

Inspection report

Kilcoy Kindergarten Day Care of Children

Kilcoy
Muir of Ord IV6 7SF

Inspected by: Rosemary Stallard
(Care Commission Officer)

Type of inspection: Unannounced

Inspection completed on: 21 August 2007

Service Number

CS2004070969

Service name

Kilcoy Kindergarten

Service addressKilcoy
Muir of Ord IV6 7SF**Provider Number**

SP2005007587

Provider Name

Kilcoy Kindergarten

Inspected ByRosemary Stallard
Care Commission Officer**Inspection Type**

Unannounced

Inspection Completed

21 August 2007

Period since last inspection

15 months

Local Office AddressPavilion 5, Castle House, Fairways Business Park,
Inverness IV2 6AA

Introduction

The service operates from a timber built detached building, formerly a tea-room, later a children's party venue, which has been adapted for its present purpose. There is an immediately accessible outdoor play area and a convenient car park.

The premises, which are all on one level, comprise a foyer, main play room for children aged 3 to 5 years, incorporating 'quiet' area, another playroom specifically for children aged 2 to 3 years and an under 2s room, children's toilets, disabled toilet provision, kitchen and office/staff room.

The service was registered in October 2004 and provides day care on week days for up to 35 children, to include a maximum of 8 aged 0 - 2 years and up to 15 children aged 2 - 5 years, of whom no more than 10 will be under 3 years.

The aims of the service are to work in partnership with parents, providing a safe childcare service, which promotes children's development and provides them with opportunities to mix with and relate to their peers.

Basis of Report

Before the Inspection

The Annual Return

The service submitted a completed Annual Return as requested by the Care Commission.

The Self-Evaluation Form

The service submitted a self-evaluation form as requested by the Care Commission.

Views of service users

Views of service users were obtained from a variety of sources. Thirteen parents or carers returned questionnaires to the Care Commission. The CCO also met with a number of children who were attending on the day of the inspection visit and encountered 2 parents during the course of the inspection. In addition the manager supplied feedback questionnaires she had previously distributed to parents and children.

Regulation Support Assessment

This service was inspected after a Regulation Support Assessment (RSA) was carried out to determine the intensity of inspection necessary. The RSA is an assessment undertaken by the Care Commission Officer (CCO) which considers: complaints activity, changes in the provision of the service, nature of notifications made to the Care Commission by the service (such as absence of a manager) and action taken upon requirements. The CCO will also have considered how the service responded to situations and issues as part of the RSA.

This assessment resulted in this service receiving a low RSA score and so a low intensity inspection was required as a result. The inspection was then based upon the relevant inspection focus areas.

During the inspection process

The CCO spoke with staff in all 3 playrooms. She also spent time in discussions with the manager.

Evidence

The CCO took account of responses in parental questionnaires returned to the Care

Commission, discussions with children and staff during the inspection visit and observation of staff practice. In addition she examined relevant policies and procedures, questionnaires which had been issued by the centre to parents, children and staff and information provided for parents, including newsletters. The CCO also toured the premises, indoors and outside.

Inspection Focus Areas and associated National Care Standards for 2007/08
Active Play, Infection Control and Protecting People - specifically Child Protection, SSSC Codes and Staff Training. These have been reported on through the relevant parts of the following National Care Standards Early Education and Childcare up to the age of 16:
Standard 2 - A Safe Environment, Standard 3 - Health and Wellbeing, and Standard 12 - Confidence in Staff.

Fire Safety Issues

The Fire (Scotland) Act 2005 introduced new regulatory arrangements in respect of fire safety, on 1 October 2006. In terms of those arrangements, responsibility for enforcing the statutory provisions in relation to fire safety now lies with the Fire and Rescue service for the area in which a care service is located. Accordingly, the Care Commission will no longer report on matters of fire safety as part of its regulatory function, but, where significant fire safety issues become apparent, will alert the relevant Fire and Rescue service to their existence in order that it may act as it considers appropriate. Further advice on your responsibilities is available at www.infoscotland.com/firelaw

Action taken on requirements in last Inspection Report

No requirements were made in the last inspection report.

Comments on Self-Evaluation

The manager had submitted a very full evaluation of the service. She had identified many strengths as well as some areas she intended to develop. Her evaluation demonstrated an appropriate awareness of the National Care Standards and of a commitment to improve the service.

View of Service Users

Children appeared to feel comfortable with staff and related well to them. The general impression was that children were engaging enthusiastically in a range of activities, on their own or with other children, including some opportunities to play outside.

View of Carers

Of the 13 parents/carers who returned questionnaires to the Care Commission, 10 indicated they were very happy overall and 2 were happy. Specific comments made included: "Delighted with my child's care"; "The staff are very friendly and understanding; they have time for the 'chat' with parents and work very professionally" and "My child smiles when they arrive. That says enough to me!"

One parent, however, indicated they were unhappy. Areas they appeared to be particularly unhappy with were how staff respected and valued their personal beliefs while caring for their child and how staff assisted their child with personal care.

Parents who had completed the centre's own questionnaires appeared to be very satisfied

with the service and the CCO observed parents dropping off or picking up children apparently relating well with staff and feeling comfortable at the service.

Regulations / Principles

Regulation :

Strengths

Areas for Development

National Care Standards

National Care Standard Number 2: Early Education and Childcare up to the age of 16 - A Safe Environment

Strengths

Part 1 of this standard has not been reported on as it was not relevant to the IFA or to other issues the CCO wished to comment on.

The centre had extended and improved the premises since the previous inspection. They had added another playroom for infants and had provided a separate playroom for children aged 2 to 3 years and for those aged 3 to 5 years. They now had 3 playrooms to accommodate the varying needs of the different ages and stages of children. The centre had developed policies on health and safety and carried out some risk assessment procedures to ensure the environment was safe for children. Some of these had been formalised.

The service had developed safe and secure environments for outdoor play. They had extended the opportunities for outside play by providing an additional outdoor play area accessible from the main playroom. Some outdoor surfaces were grassed and one area was fitted with decking, allowing for a range of activities. There was an area where older children could dig and plant. Staff also took children on walks in the local environment. Children could access appropriate toileting, nappy changing and hand-washing facilities in each playroom.

Areas for Development

The provider had plans to fit additional doors to 2 of the playrooms to allow children easier and freer access to outside play areas. This work would also include adding some additional space to the 3 to 5 playroom. There were also plans to improve the kitchen area. The centre should ensure all children have daily opportunities for energetic and outdoor experiences, with active play always available as an option during free play time. The manager intended to further develop risk assessments to ensure risks were evaluated and clear management strategies developed.

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

Strengths

Parents and carers had regular opportunities to speak with staff. They could also read information displayed on the service's noticeboard.

The service had a child protection policy in place and staff were aware of their responsibilities. Most had received some training on child protection.

The policy on child protection was outlined in the parents' handbook.

There was a range of appropriate policies and procedures in place in respect of health and safety.

Children could wash their hands safely and hygienically and were encouraged to observe good hygiene practices. There were appropriate facilities and procedures for changing nappies and using potties. Staff could access disposable gloves and aprons when necessary.

The Oral Health Coordinator had been monitoring toothbrushing procedures and on her most recent visit she had found everything to be satisfactory.

Staff had dealt appropriately with an outbreak of a contagious infection, including informing parents and seeking advice from health professionals, as well as taking suitable measures to ensure all relevant areas and equipment had been disinfected.

The provider had replaced swing bins with pedal bins in all toilet areas to improve control of infection.

There were some opportunities within the playrooms for energetic play and staff also encouraged children to play outside regularly. Outside play areas were generally attractive and child friendly, with a range of play opportunities. Children had been involved in planting and growing various flowers as well as vegetables which they would later be eating. Children could pedal and use large scale climbing equipment on decking areas.

One member of staff had already been trained in active play and staff who were engaged in SVQ training were raising their awareness of the importance of this. Training on the Birth to 3 Document had highlighted the importance of energetic play for very young children and the pre-school curriculum also emphasised this. Training was planned to take place shortly for all staff in outdoor/energetic play.

Parents/carers had been encouraged to provide suitable clothing and footwear for children to wear for energetic play.

There was a policy on walks and the policy on outdoor play contained some advice to staff about how to ensure outdoor play areas were safe. Sand trays were covered when not in use and children could wear gloves when digging. There were plans to provide netting coverings for planting areas. In addition there were plans to involve other professionals with specialist outdoor knowledge in specific experiences for children.

Areas for Development

The centre should remind parents and carers about the policy on child protection, as some who had returned questionnaires were not aware of this policy.

The policy on outdoor play should be further developed to include reference to specific aspects of safety and to highlight the importance of regular outdoor play for children, with consideration given to involving parents. Procedures should be developed to describe how these issues might be managed.

The centre had plans to improve access for children to outside play areas. Staff should ensure all children have daily outdoor and energetic play experiences. Currently infants had very limited outdoor opportunities and indoor energetic play opportunities needed to be improved for all children. The centre should also find ways to ensure children always had appropriate outdoor wear so that the lack of it did not constrain outdoors activities.

The service should extend the range of resources provided for energetic play, to provide

better opportunities for children to learn and develop a wider range of physical skills.

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

Strengths

The centre had a policy on training and development in place. The manager had developed an outline plan in respect of staff training needs. She was aware of the implications for staff of registration with SSSC and staff had been given copies of the SSSC's codes of practice. The centre valued and encouraged professional training. The manager was still working towards SVQ Level 4 in Children's Care, Learning and Development. Some staff already had qualifications appropriate to their posts and roles, while others were working towards SVQ qualifications

At least one member of staff in each room was trained in first aid, food hygiene and child protection and more training was planned for others. Staff had also received training in additional areas and more was planned.

Areas for Development

Staff training in essential areas, such as child protection, first aid and food hygiene should continue to be progressed and updated. The manager should ensure the annual training plan is based on the needs of staff and the centre and linked to the needs of children, whether or not training in specific areas is readily available. She should also develop systems for formally monitoring the effectiveness of staff training.

The manager should ensure the policy on recruitment is appropriately specific to the centre. She should also ensure staff appraisals are always carried out within a 12 month period.

Enforcement

There has been no enforcement action against this service since the last inspection.

Other Information**Requirements**

No requirements have been made as a result of this inspection.

Recommendations

No recommendations have been made as a result of this inspection.

Rosemary Stallard

Care Commission Officer