



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN EY224876

### INSPECTION DETAILS

Inspection Date	16/07/2003
Inspector Name	Cathleen Howarth

### SETTING DETAILS

Day Care Type	Full Day Care
Setting Name	Mytholmroyd Playgroup and Toddlers
Setting Address	The Community Centre Elphaborough Mytholmroyd HX7 5DU

### REGISTERED PROVIDER DETAILS

Name	The Committee of MYTHOLMROYD PLAYGROUP AND TODDLERS 1036601
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### ORGANISATION DETAILS

Name	MYTHOLMROYD PLAYGROUP AND TODDLERS
Address	THE COMMUNITY CENTRE ELPHABOROUGH MYTHOLMROYD WEST YORKSHIRE HX7 5DU

## 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

Mytholmroyd Playgroup and Toddlers is a charity run by a voluntary committee and has been registered for Full Day Care since September 2001. It is open during term time from 09:00 - 15:30.

Children attend all day or are booked in for morning or afternoon sessions. 09:15 - 11:45 and/or 13:00 - 15:15. The provision also includes wrap around care at lunch time.

Most of the children attending the provision are from the local community and the Calder Valley.

The provision is accessed through the community centre main door. Car parking is available. The provision uses 2 main play rooms, one for snacks and creative play the other for physical play and group activities. The community centre's kitchen is used to prepare light snacks.

A children's w.c with nappy changing facilities has recently been built near one of the play rooms and other w.c's are available throughout the community centre.

There are six funded three year olds. One child has Special Educational Needs and none of the children speak English as a second language.

There are three permanent members of staff who are appropriately qualified and experienced parent volunteers are also used.

The provision has regular contact with Pre-School Learning Alliance.

### How good is the Day Care?

The overall judgement for the quality of day care is unsatisfactory. Clarification is required about the named Person in Charge (P.I.C) and Deputy. The provision relies on volunteer parents to maintain staff ratios. The current system for doing so is not reliable and staff ratios are not maintained. The provision is welcoming to children and parents although the premises are not secure and there is poor ventilation in the creative play area.

There is a satisfactory range of toys, books and equipment for indoor play and a new outdoor play area. Resources are accessible to children however adults at the

setting are not deployed effectively to help children develop in all areas of learning.

Most records are available for inspection. There is some work to be done to develop policies and procedures to safeguard the well being of children.

In general the provision takes some positive steps to promote safety within the setting and precautions are taken to prevent accidents. Staff are aware of the need to promote the health of children and will devise a Sick Children policy. They also need to obtain information from parents about children's special dietary requirements and allergies. The provision has difficulty meeting the individual needs of children with regards to equality of opportunity and special needs. Not all adults are aware of Child Protection issues. A system for observing, recording and planning activities to meet children's individual needs is also required.

All adults at the setting need to adhere to the guidance in the Behaviour Management statement to ensure consistency and in a way which promotes children's welfare and development.

Limited information is shared with parents and communication between parents and staff needs to improve to ensure the individual needs of children are met.

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

The provision was required to observe and record what children do and use the information to plan for the next steps of children's play and learning. A more cohesive and consistent approach is still required to implement the above.

The planning officer was to be contacted to ensure that all planning requirements are in place.

A Fire Officer's report is still required to advise about security locks on doors and an Environmental Health report is still outstanding.

An action plan was required to show how the setting would provide for nappy changing facilities. A new children's toilet with hand wash and nappy changing facilities has been built near to the creative play area.

A risk assessment of the premises was required to minimize identified risks. The need to fit security locks on doors is still outstanding and the outside play area requires daily checking to avoid the risk to children posed by broken glass.

Regular fire drills were required:

These now take place each term and a record is kept.

Written parent's permission was required for staff to seek emergency medical advice or treatment.

This has now been obtained from parents and is signed for on the children's registration form.

Regular opportunities for parents and staff to exchange information was required:

An effective Key worker system still needs to be implemented.

Records relating to day-care activities were to be readily available and available for inspection at all times.

The recording system has improved. The need to provide contact addresses and telephone numbers for staff parent/volunteers, and a check list for staff records is still outstanding.

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

- Three permanent members of staff have Diploma's in Pre- School Practice.
- Staff are aware of the need to provide a range of play opportunities to help children develop in all areas of learning.
- New facilities for children have been built. These include a new toilet with nappy changing facilities and an new enclosed outdoor play area.

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

- adult to child ratios and contingency arrangements to provide cover at short notice need to be improved;
- a named Person in Charge and Deputy with appropriate supervisory skills are required;
- deployment of staff to enable children's learning;
- induction training is required for new staff and parent/volunteers;
- awareness of Child Protection issues;
- consistency of approach in dealing with behaviour management and the recording of incidents;
- systems to record observations to assist with planning activities to meet the individual needs of children is still required;
- a Sick Children policy is required;
- recording of information from parents on the children's registration form with regard to special dietary needs and food allergies;
- records of complaints, staff and volunteers names and contact details and attendance of children and staff need to be maintained.
- maintenance of security, cleanliness and appropriate temperature of the premises;
- outstanding actions noted in the section

**Outcome of the inspection**

Unsatisfactory

**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
1	ensure adult ratios are maintained	08/09/2003
1	ensure the P.I.C has appropriate supervisory skills.	08/09/2003
2	ensure there is an named P.I.C and Deputy	08/09/2003
2	implement a Key worker system	08/09/2003
2	provide Induction Training for staff and volunteers	08/09/2003
2	ensure contingency arrangements are in place to cover emergencies and unexpected absences, and sufficient staff to cover breaks, holidays, sickness and time spent with parents	08/09/2003
3	devise a system for planning and implementing a suitable range of activities for children, which is appropriate for their stage of development and based on their individual needs	08/09/2003
3	deploy adults to support children's play and learning	08/09/2003
4	maintain the creative playroom at an adequate and comfortable temperature	08/09/2003
4	provide evidence of advice sought from a Fire Safety Officer regarding security locks	08/09/2003
4	ensure an Environmental Health report is available for inspection	08/09/2003
6	put in place a system for ensuring that unwanted people do not have access to the premises	08/09/2003
7	devise a sick children policy	08/09/2003
8	record information about children's special dietary requirements, preferences or food allergies	08/09/2003
11	develop staff's awareness and understanding of effective ways to manage children's behaviour,	08/09/2003

	taking into account their age and stage of development	
11	maintain an Incident record countersigned by parents	08/09/2003
12	keep a record of complaints	08/09/2003
13	develop (parent / volunteer's) knowledge and understanding of child protection issues	08/09/2003
14	ensure the name, address and telephone numbers of staff and parent / volunteers are available for inspection	08/09/2003

<b>The Registered Person should have regard to the following recommendations by the time of the next inspection</b>	
Std	Recommendation
2	Put in place a system for registering children and staff and parent/volunteer attendance on a daily basis
4	Provide written policies and procedures for the safe use of the outdoor play area.
4	Ensure adequate cleaning arrangements are in place to keep the provision clean, in this case the wooden floor in the physical activity room.
7	Review the existing medication policy and procedure
13	Revise the current Child Protection policy and procedure
14	Make all staff and parent / volunteers aware of ofsted's list of notifiable events and changes

## **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.*