



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 143805

INSPECTION DETAILS

Inspection Date 20/10/2003
Inspector Name Kate Daniel

SETTING DETAILS

Day Care Type Sessional Day Care
Setting Name Shepherds Bush Families Project
Setting Address 58a Bulwer Street
London
W12 2AP

REGISTERED PROVIDER DETAILS

Name The Committee of Shepherds Bush Families Project 1080495
03664056

ORGANISATION DETAILS

Name The Committee of Shepherds Bush Families Project
Address 58A Bulwer Street
London
W12 8AP

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

Shepherds Bush Families Project, Playgroup and Crèche opened in June 1992. Both operate from a large Community building close to the centre of Shepherds Bush.

The setting provides sessional care (play group) for children from the local community or families where there is a housing need and crèche care for children whilst parents are attending Adult Education classes. The Playgroup session is from 09.15 to 12.15 Monday, Tuesday and Friday and the crèche takes place every afternoon from 12.15 to 14:30.

There are children on roll who have English as an additional language.

There are four staff and a Manager who are all qualified to NVQ Childcare levels 2 or 3.

The playgroup does not have access to an outdoor play area but staff make use of local parks.

How good is the Day Care?

The Shepherd's Bush Families Project provides satisfactory care for children.

The premises are bright, spacious and welcoming to children and their parents. Children's creative work is encouraged and displayed on the walls. The staff work well together and organise an interesting and varied programme of activities for children that encourages learning and development in all skill areas.

There is a good range of toys and equipment in more than sufficient quantity for the numbers attending. The children are engaged in the activities on offer and having fun.

Children are supervised at all times and staff ensure that children are safe and encouraged to follow good hygiene practices

Children are provided with regular drinks and nutritious snacks and parents are consulted on most aspects of the children's care.

There are useful policies and procedures underpinning the child care services

provided by the project, however they do not cover all requirements of the National Standards and some relate generally to the Project rather than specifically to the Child Care services. This prevents ready sharing with parents and ease of access for inspection.

What has improved since the last inspection?

At the last inspection the provider agreed to ensure that at least one member of staff completes appropriate First Aid training; maintain a daily record of visitors; gain knowledge of, and apply, local Area Child Protection Committee procedures; ensure all records are available for inspection and ensure that staff responsible for food preparation and handling are aware of, and comply with, Regulations relating to food safety and hygiene.

One member of staff has completed First Aid training; a daily record of visitors is maintained; staff have attended Child Protection training and procedures have been discussed in staff meetings; most records relating directly to the provision are available for inspection and two staff members have attended food hygiene training, a further member of staff has attended food handling training.

What is being done well?

- Staff are actively involved with children's play and they respond to children's needs in a positive and encouraging way.
- A broad range of activities are on offer to children which promotes their learning and development. Children are engaged in the activities, interested and having fun. There is a wide range of toys and resources available, all in good condition and easily accessible to the children.
- The space available for children's play is well organised and gives children room for free and structured play opportunities.
- There is a strong emphasis on equal opportunities throughout the work of the project. Children with special needs are welcome to attend and staff have a knowledge and understanding of supporting children's individual needs.

What needs to be improved?

- The written policy procedures for lost or uncollected children.
- The written record of risk assessments which records hazards and time scales for removal or reduction of hazards.
- The written policy covering the exclusion of children who are ill or infectious.
- The written permission from parents to seek emergency medical advice or treatment.
- The collation and availability to parents, and for inspection, of policies and procedures which are specific to the child care setting.

- The complaints procedure for parents to follow, so that contact details of Ofsted Early Years as the regulator is included.

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	Provide a written statement of the procedure to be followed in the event of a parent failing to collect a child or of a child being lost.	31/01/2004

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

Std	Recommendation
6	Prepare a risk assessment document, which includes timescales, identifying hazards and the action required to eliminate or minimise hazards.
7	Provide a written policy about the exclusion of children who are ill or infectious.
7	Obtain written parental permission, at the time of placement, to seek emergency medical advice or treatment.
9	Provide an equal opportunities policy that is easily accessible to parents and refers specifically to the child care setting.
12	Ensure the statement of procedures for parents to follow, if they have a complaint, includes Ofsted as the regulator with address and telephone number.
14	Undertake a review of record keeping systems to ensure policy and procedure documents required by Ofsted are collated and made more easily available for inspection.

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.