



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 122658

### INSPECTION DETAILS

Inspection Date	20/01/2004
Inspector Name	Ann Moss

### SETTING DETAILS

Day Care Type	Sessional Day Care
Setting Name	Butterhill Playgroup
Setting Address	Butter Hill Dorking Surrey RH4 2LE

### REGISTERED PROVIDER DETAILS

Name	The Committee of Butterhill Play Group
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### ORGANISATION DETAILS

Name	Butterhill Play Group
Address	Butter Hill Dorking Surrey RH4 2LE

## 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

Butterhill playgroup opened in 1993. It operates from three rooms situated within the Quakers meeting house, Dorking. The playgroup serves the local and surrounding areas.

There are currently twenty five children from two to five years on roll. This includes sixteen funded three year olds and three funded four year olds. Children attend a variety of sessions. Procedures are in place to support children who have special educational needs.

The playgroup opens Tuesday to Friday from 09.30 until 12.00 during school term times.

Four part-time/full time staff work with the children. Half the staff have early years qualifications to NVQ level 3. One staff member is currently working towards a recognised early years qualification. The setting receives support from the Early Years Childcare partnership. (EYCS)

### How good is the Day Care?

Butterhill Playgroup provides satisfactory care for children. The playgroup is warm and welcoming, with effective planning and daily routines, which help children to feel settled and secure. Staff are qualified or working towards early years qualifications. The staff are guided by a set of policies and procedures, which are understood by the most experienced staff members. All documentation is in place, although some omission of detail.

Staff give good regard to health and safety. Procedures are in place to safeguard children. Fire drills are carried out, although not often enough. Children learn about personal hygiene through their daily routine. Procedures are in place for managing child protection issues.

Staff provide a range of curriculum activities to stimulate children learning and development. They vary the routine accordingly to cater for children's differing abilities and ensure equality of opportunity for all children. Children interact well with staff and their peers. They are developing good social skills within a caring environment. Staff manage children behaviour very well and children respond positively to the praise and encouragement they are given.

Staff develop good relationships with parents and ensure they are kept up-to-date with all areas of playgroup practice. Procedures are in place for the regular exchange of information about their child's progress. An open door policy allows staff and parents to share any concerns they may have.

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

At the last inspection, Butterhill Playgroup agreed to obtain written parental permission for the seeking of any necessary medical advice or treatment. Ensure methods are in place to contact parents in the event of an emergency. Ensure the complaints procedure give the correct details of the registering authority. Ensure medication is stored safely and inaccessible to children. Ensure Environmental Health requirements are met with regards to hand washing. Ensure policy stating playgroup procedure for dealing with a child who has not been collected at the end of the session is amended.

There is now an effective system for obtaining written parental permission for the seeking of any necessary emergency treatment. Parents' emergency details are recorded and held on file ensuring ease of contact. The complaints procedure has been amended and includes details of the registering authority. Medication is stored appropriately and is inaccessible to children. Environmental Health Officer has checked and approved procedures for hand washing. The policy for uncollected children reflects best practice.

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

- Staff provide a relaxed, warm and welcoming environment. Children approach staff confidently. They are happy and secure within known routines.
- Partnership with parents is good. Staff ensure that parents are aware of what is provided and how to contribute to their child's development. Parents are encouraged to share information through daily communication with staff. Parents receive new letters and help on a parents' rota.
- Children behave very well. They respond well to the positive environment created by staff and are offered plenty of praise, respect and positive interaction.

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

- record keeping relating to risk assessment.
- procedures for recording accidents
- staff's awareness of policies and procedures relating to special needs, equal opportunities and child protection.

<b>Outcome of the inspection</b>
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Satisfactory
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<b>CONDITIONS OF REGISTRATION</b>
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<i>All registered persons must comply with all conditions of registration included on his/her certificate of registration.</i>
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<i>As a result of this inspection conditions of registration have been imposed / varied / removed and a new certificate of registration will be issued.</i>
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<b>WHAT NEEDS TO BE DONE NEXT?</b>
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<b>The Registered Person should have regard to the following recommendations by the time of the next inspection</b>
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Std	Recommendation
2	Ensure policies and procedures are fully understood by staff through staff meetings and training.
6	Ensure regular fire drills are carried out and recorded.
7	Keep a written record, signed by parents, of all accidents.

## **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.*