



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 113620

### INSPECTION DETAILS

Inspection Date 13/07/2004  
Inspector Name Alison Jane Williams

### SETTING DETAILS

Day Care Type Sessional Day Care  
Setting Name Offington Park Pre-School  
Setting Address South Farm Road  
Worthing  
West Sussex  
BN14 7TN

### REGISTERED PROVIDER DETAILS

Name The Committee of Offington Park Pre-School

### ORGANISATION DETAILS

Name Offington Park Pre-School  
Address South Farm Road  
Worthing  
West Sussex  
BN14 7TN

## 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

Offington Park Pre-School is situated in the Broadwater area of Worthing, and has been a registered provision since 1989. It is a registered charity and a committee run group. The Supervisor is responsible for the management and day-to-day organisation of the provision.

Offington Park Pre-School is based within the local Methodist Church and serves children from all surrounding areas. Children have use of main hall and smaller adjoining room with toilet and washing facilities provided adjacent. The pre-school is open term time only, Monday to Friday, from 09.30 until 12.00 and from 13.00 until 15.30 on Tuesday and Thursday. The provision also operates a holiday playscheme on occasional dates during the school holidays for children aged from two to under eight years. It is the policy of the pre-school to accept children from the age of two years six months. At the time of the inspection, 46 children were on the register, including five three year olds and 23 four year olds who are in receipt of funding. The group are able to offer appropriate support to children who have a recognised special educational need and children who speak English as an additional language. At the time of the inspection, five members of staff were employed to work with the children. Four members of staff hold relevant early years qualifications. The group receives support from the Early Years Development & Childcare Partnership.

### How good is the Day Care?

Offington Park Pre-School provides good quality care for children.

The supervisor and deputy are suitably qualified and experienced to care for children and have updated their knowledge and understanding in a variety of areas through training courses attended. The procedures for appointing and vetting staff are appropriate, although procedures for induction and staff appraisals are not in place.

Policies and procedures are in place, which underpin the day to day running of the provision, and these are conformed to in practice. Relevant documentation is in place and most contain the appropriate detail. Space and resources are organised to meet children's needs successfully. The pre-school provides a warm and welcoming environment for all children, parents and carers and the children are happy, confident and well behaved.

Staff take appropriate steps to ensure children's safety, although written risk

assessments are not undertaken. Hygiene practices and procedures promote the good health of children and children are encouraged throughout the daily routine to have an awareness of personal hygiene. The pre-school provides regular drinks for the children, promotes healthy eating when supplying snacks and keeps records of individual children's dietary needs and allergies. Children are valued and included and staff have a positive attitude to working with children with special needs. Staff have an appropriate understanding of child protection issues and procedures.

Children take part in a stimulating and varied programme of activities. Children are actively involved in their learning and their understanding is extended through discussion. Effective procedures are in place for managing children's behaviour.

Staff have on going discussion with parents and give daily feedback to ensure individual children's needs are met. Excellent procedures are in place to ensure that individual children's progress and development is recorded and shared with parents.

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

Not applicable

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

- Children are encouraged to bring in articles from home to put on a topic table linked to a theme the group are exploring. This exercise links home and pre-school and extends the children's thoughts and interests beyond pre-school hours. Children gain skills in sorting and classification and acquiring factual information. Staff re-enforce the new learning by ensuring that relevant reference books are available, on the topic table and in the book corner.
- The group provides a wide range of toys and play materials that support the needs of children up to the age of five years, they are interested, involved and enjoy their play. Children have easy access to most toys, are able to make their own choices of activities, which, encourages their independence.
- Good strategies are in place for behaviour management, which are appropriate to the ages and level of understanding of the children. Good behaviour is valued and encouraged. Staff are consistent in their approach to behaviour management and use praise and encouragement to promote positive behaviour. Children are given a clear explanation and reason why their behaviour is unacceptable, which helps them learn right from wrong.
- The staff establish good relationship with parents, they are given a welcome pack, which contains policies and other relevant information about the group. Parents are kept informed about the provision via the notice board and regular newsletters and information is shared daily regarding the children. Parents receive written information on children's progress and development termly and a detailed report on transition to school. Parents are encouraged to take a role in the group by joining the committee or parents rota and are

welcomed into the group at all times. The group has good procedures for settling in new children. Staff work in partnership with parents with regards to introductory visits, to ensure children are happy and confident, before they are left.

**What needs to be improved?**

- the procedures for staff induction
- the procedures for staff appraisals
- the procedures for conducting written risk assessment of the premises and outside play area
- the detailed and consistent recording of pre-existing injuries

**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
2	Ensure effective procedures staff induction and staff appraisal are in place
6	Conduct a written risk assessment on the premises and outside play area identifying action to be taken to minimize any identified risks
14	Ensure that all records relating to day care activities are consistently recorded and contain the relevant detail

## **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.*