



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 145990

### INSPECTION DETAILS

Inspection Date 08/01/2004  
Inspector Name Carole Argles

### SETTING DETAILS

Day Care Type Sessional Day Care  
Setting Name John McNeill Opportunity Centre  
Setting Address Odstock Road  
Salisbury  
Wiltshire  
SP2 8BG

### REGISTERED PROVIDER DETAILS

Name John McNeill Opportunity Centre 2753567 1015731

### ORGANISATION DETAILS

Name John McNeill Opportunity Centre  
Address Odstock Road  
Salisbury  
Wiltshire  
SP2 8BG

## 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

John McNeill Opportunity Centre opened in 1979. It operates from its own premises in Salisbury. There are three main play rooms and additional areas, including a gym and a room for parents. There is a fully enclosed outside play area. The centre serves a wide area including parts of Dorset and Hampshire. The centre is an opportunity group and 65 percent of the children attending have special needs.

There are currently 60 children aged from 0 to 5 years on roll. This includes funded three and funded four-year-olds. Children attend for a variety of sessions.

The group opens five days a week during school term times and two sessions a week for some periods of the school summer holidays. Sessions are held from 09.30 to 12.00 with an optional lunch session until 13.00. Afternoon sessions are held twice a week.

There are 4 full time and 21 part time staff work who with the children. Of these, 11 have early years qualifications and 4 staff are currently on training programmes. The centre receives support from education and health professionals, and a teacher from the Early Years Development and Childcare Partnership.

### How good is the Day Care?

The John McNeill Opportunity Centre provides satisfactory care for the children. The premises are well maintained and welcoming to parents and children. Staff make good use of the space so they can provide a wide range of activities for the children. The sessions run smoothly with staff aware of their roles and responsibilities. Many of the required policies, records and procedures are in place. However, some contain insufficient detail or are not retained for a suitable period. There is a wide range of toys and equipment to support children's development, including specialist equipment for children who have special needs.

Staff take precautions to ensure that the children are safe and supervise them well. However, heaters in the play areas become very hot. Staff promote good hygiene and adopt procedures to prevent the spread of infection. They provide specialist medical care for children if required. Suitable child protection procedures are in place. Staff understand equal opportunities issues and ensure that each child is included and valued. They give good support to children with special needs by having a high staffing levels and providing any additional services required.

The children are happy and settled. Staff work closely with the children, assessing their progress and planning activities to meet each child's needs. They provide a wide range of activities to support children's development in all areas of learning, including many creative and physical activities. Staff manage the children's behaviour well, treating each child with sensitivity. They encourage and praise children both for their achievements and for behaving well.

Staff and parents work closely together, developing friendly and supportive relationships. They exchange information regularly about their child's care and developmental needs and meet regularly to discuss the child's progress. Staff make parents welcome at the centre and a comfortable room is set aside for their use.

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

At the last inspection the provider agreed to develop an action plan relating to staff training and qualifications; ensure that the registration system shows times of attendance of staff and children and to maintain a record of visitors; draw up a procedure to be followed in the event of a child becoming lost or not being collected from the centre; draw up an action plan to improve toilet and nappy changing facilities; provide suitable sleeping facilities for children; carry out a risk assessment of the premises; review the contents of the first aid box; keep a record of significant incidents; and to extend the range of the child protection and behaviour management policies.

Since the last inspection three staff have taken an early years qualification and four staff are currently taking training so minimum staff qualification requirements are met. The provider has installed child-size toilets and wash basins and increased privacy for children by providing curtains for the cubicles. The provider has improved the nappy changing area. A travel cot is available for children to sleep in. The provider has carried out a risk assessment of the premises and identified some areas for development. Staff have checked and added to the contents of the first aid box. They have amended behaviour and child protection policies. This action has improved the care and safety of the children.

Although there is a procedure for staff action in the event of a child becoming lost or not being collected, this is not written down for staff to refer to or made available to parents. A visitors book is used. However, the registration arrangements do not provide an accurate record of the times that children, staff or visitors are present. Although staff record some significant incidents, for example an injury to a member of staff, there is scope to develop records of other significant incidents relating to the children.

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

- Staff plan and provide a wide range of interesting activities to support children's physical, creative, social and intellectual development. They assess children's progress regularly and adapt activities to ensure that children are provided with appropriate levels of challenge. Staff relate well to the children, giving them individual attention, praise and encouragement. This

approach ensures the children are happy and settled.

- The premises are clean, tidy and well maintained. Staff make the centre friendly and welcoming to children and parents by decorating the walls with children's art work, having notice boards for parents, and toys and activities readily available for the children. There are areas set aside where staff and therapists can work with individual children, and a room where parents can meet and relax. Staff make regular use of the outdoor play areas. They use the premises effectively to provide a wide range of activities for the children which support their development effectively.
- Staff ensure that all children are included and their individual needs are met. They do this by working closely with parents and others, exchanging information regularly. There is a high ratio of staff allowing them to give individual attention to children. There is specialist equipment for the children with special needs including a sensory room and a soft play area. Staff are experienced in providing support for children who need additional medical care.

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

- children's safety by ensuring that heaters are safe or inaccessible to the children
- children's safety by developing a written statement of the procedure to be followed if a parent fails to collect a child or a child is lost
- record keeping by recording the times of attendance of children, staff and visitors
- children's safety and record keeping by developing procedures for recording the administration of medication, accidents and significant incidents involving children.

#### **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?**

<b>The Registered Person must take the following actions by the date shown</b>		
Std	Action	Date
14	Keep a written record of medicines given to children which is signed by parents and retained for 2 years.	08/02/2004
14	Develop a written statement of the procedure to be followed if a parent fails to collect a child or a child is lost.	08/02/2004

<b>The Registered Person should have regard to the following recommendations by the time of the next inspection</b>	
Std	Recommendation
2	Ensure the registration system shows the times of arrival and departure of children, staff and visitors.
6	Ensure heaters do not pose a hazard to children.
7	Ensure that all entries in the accident book are signed by parents.

## **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.*