



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 141766

### INSPECTION DETAILS

Inspection Date 15/03/2004  
Inspector Name Cordalee Harrison

### SETTING DETAILS

Day Care Type Sessional Day Care  
Setting Name Coldharbour Pre-school  
Setting Address Highland Close  
Bletchley  
Milton Keynes  
Buckinghamshire  
MK3 7PD

### REGISTERED PROVIDER DETAILS

Name The Committee of Coldharbour Pre-school

### ORGANISATION DETAILS

Name Coldharbour Pre-school  
Address Highland Close  
Bletchley  
Milton Keynes  
Buckinghamshire  
MK3 7PD

## 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

Cold Harbour Pre-School opened in 1982. It operates from Cold Harbour Children Centre, which is located in Bletchley, Milton Keynes.

There are currently 48 children on roll. This includes 29 funded three-year-olds and 11 funded four-year-olds. There are no children with special needs and no children who speak English as an additional language on roll at present.

The group opens 9:00 until 11:45, Monday to Friday term time only.

Nine staff work with the children. Three staff have early years qualifications. Three staff are currently on training programmes. All members of staff hold first aid certificates. The group is a member of the Pre-School Learning Alliance and also receives support from Early Years Development and Childcare Partnership.

### How good is the Day Care?

Cold Harbour Pre-School provides satisfactory care for children. The setting provides a warm and welcoming environment for parents and children. Children are familiar with the layout of the provision they use of all areas with staff supervision. Children have easy access to the toys and equipment that are set out. The premises provide sufficient space for a range of table top and floor based activities. Staff carry out the duties identified in a confident manner, but they do not use the written policies and procedure to ensure that they achieve consistent practice as a team.

Most staff are aware of safety procedures and what is expected. Health, hygiene and safety issues are addressed with policies, risk assessments and regular checks. Staff provide children with healthy snacks and drinks. Staff are clear about their role in the protection of children; procedures to be followed in the event of allegation against staff does not include referral to the registering authority.

Activities are based on the foundation stage of the early years curriculum. Activities are planned well, but use of the outdoor space is not included in the plans. A range of suitable activities and resources are available to children and a balance of child and adult initiated activities is achieved; children are engaged in a range of interesting activities. Cultural diversity is reflected in the play provision but there are few resources to help children learn about disability. Children behave well in the group; they interact positively with their peers and respond readily to staff's

guidance.

The pre-school works well with parents; parents are pleased with the care provided, open communication is maintained. Most required documentation is in place and a number of well-considered policies has been adopted in the setting. There is no written recruitment procedure and the induction process is not effective, new staff are not clear about their duties.

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

Not applicable.

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

- The setting is well resourced to enable staff to plan and deliver a broad range of activities that are based on the early years curriculum. Children enjoy many first hands experiences; they include staff in their play and are proud of their achievements.
- A special feature is made of song, music and movement once a week, children look forward to this activity; it is a source of great fun and enjoyment for the children.
- Staff understand the importance of teaching children healthy eating habits. A variety of fresh fruit is provided for children daily, children are encouraged to help staff prepare the fruit. Snack time is used to encourage children to develop their social skills; children enjoy their snack time.
- The group values open communication with parents, parents are informed of their child's key worker and verbal information is shared at the beginning and the of each session in addition newsletters, prospectus, notices and the policy folder are used to keep parents informed.

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

- documentation, develop a procedure to be followed in the event of an accident and ensure that information about the registering authority is included in all relevant documentation
- knowledge of policies and procedures, ensure that all staff are familiar with the policies and procedures that are in place and know how to use them to gain consistent practice in the setting
- resources, develop resources to help children learn about disability
- recruitment, develop a written recruitment procedure to be followed in the employment of all staff, and make sure effective arrangements are in place for staff induction so that all staff are clear about their roles and responsibilities in the setting.

**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 should have regard to the following recommendations by the time of the next inspection**

Std	Recommendation
2	Develop a written recruitment procedure to be followed in the employment of all staff.
2	Ensure arrangements for staff induction are effective and all staff are clear about their responsibilities.
14	Ensure all staff are familiar with the policies and procedure that are in place and use them to gain consistent practice in the setting.

## **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.*