



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 148643

### INSPECTION DETAILS

Inspection Date 24/11/2003  
Inspector Name Sheila Collins

### SETTING DETAILS

Day Care Type Sessional Day Care  
Setting Name Chapel Lane Pre-School Playgroup  
Setting Address Spencers Wood Pavilion  
Clares Green Road, Spencers Wood  
Reading  
Berkshire  
RG7 1DY

### REGISTERED PROVIDER DETAILS

Name The Committee of Chapel Lane Playgroup

### ORGANISATION DETAILS

Name Chapel Lane Playgroup  
Address 1 Clares Green Road  
Spencers Wood, Spencers Wood  
Reading  
Berkshire  
RG7 1DY

## 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

Chapel Lane Playgroup has been running for twenty five years and moved to the present premises in 2000. It meets in the Spencers Wood Pavilion adjacent to a recreation ground in the semi-rural village of Spencers Wood, close to the town of Reading. The playgroup uses two adjoining rooms, the passage way and the kitchen for supervised activities. There is also access to an outdoor area and fixed play equipment area.

The group is registered for 24 children aged two to five years and offers sessions Monday to Friday from 9:30 to 12:00 and Monday and Wednesday afternoons 12:30 to 2:55, during school terms. The playgroup is open any child in the area and supports children with special needs. There are twenty seven children on roll at the present time of whom twenty two are three year olds and five are four year olds.

The playgroup is run by a committee, who employ six staff members. Of these five have early years qualifications. The playgroup receives support from the Early Years Development and Childcare Partnership and the Pre-School Learning Alliance and has close links with Lambs Lane School and liaises with other schools as required.

### How good is the Day Care?

Chapel Lane Playgroup provides satisfactory care for children. The premises are clean and staff create separate play areas within the pavilion, making it a welcoming environment for children. Children are happy and settled within the group. The playgroup offers children a variety of activities to participate in and children are able to choose the toys and activities they wish to use from the range put out. The playgroup is well resourced with age and stage appropriate toys and equipment.

Staff are vigilant to ensure the safety of children at all times. The premises are secure and staff have a good understanding of the safety requirements in each area, including the procedures to be followed in case of evacuation. The fire log however lacks detail. Security within the premises is high with parents and visitors to the playgroup having to ring the doorbell to gain entry. Children are aware of personal hygiene and staff encourage them to use this in everyday practises. Staff are aware of each child's individual needs which are recorded on the registration forms. There are staff with first aid qualifications in attendance at every session and the required documentation for the recording of accidents and administration of medication is in place, although confidentiality is not always considered.

The staff work well as a team and are friendly and approachable. They offer a high level of support to the children. The children are generally well behaved and respect the needs and feelings of others.

The policies and procedures for the playgroup, which the staff to work to, are available to parents. Staff welcome parents into the playgroup. Good relationships exist between staff and parents and parents receive comprehensive information about the playgroup. Parents are consulted about their child's care and development and staff work closely with them to ensure that children receive continuity of care.

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

Not applicable as last inspection was transition.

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

- Plans in place show a wide range of activities which promote all areas of children's development and learning.
- Staff use the available space well to provide defined areas for different activities.
- Staff know all children well and encourage them to take part in all activities.
- The staff are aware of routes of referral if they are concerned about a child's welfare or development.
- Staff are consistent in their management of children's behaviour.

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

- the recording of evacuation procedures in the fire log
- the system used for recording accidents and medication to ensure confidentiality.

#### **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 should have regard to the following recommendations by the time of the next inspection**

Std	Recommendation
6	Ensure that a comprehensive fire evacuation log is maintained.
7	Ensure confidentiality in the record keeping systems for accidents and medication administration.

## **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.*