



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 139104

### INSPECTION DETAILS

Inspection Date	23/06/2003
Inspector Name	Maria Therese Conroy

### SETTING DETAILS

Day Care Type	Sessional Day Care
Setting Name	The Little Voices Pre School Playgroup
Setting Address	Pembroke Road Ruislip Middlesex HA4 8NN

### REGISTERED PROVIDER DETAILS

Name	Mrs Ruth King
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## 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

Little Voices Pre-School operates from the church hall of the Sacred Heart Church in Ruislip.

The Pre-School serves the local community. The majority of children attending at the group are of the Catholic faith, as they are given priority.

The group are registered for 26 children age two to five years. There are currently 41 children from two years six months to three years nine months on the roll. The group does not currently receive funding for three and four year old children. Children attend for a variety of sessions.

The group opens Monday, Tuesday, Wednesday and Friday term time only. The sessions run from 09:30 to 12:00.

There are four part time staff who work with the children, one has an early years qualification and one is currently undertaking a relevant child care qualification, the other two staff have years of experience.

### How good is the Day Care?

The group offer satisfactory care for children age two to five years.

The staff who work in the group are all experienced and have worked in the group for many years, however the group do not currently meet the staff qualification levels.

Children do not have key workers, although this is something the leader is working towards. Staff do not keep a written record of children's progress. An operational plan is in place. There are a number of written policies and procedures which require reviewing and a few which have yet to be produced.

The staff make good use of the space and have defined areas for each type of activity. There is a varied selection of toys, books and equipment.

Safety issues are addressed, although risk assessments do need to be undertaken and recorded. All health and hygiene procedures are efficient. The children are treated equally and staff are aware of their needs. Specific needs can be met through consultation with parents. The leader has attended child protection training

and is clear about procedures, however there are no written procedures for allegations of abuse in relation to members of staff.

There are a variety of activities which are planned in advance, they link to themes which parents can reinforce at home. the activities provide learning opportunities in all areas of development. Behaviour management techniques should be consistent among the staff, the staff do however praise the children and encourage good manners.

The staff have a good relationship with the parents and parents report that they are friendly and approachable. Coffee mornings are held to induct all new parents and inform them of the way in which the Pre-School is run. Written consent should be acquired from parents for outings and emergency medical treatment. Children's progress should be recorded and information shared with the parents.

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

The staff have undertaken a first aid course which is relevant to babies and young children. In addition the staff have also undertaken training in fire evacuation with young children. One member of staff is currently attending the NVQ 3 course.

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

- The activities are planned in advance, they link to a theme which parents can reinforce at home. The activities are interesting and age appropriate, they incorporate festivals throughout the year and encourage children's all round development. (Standard 3)
- Good use is made of the space and there are clearly defined areas for the different activities available.(Standard 4)
- The staff are security conscious and there are regular headcounts throughout the sessions.(Standard 6)
- Briefing sessions are held for parents when their child begins the placement, this gives the staff the opportunity to explain how the group is run and what they have to offer their child. It also offers parents the chance to ask questions and meet the staff. Specific needs can be met through consultation with the parents.(Standard 12)

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

- the meeting of the requirement to have 50% staff qualified;(Standard 2)
- the key grouping of children and the procedure for maintaining written records of children's progress; (Standard 3)
- risk assessments and the recording of these should be undertaken;(Standard 6)
- the availability and staff awareness of written procedures in the event of

serious accidents, outings, lost or uncollected children;(Standard 2 and 6)

- the procedure for recording the administration of medication and parental consent for emergency medical treatment;(Standard 7)
- the continuity of behaviour management practices employed by the staff team when dealing with behavioural issues; (Standard 11)
- the contact details in the complaints procedure must be correct; (Standard 12)
- the procedure for dealing with allegations of abuse against a member of staff should be available;(Standard 13)

### **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
2	develop and implement an action plan detailing how at least half of all childcare staff will hold a level 2 qualification in childcare. (standard 2)	18/07/2003
14	ensure all the required records and policies and procedures as listed in the Sessional Day Care: Guidance to the National Standards are in place and appropriately maintained. (14)	18/07/2003

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

Std	Recommendation
6	ensure there are operational procedures for outings in place. (Standard 6)

## **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.*