



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 133989

INSPECTION DETAILS

Inspection Date 10/12/2003
Inspector Name Jan Leo

SETTING DETAILS

Day Care Type Sessional Day Care
Setting Name Polstead Playgroup
Setting Address St Margarets Institute
Polstead Road
Oxford
Oxfordshire
OX2 6TN

REGISTERED PROVIDER DETAILS

Name The Committee of Polstead Playgroup 112366

ORGANISATION DETAILS

Name Polstead Playgroup
Address St Margarets Institute
30 Polstead Road
Oxford
Oxfordshire
OX2 6TN

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

Polstead Playgroup first became registered more than 25 years ago and operates from a shared community building off Woodstock Road, approximately one mile from the centre of Oxford. The playgroup runs from 09:00 to 12:00 on weekdays, term time only, and has sole use of part of the building while the sessions run.

There are four members of staff working with the children each day, and a parent rota is used to provide additional help. The group is registered for a maximum of 24 children between the ages of two and eight years, but normally accepts children between the ages of two and a half and five years.

Funded places are available for both three and four year olds. One child has English as an additional language and children with special needs can be accepted. No overnight care is offered.

How good is the Day Care?

Polstead Playgroup provides satisfactory care for children. It is run by a dedicated group of staff who work well together to provide a vast range of opportunities and experiences designed to stimulate and interest the children. Children are able to choose what to do and select their own resources to develop play with their friends. The children socialise well and enjoy their day.

Children's safety is preserved by formal checking and reviewing procedures carried out by a designated member of staff. However, all staff are aware of the need to assist in maintaining a safe environment but some areas can be overlooked. Staff promote children's health satisfactorily and help them practise good hygiene. Children are provided with healthy snacks and staff work closely with parents to obtain full information of children's individual needs.

Staff keep children well occupied and interested to help promote good behaviour and they have clear rules to create harmony within the group. The children behave very well.

Staff form good relationships with parents and provide clear, written information to inform them about operational procedures and expectations. A parent rota is used to involve parents in the daily running of the playgroup and this affords them an opportunity to speak to staff about their children and observe the daily routine. Staff

make themselves available to parents for informal feedback when children are collected, and more formal open mornings are also held annually. Some of the required documentation has yet to be put in place and detail is missing from some records.

What has improved since the last inspection?

Not applicable. The last inspection was a transitional one.

What is being done well?

- Parent helpers are given clear, written information about their responsibilities.
- Children are given numerous opportunities to experience activities in a variety of ways, reflecting themes or topics, to add interest and enjoyment.
- The layout is carefully planned to ensure parents know they are able to come right inside the room to see children at work.
- Children are able to access resources themselves to develop play, ideas and independence.
- There is a designated member of staff to take responsibility for formally assessing and addressing risks.
- Staff work well with parents to involve them in the group, obtain full information to provide for children's individual needs, and ensure parents have a clear understanding of what is expected of them.
- Staff keep children well occupied and interested to promote good behaviour.

What needs to be improved?

- documentation, to ensure all new staff complete DC2 forms, the daily record of attendance accurately reflects when children are present, a written statement is prepared covering what to do if a child is lost or not collected, and the child protection policy is made available to parents before their child is admitted into the group
- fire safety, to ensure that all fire exits are kept clear at all times.

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
14	Prepare a statement of the procedure to be followed in the event of a parent failing to collect a child or a child being lost.	07/01/2004

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

Std	Recommendation
1	ensure all new staff complete DC2 forms and send them in to Ofsted.
2	ensure that the daily record of attendance accurately reflects when children are present.
6	ensure all fire exits are kept clear at all times.
13	make the child protection policy available to parents before their child is admitted to the group.

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.