



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 254136

INSPECTION DETAILS

Inspection Date 03/03/2004
Inspector Name Georgina Emily Hobson Matthews

SETTING DETAILS

Day Care Type Sessional Day Care
Setting Name Lakenham Pre School Playgroup
Setting Address Jubilee Community Centre
Long John Hill
Norwich
Norfolk
NR1 2EX

REGISTERED PROVIDER DETAILS

Name The Committee of Lakenham Pre School Playgroup 1038188

ORGANISATION DETAILS

Name Lakenham Pre School Playgroup
Address Jubilee Community Centre
Long John Hill
Norwich
Norfolk
NR1 2EX

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

Lakenham Pre-school Playgroup registered in 1998. It operates from a large room in a community centre, in an inner city area of Norwich. The setting serves children from the local area.

There are currently 24 children from two to under five years on roll. The group does not receive funding for three and four year olds. Children attend for a variety of sessions. The group currently supports a few children who speak English as a second language.

The facility opens three days a week during school term times. Sessions are from 09:30 to 11:45 on Tuesdays, Wednesdays and Fridays.

Four staff work with the children. The supervisor has an early years qualification to NVQ level 3 and two staff are currently working towards a recognised early years qualification.

How good is the Day Care?

Lakenham Pre-school playgroup provides satisfactory care for children.

Children and parents feel at ease in a warm, friendly environment within the local community centre, which is clean and well maintained.

Effective security procedures are in place and the staff's awareness of potential hazards and continued risk assessment ensures that children are safe at all times. Staff display good hygiene awareness and encourage children to develop good practice. Effective systems are in place for first aid and each member of staff has current first aid training. Three staff have recently attended child protection training and the supervisor has accessed training in special educational needs. There is no key worker system in order to provide a central figure within the group for each child and parent. The the procedures for deputising when the supervisor is not available are not in place.

Children have free access to a wide range of resources, which provide sufficient challenges and extend their emotional, social, physical and intellectual development. Staff are good role models and manage children's behaviour well, children show respect for each other and develop good social skills.

Documentation is well ordered and stored securely, although staff do not ensure that the early departures of children, and the attendance of visitors is recorded at all times. Policies require amendment, in order to record where medication will be stored, and to provide contact details of the regulator within the complaints policy. Parents satisfaction is reflected in their positive feedback and opportunities are available at the beginning and end of each session to share information with staff.

What has improved since the last inspection?

Since the last inspection, the group has forwarded appropriate documentation to Ofsted to ensure that each member of staff completes the relevant vetting procedures, thus ensuring children's safety. A training and development plan has been devised and two members of staff intend to complete NVQ Level 11 by September 2004, in order to meet with Ofsted's qualification standards. The group continue to develop the operational plan, risk assessment has been addressed and is carried out on a daily basis, and consents have been received from the parents of each child to seek emergency medical treatment or advice, all of which improves the safety within the setting.

What is being done well?

- Children receive warm interaction and gentle care from staff and are encouraged to develop skills through a wide range of interesting and fun experiences. They show interest and high levels of concentration in their play, their ideas are valued and they are able to make choices and decisions.
- The play area is set up carefully. Staff members are available from the start of the session and provide a warm, welcoming environment for both children and parents.
- Children access a snack bar in their own time. They enjoy this friendly, social area and chat to each other and to a staff member who encourages the development of good social skills.

What needs to be improved?

- procedures to record the early departures of children and the attendance of visitors
- the development of a key worker system
- the procedures to formalise a system to deputise
- the review of policies to record where medicines will be stored
- the complaints procedure.

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	Maintain an accurate daily record of children, staff and visitors, showing hours of attendance.	14/04/2004

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

Std	Recommendation
1	Ensure letters of suitability from Ofsted are in place for all staff that have undergone checks.
2	Develop a key worker system.
2	Formalise the system for deputising.
7	Develop the policy to include details of where medication will be stored.
12	Include contact details of the regulator within the complaints policy.

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.