding actions and new ones raised.

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

- The commitment of staff to attend training in order to develop the quality of service offered.
- The spacious welcoming environment.
- The staff teams good interaction with the children, they work directly at the children's level talking, listening and asking questions as well as giving praise and encouragement for their achievements.
- The good systems in place for curriculum planning in which the key workers records the children's progress well and enables them to plan the next step.
- The good range of toys, activities and equipment, covering all areas of learning.
- The priority that is given by staff to safety to reduce the risks of hazards and the good hygiene procedures in place to prevent the spread of infection.
- The café system which encourages children's independence and confidence skills. Providing some nutritionally balanced snacks, using fresh ingredients.
- The regard to equal opportunities throughout the setting which provides opportunities to learn about other cultures through a variety of sources including food.
- The partnership with parents which includes developing systems for sharing and exchanging information about the setting and their child.

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

- the level of qualifications held by the staff in order to meet the Standards
- the recording of arrival and departures in particular of staff and visitors
- the availability of a written procedure for lost or uncollected children and a child protection procedure
- the operational plan to ensure that all elements are included

- the record of accidents in particular parents signatures confirming entry
- the security of the records held by the play group.

### 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
1	Develop and implement an action plan that sets out how the Manager will achieve a level 3 qualification.	14/04/2004
2	Develop and implement an action plan detailing how at least half of all childcare staff will hold a level 2 qualification in childcare.	14/04/2004
2	Ensure that a record of the arrival and departure times of staff and visitors is maintained.	14/04/2004
2	Ensure there is a written procedure for lost or uncollected children.	14/04/2004
2	Develop and implement an action plan that sets out how the Deputy Manager will achieve a level 3 qualification.	14/04/2004
13	Ensure that the child protection procedure for the playgroup complies with local Area Child Protection Committee (ACPC) procedures.	14/04/2004

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

Std	Recommendation
2	Ensure that all elements of the operational plan are in place as outlined in the National Standards.
7	Ensure that all parents are consistent in signing the accident book.
12	Ensure that the complaints procedure has the correct contact details for

	Ofsted.
13	Develop all staff's knowledge and understanding of child protection issues by ensuring that knowledge gained on training is shared and that all staff read and understand the child protection procedure.
14	Ensure that all records relating to playgroup activities are stored securely.

## **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.*