



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 113536

### INSPECTION DETAILS

Inspection Date 22/02/2005  
Inspector Name Felicity Gaff

### SETTING DETAILS

Day Care Type Sessional Day Care  
Setting Name Horsted Keynes Pre-School  
Setting Address Horsted Keynes Pre-School, Village Hall  
The Green, Horsted Keynes  
Haywards Heath  
West Sussex  
RH17 7AP

### REGISTERED PROVIDER DETAILS

Name The Committee of Horsted Keynes Pre-school 1029557

### ORGANISATION DETAILS

Name Horsted Keynes Pre-school  
Address The Village Hall - The Green  
Horsted Keynes  
Haywards Heath  
West Sussex  
RH17 7AP

## 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

Horsted Keynes Pre-school is managed by a voluntary management committee, made up of parents of children at the pre-school. It has been established for many years and operates from the village hall in Horsted Keynes. A maximum of 26 children may attend the pre-school at any one time. It is open each weekday from 09:30 to 12:15 during school term times. All children share access to a secure outdoor play area.

There are currently 30 children aged from 2 to under 5 years on roll. Of these, 25 children receive funding for nursery education. Children are drawn from the surrounding rural area. The nursery currently supports a number of children with special educational needs and also a number who speak English as an additional language.

The nursery employs 6 staff, of whom 3, including the manager, hold appropriate early years qualifications. There are 2 staff members in training.

### How good is the Day Care?

Horsted Keynes Pre-School provides good quality care for children. The staff hold appropriate qualifications and are well-supported by an enthusiastic and well-organised committee. There is a well-established keyworker system that promotes good support to children and families. The premises are well-maintained with a securely fenced outdoor play area. There is a good range of play materials although not all the available storage is easily accessible. All required documentation is in place and is of a high standard.

The pre-school has recently revised all the policies and procedures. There are good systems to promote safety and minimise risks on the premises although the records of fire drills lack detail. Staff promote health and hygiene well and act promptly and effectively to improve practice when they identify weaknesses. There are appropriate policies for promoting equal opportunities and supporting children with special educational needs. Staff have a good understanding of child protection issues and how to report any concerns.

Staff provide a well-balanced range of activities over time to promote children's development in all areas. They use keyworker groups and regular staff meetings to ensure that they plan appropriate activities. They work closely with the children and

listen to what they say. However, children are only able to choose from the resources laid out for them and staff do not always ensure the available activities are likely to attract all children. This means some children are not fully engaged and show unwanted behaviour. Staff do not always work effectively together to manage behaviour.

Parents receive very good quality information about the pre-school before children start. They are able to meet formally with their child's keyworker every term to discuss progress. Good information about the provision is provided through an informative noticeboard and regular newsletters.

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

Not applicable

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

- The committee has clear, detailed procedures for appointing and vetting staff. They keep very good records which are readily accessible. They ensure the requirements for staff qualifications are met by encouraging staff to gain appropriate qualifications. They support staff development well by organising well-focused staff appraisals.
- The committee has reviewed and revised all the policies and procedures to ensure they comply with current requirements. There are some excellent policies and procedures, which have been prepared with close reference to the National Standards, to give staff a strong operational plan to support their work.
- The outdoor play area has been recently improved. It now provides a securely fenced and gated area that is mostly paved and has access to sand and water play. Children use it for vigorous physical activity throughout the year.
- There is good partnership with parents who are very positive about the pre-school. Parents are made welcome by the friendly staff who are interested in the children and give them individual attention. Parents feel the staff offer a variety of inventive and imaginative activities. They appreciate the setting at the heart of the village and the warm, reassuring atmosphere.

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

- the use of the available resources to provide a wide choice of activities to meet the needs of all the children
- the management of children's behaviour.

**PREVIOUS COMPLAINTS (This section applies only to inspections carried out from September 2004. The complaint record relates to complaints from the last**

**inspection or 1st April 2004 whichever is later.)**

There are no complaints to report.

**Outcome of the inspection**

Good

**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
5	Improve the use of the available resources to provide a wide choice of activities to meet the needs of all the children.
11	Develop effective ways to manage children's behaviour, taking into account their age and stage of development.

## **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.*