



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 311348

INSPECTION DETAILS

Inspection Date 10/05/2004
Inspector Name Pam Hill

SETTING DETAILS

Day Care Type Sessional Day Care
Setting Name Upper Hopton Playgroup
Setting Address Jackroyd Lane
Upper Hopton, Mirfield
Huddersfield
West Yorkshire
WF14 8HS

REGISTERED PROVIDER DETAILS

Name The Committee of Upper Hopton Playgroup

ORGANISATION DETAILS

Name Upper Hopton Playgroup
Address Jackroyd Lane
Upper Hopton, Mirfield
Huddersfield
West Yorkshire
WF14 8HS

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

Upper Hopton Playgroup has been registered for a number of years. It operates from rooms within Croft House Community Centre, in the Mirfield area. The children are accommodated in one room, with adjacent kitchen, cloakroom, toilet and storage facilities. Children have access to a fully enclosed outdoor play area to the side of the building and the playgroup serves the local and wider community.

There are currently 38 children from two to five years on roll. This includes 13 funded 3 year olds and one funded 4 year old. Children attend for a variety of sessions. The setting does not currently support any children with special needs or children who have English as an additional language.

The group opens five days a week during school term times. Sessions are from 09:30 until 12:00.

Five part time staff work with the children. One has an early years qualification to NVQ level 3. Three staff are currently working towards a recognised early years qualification. The setting receives support from a teacher from the Early Years Development and Childcare Partnership (EYDCP) and the Pre-school Learning Alliance (PLA).

How good is the Day Care?

Upper Hopton Playgroup provides good care for children. The premises are warm, well maintained and inviting with some examples of children's work displayed at low level. Space is used effectively with areas created for different types of play. Children have independent access to a wide range of activities and resources. The group have a strong commitment to staff training and a key worker system enables them to foster good relationships with the children. However, the deployment of staff within the playroom needs to be reviewed to ensure effectiveness at all times. Most policies and procedures are in place, some require additional detail.

The premises are safe and secure. Staff monitor hazards effectively through daily risk assessments. Children's personal hygiene routines are generally promoted and there are effective procedures to record accidents and administer medication. Staff have a good understanding of the need to protect children and receive regular updates through meetings regarding changes in local procedures. The majority of staff have up to date first aid training. They have a good understanding of the

children's individual needs including dietary requirements, personal care and special needs, through written information provided by parents and regular discussion.

Staff interaction is generally good. Children are able to move freely between a range of activities made available at each session. Toys and resources are available at low height promoting independence and self selection. Children's progress is monitored well through written observations and individual needs highlighted are met through detailed activity plans. Children are settled, confident and staff provide age appropriate guidelines for acceptable behaviour.

The group has a positive relationship with parents who make up the management committee. Information both verbal and written is exchanged regularly.

What has improved since the last inspection?

At the last inspection, the playgroup agreed to address several issues relating to documentation. Policies relating to child protection, lost and uncollected children and equal opportunities have been extended providing parents with a better understanding of the service provided. An operational plan is now in place and although the complaints procedure has been extended, it still requires additional detail.

The playgroup also agreed to make drinking water available to children regularly and improve the registration system. A jug of water is available at each session allowing children independent access as required and registers outline hours of attendance.

The playgroup was asked to forward details of how staff qualifications would be met and staff made aware of child protection policies. Three members of staff are due to complete a recognised early years childcare qualification in July 2004 and all staff are required to confirm they have read the groups policies, ensuring they all work to the groups framework.

What is being done well?

- The playgroup has a good relationship with parents who are actively involved through a committee and rota system. Verbal and written information is exchanged regularly and a key worker system is used to foster a good relationship between children, staff and parents.
- Children with special needs are supported well. The group's Special Educational Needs Co-Coordinator (SENCO) attends regular relevant training and works closely with parents and external agencies to meet the children's needs effectively.
- The playgroup is committed to developing the staff's childcare knowledge through an ongoing training programme which includes specialist training for designated roles in behaviour management, child protection and special needs.
- The daily layout of resources and toys promotes the children's independent access to a wide range of activities and provides designated areas for

different types of play in a safe, secure environment.

What needs to be improved?

- documentation to ensure the behaviour management policy and complaints procedure include sufficient detail
- systems used to promote good hygiene practices when children access snacks and drinks
- documentation to ensure written procedures for staff induction, recruitment and vetting are in place
- deployment of staff to fully promote children's play and learning.

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
1	Formalise recruitment and vetting procedure to clearly outline systems used to deem suitability of all new staff including a staff induction programme.
3	Consider ways to further promote the children's play and learning through effective staff deployment, encouraging children to spend quality time playing, paying particular attention to the beginning of each session.
7	Further improve procedure for maintaining good hygiene practices when children access snacks and drinks.
14	Further develop the complaints procedure to include Ofsted's address and the behaviour management policy to include a statement on bullying.

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.