

# Inspection report

## Careshare - Pinewood Day Care of Children

Cos Lane  
Glenrothes KY7 4AH

**Inspected by:** Fiona Smart  
**(Care Commission Officer)**

**Type of inspection:** Unannounced

**Inspection completed on:** 9 October 2006

**Service Number**

CS2003007520

**Service name**

Careshare - Pinewood

**Service address**Cos Lane  
Glenrothes KY7 4AH**Provider Number**

SP2003002870

**Provider Name**

Just Learning Ltd Trading as Careshare Ltd

**Inspected By**Fiona Smart  
Care Commission Officer**Inspection Type**

Unannounced

**Inspection Completed**

9 October 2006

**Period since last inspection**

4 months

**Local Office Address**South Suite,  
Largo House,  
Carnegie Avenue,  
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KY11 8PE

## **Introduction**

Careshare, Pinewood was deemed registered under the Regulation of Care (Scotland) Act 2001 in April 2002.

Pinewood Nursery is registered to provide care and education, in partnership with Fife Council Education Service, to children from 6 weeks, up to, but not exceeding, an age to attend primary school.

At the time of the inspection, the service was registered to care for a maximum of 101 children at any one time and could operate between the hours of 7:45am and 6pm, Mondays to Fridays.

The service provided part and full day care, according to the needs of the parents and children.

The centre consisted of 4 playrooms, kitchen, dining room, staff room and outdoor play area.

## **Basis of Report**

This report is based on an unannounced inspection visit on 9th October 2006. During this visit the nursery children were observed during play both indoors and outdoors. Discussions were held with the manager and nursery staff.

This service was assessed as requiring a high level of regulation support and, as a result, the inspection focussed on the key themes for 2006/2007 these being:

- o Nutrition
- o Child Protection  
Toothbrushing
- o Safe Recruitment
- o Scottish Social Service codes of practice

These themes have been reported under the National Care Standards for Early Education and Childcare up to the age of 16.

- o Standard 3- Health and Wellbeing
- o Standard 4 - Engaging with Children
- o Standard 7 - A Caring Environment
- Standard 10 - Involving Other Services
- o Standard 12 - Confidence in Staff

The inspection also took account of the relevant sections of The Regulation of Care (Requirements as to Care Services) (Scotland) Regulations 2002, Statutory Instrument 114.

At the time of inspection the annual return document had not been submitted.

## **Action taken on requirements in last Inspection Report**

The requirements made in the previous inspection report have now been met.

## **Comments on Self-Evaluation**

The self evaluation document was submitted after the inspection visit.

Strengths and areas for development were highlighted. Further strengths and areas for development were identified during the inspection.

### **View of Service Users**

Children present on the day of inspection appeared happy and settled.

### **View of Carers**

16 questionnaires were returned to the Care Commission as part of the inspection process.

Comments included:

“There is always fresh fruit available which is great, but often not many vegetables in meals.”

“Staff always communicate issues to me discreetly and on a regular basis. My child has a fantastic relationship with the staff at Careshare and all staff members – not only those in his room – make an effort to interact with him. My child has the opportunity to play outside daily and gets the same sleep/rest as he would at home. Meals always seem to be varied and they get a wide variety of snacks am and pm.

The nursery is clean and there is a security door with a keypad that only parents know the code to. Anyone else collecting my child must have a password chosen by me and the nursery always informed if someone else is collecting him. The gate is securely fenced. I have no concerns regarding safety or cleanliness. Equipment etc is of a high standard. The nursery has a variety of resources and my child is given plenty of opportunities to explore different materials/equipment. The staff are fantastic at keeping the children interested and stimulated with plenty of interesting activities appropriate to his age group. I am happy leaving my child at the nursery every day and as a typical parent there is no greater endorsement than that!”

“Biggest problem I see with safety is other parents holding doors open for others they may not know. The nursery has written to parents about this in strong terms but it still persists”.

“Seems they only get out in the garden during summer months. I know many nurseries that allow the children out during colder months as long as they have appropriate dress. 2nd door to nursery which is worked by code, I feel door is not that strong, glass panels could be broken if someone really wanted to get access”.

15 questionnaires indicated parents/carers were aware of the service's complaints policy and procedure.

11 questionnaires indicated parents/carers were aware of the service's child protection policy and procedure.

## **Regulations / Principles**

**Regulation :**

**Strengths**

**Areas for Development**

## **National Care Standards**

### **National Care Standard Number 3: Early Education and Childcare up to the age of 16 - Health and Wellbeing**

**Strengths**

Pinewood Nursery used a variety of strategies to promote information sharing with parents and carers:

A key worker system was in place and photographs of staff were clearly displayed. Newsletters were produced and made available to parents and carers throughout the year. Staff were available to meet children and their parents as they arrived and departed. Communication sheets were given to parents of younger children. White boards were used to record daily events and activities and weekly plans were displayed.

Children had opportunities to learn about healthy lifestyles. Contact had been made with the emergency services and visits arranged. 'Stranger Danger' and road safety were topics which were discussed with children on a regular basis.

Toothbrushing took place and children were encouraged to follow safe hygiene practices after using the toilet and before eating.

Lunches and snacks were prepared on the premises and special dietary requirements accommodated. Individual likes and dislikes were recognised. All children had access to fresh fruit on a daily basis.

A copy of Nutritional Guidance for Early Years: Food Choices for Children aged 1-5 in Early Education and Childcare Settings was available.

The outside area had a variety of play resources and staff were aware of the importance of providing opportunities for fresh air and energetic play.

Parents were encouraged to provide their child with appropriate clothing to allow them to access the outdoor area in all weathers.

A written policy and procedure was in place for the use, storage and administration of medication. Some staff had completed first aid training and some staff had received training in the administration of specialised medications.

Appropriate accident recording systems were in place and an audit was carried out.

Staff were familiar with emergency procedures and instructions to be followed in the event of a fire were displayed.

## **Areas for Development**

Personal Learning Plans were in place to record children's progress and interests. However, these contained little information and regular entries had not been made.

At the time of inspection dates had not yet been set for parental interviews, nor had contact been made to share information where children attended more than one nursery.

A recommendation is made. (1)

At the time of inspection the child protection policy did not contain accurate information.

Staff who had been in post prior to April 2006 had received training in child protection.

However, staff who had been employed since April 06 did not have up to date training in child protection.

A recommendation is made. (2)

Management should develop a written policy and procedure to be followed in the event of a child being absent from the service. This policy and procedure should then be shared with staff, parents and carers.

A recommendation is made. (3)

Copies of the document 'Protecting Children and Young People: The Charter' were not available to staff, nor did they have knowledge of this document.

A recommendation is made. (4)

Management and staff should become familiar with and use the document 'Nutritional Guidance for Early Years: Food Choices for Children aged 1-5 in Early Education and Childcare Settings', as a means of raising awareness of suitable food choices and in menu planning.

A recommendation is made. (5)

All snacks were prepared in the kitchen by the chef. It is recommended that children in the 3 - 5 area have the opportunity of preparing snack as a means of developing knowledge and independence skills.

A recommendation is made. (6)

Plans were in place to fit doors from the playrooms to the outside area to allow play to flow between indoor and outdoor areas.

A recommendation is made. (7)

The seal on the fridge used for the storage of medication was damaged and should be replaced. Fridge temperatures should be monitored and recorded.

A recommendation is made. (8)

Medication which was out of date was stored on the premises.

A requirement is made. (1)

## **National Care Standard Number 4: Early Education and Childcare up to the age of 16 - Engaging with children**

### **Strengths**

Management and staff had a good knowledge of children and their stage of development.

They understood the significance of positive interaction and this was used to support children in their learning and build confidence.

Some staff had copies of the document 'Birth to Three' and had received training in supporting young children in their learning experiences.

## **Areas for Development**

While management and staff were knowledgeable about individual children, their interests and stages of development this had not always been recorded nor next steps identified.

A recommendation is made. (9)

All staff should have copies of the document 'Birth to Three' and receive training in supporting young children in their learning experiences. Where training has been given this should be implemented and used as best practice.

A recommendation is made. (10)

## **National Care Standard Number 7: Early Education and Childcare up to the age of 16 - A Caring Environment**

### **Strengths**

The aims and objectives of the service were displayed and during the inspection visit it was observed that these were promoted.

Positive interaction was used in all age groups to build confidence and self esteem.

Management and staff had built an effective working relationship with each other, children and their families.

Children were happy and busy. There were opportunities to choose from a variety of resources and activities and the recent adaptations to the play areas had enhanced the provision and learning opportunities.

Staff were consistent in their approach regarding expectations of children's behaviour and children responded well to this. They were comfortable with routines and enjoyed participating in a variety of learning activities.

### **Areas for Development**

Management and staff should continue to promote and provide positive role models for children in all age groups.

## **National Care Standard Number 10: Early Education and Childcare up to the age of 16 - Involving other Services**

### **Strengths**

Management and staff received support and guidance from EQUATE, at Fife Council Education Service in enhancing the learning environment.

Some links had been made with other childcare services, the health visiting service and speech and language therapists.

### **Areas for Development**

Management should be proactive in developing well established links with other childcare providers, agencies and professionals involved in the care and education of children.

**National Care Standard Number 12: Early Education and Childcare up to the age of 16  
- Confidence in Staff**

**Strengths**

Staff files evidenced a safe recruitment procedure was followed.  
Management and staff understood the importance of training as a means of maintaining and improving the service, and a programme for staff appraisal was in place.

The manager had submitted an application to register with the Scottish Social Services Council and was aware of the role of this organisation.

Registers evidenced on the day of inspection confirmed that adult:child ratios as laid out in the National Care Standards Early Education and Childcare up to the age of 16 were being met.

**Areas for Development**

While a programme for staff appraisal was in place this was not up to date.  
A record of training was used. However, this was not up to date.  
A recommendation is made. (11)

Not all staff had copies of the 'Codes of Practice' from the Scottish Social Services Council.  
Some staff were not fully aware of the role of this organisation.  
A recommendation is made. (12)



## **Enforcement**

N/A

## **Other Information**

A visit was made to Pinewood Nursery to inspect the work carried out to change the layout of the play areas for children aged 2 - 3 and 3 - 5.

During this visit it was stated that a building warrant had not been given for this work.

It is a requirement that contact is made with Fife Council, Building Standards and Safety and appropriate documentation applied for and obtained.

A requirement is made. (2)

## **Requirements**

### Requirement 1

All medications stored on the premises should be within 'use by' dates.

This is in order to comply with:

SSI 2002/114 Regulation 4(1)(a) - a requirement to make proper provision for the health and welfare of service users.

### Requirement 2

It is a requirement that a 'Certificate of Completion' and an 'Electrical Appliance Certificate' are obtained from Fife Council for the work already carried out in the nursery.

This is in order to comply with:

SSI 2002/114 Regulation 4(1)(a) - a requirement to make proper provision for the health and welfare of service users.

## **Recommendations**

### Recommendation 1

Entries in Personal Learning Plans should be made regularly. Dates for parental interviews should be arranged and contact made with other childcare providers.

### Recommendation 2

The child protection policy should be reviewed and amended where necessary.

All staff should receive regular training in child protection.

### Recommendation 3

Management should develop a written policy and procedure to be followed in the event of a child being absent from the service. This policy and procedure should then be shared with staff, parents and carers.

### Recommendation 4

Copies of the 'Children's Charter' should be available to all staff. Staff should become familiar with this document.

### Recommendation 5

Management and staff should become familiar with and use the document 'Nutritional Guidance for Early Years: Food Choices for Children aged 1-5 in Early Education and Childcare Settings.

### Recommendation 6

It is recommended that children in the preschool area have the opportunity of preparing snack as a means of developing knowledge and independence skills.

#### Recommendation 7

It is recommended that doors be fitted in the playroom allowing direct access to the outside area.

#### Recommendation 8

The seal on the fridge used for the storage of medication was damaged and should be replaced. Fridge temperatures should be monitored and recorded.

A recommendation is made.

National Care Standards Early Education and Childcare up to the age of 16, Standard 3: Health and Wellbeing.

#### Recommendation 9

Children's progress and stages of development should be recorded and next steps identified throughout their time in nursery.

#### Recommendation 10

All staff should have copies of the document 'Birth to Three' and receive training in supporting young children in their learning experiences. Where training has been given this should be implemented and used as best practice.

National Care Standards Early Education and Childcare up to the age of 16, Standard 4: Engaging with Children.

#### Recommendation 11

It is recommended that staff appraisals should be recommenced and a record of training undertaken, and training needs identified, should be kept.

#### Recommendation 12

It is recommended that copies of the 'Codes of Practice' from the Scottish Social Services Council should be obtained for all staff and information of the role of this organisation disseminated to all staff.

National Care Standards Early Education and Childcare up to the age of 16, Standard 12: Confidence in Staff

**Fiona Smart**

**Care Commission Officer**