

Inspection report

James Gillespie's Primary School Nursery Day Care of Children

Whitehouse Loan
Edinburgh EH9 1BD

Inspected by: Janet Wilson
(Care Commission Officer)

Type of inspection: Unannounced

Inspection completed on: 20 November 2008

Service Number

CS2003017035

Service name

James Gillespie's Primary School Nursery

Service addressWhitehouse Loan
Edinburgh EH9 1BD**Provider Number**

SP2003002576

Provider Name

City of Edinburgh Council

Inspected ByJanet Wilson
Care Commission Officer**Inspection Type**

Unannounced

Inspection Completed

20 November 2008

Period since last inspection

8 months

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Introduction

James Gillespie's Primary School Nursery is a City of Edinburgh Council Education Department pre-school establishment. It has been registered as a day care of children service with the Care Commission since September 2003. The Nursery is situated in a residential area near the centre of The City of Edinburgh.

The Nursery is registered for 30 children per session aged 3 years to school entry and currently there are 61 on the register attending either in the morning or afternoon. 140 are on the waiting list. On the day of the inspection there were 28 children present, two members of staff, two students and one work experience person.

The Nursery Class building is self-contained with its own front door entrance and enclosed play area to the rear of the property, the service is situated in the grounds of the primary school. The building comprises a large bright playroom, new toilet and shower facilities and a cloakroom area. There is also a gym hall in the building which the nursery has regular access to.

Based on the findings of this inspection the service has been awarded the following grades:
Quality of Care and Support - 5 - Very Good
Quality of Environment - 5 - Very Good
Quality of Staffing - 6 - Excellent
Quality of Management and Leadership - 6 - Excellent

This inspection report and grades represent the Care Commission's assessment of the quality of the areas of performance which were examined during this inspection.

Grades for this care service may change following other regulatory activity. Please refer to the care services register on the Care Commission's website (www.carecommission.com) for the most up-to-date grades for this service.

Basis of Report

The Report was written following an unannounced inspection of the service on 20 November 2008.

Forty Parent/carer questionnaires were sent out, 13 were returned to the Care Commission prior to the inspection.

Before the Inspection

The Annual Return

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

The Self-Assessment Form

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

Regulation Support Assessment

The inspection plan for this service was decided 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.

Low

This assessment resulted in this service receiving a low RSA score and so a low intensity inspection was required. The inspection was based on the relevant Inspection Focus Areas and associated National Care Standards, recommendations and requirements from previous inspections and complaints or other regulatory activity. This will include a sample/grade of a service user quality statement from each Quality Theme and a sample/grade of IFA or an additional Quality Statement (chosen by CCO) in each Theme.

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

During the inspection process

Evidence

Evidence was gathered from the services -
Policies and procedures
Review of the Child Protection Policy
Plans to support children's development and learning
Accident and incident records
Activities book
Certificate of registration
Attendance records
Risk assessments
Review of indoor and outdoor environment
All information given to parents
Conversations with service users
Conversations with the Head teacher, teacher and staff
Observation of staff's engagement with children
Play resources available to the children

Inspection Focus Areas and links to Quality Themes and Statements for 2008/09

Details of the inspection focus and associated Quality Themes to be used in inspecting each type of care service in 2008/09 and supporting inspection guidance, can be found at:
<http://www.carecommission.com/>

Action taken on requirements since last Inspection

No requirements were made at the last inspection.

Comments on Self Assessment

A fully completed self-assessment document was submitted by the service. This was completed to a satisfactory standard and gave relevant information for each of the Quality Themes and Statements. The service identified its strengths and some areas for future development and gave a range of evidence of service user involvement and how they planned to implement changes.

View of Service Users

The children were observed to be content within the surroundings and to be confident and interact well with each other and staff. It was evident from observation and conversation with the children that they were gaining enjoyment and satisfaction from their activities. Children were observed to be highly involved and motivated by their play activities. The children the Officer spoke to indicated how much they enjoyed their time at nursery.

View of Carers

Forty parent questionnaires were sent out prior to the inspection 13 were returned. The feedback was generally positive and parents indicated they were happy with the service. Not all parents indicated they were aware of the services child protection policy and its complaints procedure.

Some comments included:

'I feel the staff have very good insight into the children's personalities and get to know them very quickly.'

'The nursery makes good use of the gym and garden.'

'I find it a very happy nursery, with good links with the school. The activities are stimulating and fun for the children and there is real concern for each child as an individual. Parents are encouraged to get involved, which is very positive.'

'The staff are very sensitive to issues of privacy. They are also very welcoming and approachable so parents feel able to discuss matters regarding their child easily.'

'The staff are excellent. They make a huge effort to make the children feel valued, respected and safe at the nursery and to get to know each child individually. The children LOVE the staff and the atmosphere is always happy, friendly and welcoming.'

'Great variety of healthy snacks. Staff work closely with children to determine and respond to individual needs.'

'Short sessions mean nap-times are not necessary. However, children can choose to 'rest' quietly instead of joining in activities or outdoor play by reading together with a member of staff or by drawing pictures.'

'There have been huge improvements over the last couple of years in the organisation of the nursery. The rooms have been extended, painted, tidied, deep-cleaned and the change is wonderful. It is a clean, safe, bright nursery environment.'

'A lovely variety of play experiences is always available with the early years curriculum enriched by visiting specialists in PE and drama. The staff provide a carefully considered variety of activities.'

'Both my children have loved (and still love) their time at Gillespie's nursery. The staff are excellent and they work hard to create a happy, welcoming and stimulating environment in which children can learn, play, develop and gain in confidence in all areas.'

'Very happy with open communication with staff at drop off and collection times and consultations. No issues regarding confidentiality.'

'Good range of activities provided. Very happy with level of support.'

'I have two children who have attended James Gillespie's nursery. The staff have not

changed in the 8 years between my son and daughter's attendance. The staff are excellent and both my children have been very comfortable with them. They are very professional and have dealt with all matters efficiently and caringly.'

'Mrs Clayton gets to know the children really quickly. Every mother I know from 2000 - 2002 and now has always marvelled at how "spot on" Mrs Clayton's feedback about their child is. She writes lovely reports which are fair as well as being very positive.'

'The playground look fun and is full of toys and a slide. My child enjoys the time allocated to being outside.'

'James Gillespie's is an excellent nursery. My child enjoys it more than any other nursery she has been to. It is a necessary part in the 4/5 developmental stages of a child's life.'

'In my opinion the staff should not be allowed to retire or leave. It is an excellent nursery. Keep it just the way it is.'

'My child seems to be able to participate in lots of stimulating and varied activities. I'm confident that being at Gillespie's nursery has made a huge contribution to his development. He always has so much to tell me about what he's done, and what the staff say, both in nursery and at assembly. We've been happy with his whole experience here.'

'The staff are always very professional in their conduct.'

'My husband and I have been delighted with the nursery. It is welcoming, calm, happy and an effective nursery and we have been so happy to see our daughter happy to go to nursery and blossom in their care.'

'I would like the gate in the playground near the woodland to be locked during each session, anyone could wander in.'

'Sometimes I feel things do go unnoticed i.e. hitting. My child has come home several times with scratches from a specific child doing this to him, unbeknown to staff.'

Quality Theme 1: Quality of Care and Support

Overall CCO Theme Grading: 5 - Very Good

Statement 1: We ensure that service users and carers participate in assessing and improving the quality of the care and support provided by the service.

Service Strengths

The findings in this section area based on Quality Statement 1.1

Staff spoke to parents on a daily basis when children were dropped off or picked up from their session at the nursery.

James Gillespie school sent out questionnaires to all parents of children in the school and nursery on an annual basis. The questionnaire asked for feedback on a variety of areas within the service and asked for ideas for improvements and future planning. This included views from parents and children about staff. The Head Teacher informed the Officer this information was collated by the parent council, which had two nursery parents on it. Staff, parents and pupils worked on different areas of the findings these were then fed back to all parties with the outcomes and actions to be taken, or having been taken.

Nursery parents were part of James Gillespie's Parents Teacher Association. The nursery and school encouraged parents to get involved in the life of the nursery as much as possible, this also included social activities and fundraising events.

The school produced a weekly newsletter for parents which incorporated news regarding the nursery.

The nursery had started compiling a Personal Learning Folder in August 2008 for all pupils. This document included information about the individual child, their family, things they could do, observations sheets completed by staff, identified next steps in development and observations in the different areas of the curriculum. The folder also included stories, art produced by the child, photographs and a comment sheet for parents. The folder was available for children and parents to look at any time.

In the cloakroom area of the nursery the 'Rules of the Nursery' were displayed. These had been devised by the children and written in their language - i.e. 'We don't throw food, we share, we say sorry if we hurt someone.' The notice board in this area had details on it of what had happened during the session, snacks available, items for children to bring in, birthdays and any students on placement within the nursery. Any particular information for parents was also displayed.

'Children of the Week' photographs and art work were displayed on a notice board in the cloakroom area. The children chosen were alternated so the all had a turn. The teacher informed the Officer this gave each child the opportunity to be extra special for that week and show others some of the work they had been doing. Staff, children and parents spoken to liked this particular display.

The Head Teacher informed the Officer she taught in the nursery on a weekly basis, which gave her the opportunity to get to know the children, parents, staff and how the nursery operated.

The school followed the selection and recruitment guidelines for the City of Edinburgh Council. The Officer was informed parents were involved in the selection process of staff.

The nursery had its Certificate of Registration displayed in the cloakroom area along with other awards, certificates and notices about policies and procedures.

Based on the findings of this inspection the service has been awarded the following grade: Quality Statement 1.1 - 6 Excellent

Areas for Development

The service was maintaining current good standards and progressing the service development plan.

CCO Grading

6 - Excellent

Number of Requirements

0

Number of Recommendations

0

Statement 3: We ensure that service user's health and wellbeing needs are met.

Service Strengths

The findings in this section area based on Quality Statement 1.3

The service had up to date risk assessments for all internal and external areas of the service.

Staff worked closely with parents to ensure that the needs of individuals were being met as much as was possible. Parents spoken to confirmed that any issues they had had regarding access to the building, snack content or access to fresh air had been listened to and acted on by staff and management.

A pictorial notice for snacks was displayed in the kitchen area to aid the children to make choices. This was regularly reviewed in conjunction with the children and parents. The nursery had a system in place to ensure staff knew each child had had their snack. Water was available for children at any time.

The nursery had a teeth cleaning programme for both am and pm children. The Officer was informed only one child did not partake in this activity.

The nursery used a 'talking Ted' at circle time. A different theme was used daily, decided from discussion with the children or changed depending on what was happening at the nursery i.e. I feel happy / sad when... This time gave each child the opportunity to speak to the group about the topic, they were encouraged to express themselves and this time also enabled the rest of the group to learn to listen to others.

The nursery children had the opportunity on a weekly basis to partake in drama sessions. An outside teacher came into the nursery to work with the children in an age appropriate and developmental way. The Officer was informed by parents and staff that the children who used this resource had grown in confidence and self esteem.

The nursery worked with the school's Active Schools Co-ordinator to initiate new physical activities for the children.

The Officer was informed by the Head Teacher the nursery had been involved in the schools 'Health Week'. The nursery was active in promoting health and wellbeing.

The nursery had a policy on the administration and storage of medicine.

The service had had no child protection issues since the last inspection. All staff had been Disclosure Scotland checked and had had Child Protection training.

The nursery had received an award from Standard Life under their Global Citizenship category. The nursery had been proactive in raising funds to help a nursery in South Africa and supplying it with age appropriate equipment and resources. The Officer was informed this enabled the children to gain an understanding of other cultures and how they can help other people.

Based on the findings of this inspection the service has been awarded the following grade:
Quality Statement 1.3 - 5 Very Good

Areas for Development

The school and nursery were working towards stage 2 accreditation under the Healthy Schools initiative. The outcome of this will be reviewed at the next inspection.

The service was maintaining current good standards and progressing the service development plan.

CCO Grading

5 - Very Good

Number of Requirements

0

Number of Recommendations

0

Quality Theme 2: Quality of Environment

Overall CCO Theme Grading: 5 - Very Good

Statement 1: We ensure that service users and carers participate in assessing and improving the quality of the environment within the service.

Service Strengths

The findings in this section area based on Quality Statement 2.1

The evidence of strengths noted in the section on Quality Statement 1.1 also apply to Quality Statement 2.1

Based on the findings of this inspection the service has been awarded the following grade:
Quality Statement 2.1 - 6 Excellent

Areas for Development

The areas for improvement noted under Quality Statement 1.1 also apply to Quality Statement 2.1

CCO Grading

6 - Excellent

Number of Requirements

0

Number of Recommendations

0

Statement 2: We make sure that the environment is safe and service users are protected

Service Strengths

The findings in this section area based on Quality Statement 2.2

Risk assessments had been completed for all internal and external areas used by the service and for all activities. These were continually reviewed and updated as required.

No accidents or incidents had been recorded. The teacher informed the Officer that any repairs or maintenance issues were promptly dealt with by the school.

The nursery environment was found to be in good repair both internally and externally. The building had recently been painted both internally and externally, the Officer was informed by the teacher this had brightened the whole place and had been welcomed by staff, parents and children. The toilet facilities had recently been upgraded, this area incorporated a shower. The Officer was informed that this was mainly as a result of feedback from parents

through the questionnaires previously distributed and ongoing communication with parents.

Although the main rooms used by the nursery were not large, it had utilised the space well with clearly labelled and accessible storage for the wide range of resources.

The nursery had an entry system at the main outside door, all parents signed children in and out, if another person was collecting the child the nursery staff were informed and recorded this information. There was a latched gate from the cloakroom area into the main nursery room which was kept closed at all times.

The nursery had a dedicated enclosed garden area, this enabled the children to have the opportunity of active play and fresh air daily. The service had a variety of outdoor equipment which was stored securely at the end of each day. The nursery also had the use of the main school's woodland area and playground which could be accessed from the nursery garden. This area gave the children the opportunity to climb trees, it had an area that could be utilised as an outside classroom and the children also had the chance to observe wildlife, birds and bugs.

The nursery had recently had a 'smart board' installed, the Officer was informed children had used this after circle time to identify shapes and numbers among numerous other topics.

Based on the findings of this inspection the service has been awarded the following grade:
Quality Statement 2.2 - 5 Very Good

Areas for Development

The school had applied for funding to build 'willow wigwams' and other structures in the nursery garden. The Officer was informed the object of this project was to develop play and emotional wellbeing. This will be reviewed at the next inspection.

The service was maintaining current good standards and progressing the service development plan.

CCO Grading

5 - Very Good

Number of Requirements

0

Number of Recommendations

0

Quality Theme 3: Quality of Staffing

Overall CCO Theme Grading: 6 - Excellent

Statement 1: We ensure that service users and carers participate in assessing and improving the quality of staffing in the service.

Service Strengths

The findings in this section area based on Quality Statement 3.1

The areas for improvement noted under Quality Statement 1.1 also apply to Quality Statement 3.1

Staff recruitment was in line with the City of Edinburgh policies, procedures and checks.

Based on the findings of this inspection the service has been awarded the following grade: Quality Statement 3.1 - 6 Excellent

Areas for Development

The areas for improvement noted under Quality Statement 1.1 also apply to Quality Statement 3.1

CCO Grading

6 - Excellent

Number of Requirements

0

Number of Recommendations

0

Statement 4: We ensure that everyone working in the service has an ethos of respect towards service users and each other.

Service Strengths

The findings in this section area based on Quality Statement 3.4

The service had a very positive ethos towards the children and parents.

Parents confirmed how approachable and accommodating all staff members were. They felt respected and listened to, parents confirmed that if they had any issues these had been dealt with swiftly, sensitively and confidentially.

The Officer was informed staff conducted themselves in a way which promoted good manners and values for children and parents to observe. This was witnessed by the Officer and confirmed by parents spoken to.

During the 'circle time' sessions within the nursery the core values of the whole school were promoted and developed - i.e. respect, trust, co-operation, honesty, fairness and compassion.

The Officer was informed nursery children attended weekly value led assemblies in the main school led by the Head Teacher.

Based on the findings of this inspection the service has been awarded the following grade:
Quality Statement 3.4 - 6 Excellent

Areas for Development

The service was maintaining current good standards and progressing the service development plan.

CCO Grading

6 - Excellent

Number of Requirements

0

Number of Recommendations

0

Quality Theme 4: Quality of Management and Leadership

Overall CCO Theme Grading: 6 - Excellent

Statement 1: We ensure that service users and carers participate in assessing and improving the quality of the management and leadership of the service.

Service Strengths

The findings in this section area based on Quality Statement 4.1

The areas for improvement noted under Quality Statement 1.1 also apply to Quality Statement 4.1

Based on the findings of this inspection the service has been awarded the following grade:
Quality Statement 4.1 - 6 Excellent

Areas for Development

The areas for improvement noted under Quality Statement 1.1 also apply to Quality Statement 4.1

CCO Grading

6 - Excellent

Number of Requirements

0

Number of Recommendations

0

Statement 4: We use quality assurance systems and processes which involve service users, carers, staff and stakeholders to assess the quality of service we provide.

Service Strengths

The findings in this section area based on Quality Statement 4.4

The service had individual files for all children which covered their likes, dislikes, celebrations, activities and drawings completed. Contact details of outside agencies were also recorded and staff ensured, in conjunction with parents these details were kept up to date.

The nursery teacher produced yearly plans. The termly plans incorporated expressive / aesthetic, physical / movement, knowledge / understanding and communication / language areas. The nursery also had weekly and daily plans. Weekly activity plans had details of which areas certain staff members would cover, these were reviewed and updated in conjunction with discussions with staff and children. Any feedback or areas of interest discussed during the children's 'circle time' were incorporated into the planning process. All

plans covered the areas required by the Curriculum of Excellence.

The nurseries plans were incorporated into the plans for the main school and discussed and evaluated at the weekly main school staff meetings which nursery staff attended, all meetings were minuted. Nursery staff met on a daily basis to evaluate what had happened during the day's sessions and plan for the next day.

The nursery produced a newsletter once a term. This incorporated a variety of information and news. The newsletter was presented in a format that was bright, interesting and easy for all ages to understand.

All staff received regular supervision. Each staff member had Personal Development Plans which incorporated professional and personal training undertaken or planned. Staff completed a self evaluation form on an annual basis.

The Head Teacher informed the Officer staff at the nursery were given the opportunity to visit other nurseries in the locality to see how they operated. The Officer was informed this aided their own practice and professional development, it gave staff a chance to see how other services operated and then bring that information back to the team for evaluation and discussion.

Inclusive and informative notices were displayed for children and parents. Staff encouraged ongoing communication regarding any activities or developments within the service.

The nursery undertook self evaluation exercises on a regular basis using HGIOS3 and Child at the Centre indicators. These helped to assess the nursery provision, evaluated their plans then look at what steps needed to be taken to develop the service.

Questionnaires were sent to parents on an annual basis, these were evaluated, comments collated and a summary of findings given to all parents.

Based on the findings of this inspection the service has been awarded the following grade:
Quality Statement 4.4 - 6 Excellent

Areas for Development

The service was maintaining current good standards and progressing the service development plan.

CCO Grading

6 - Excellent

Number of Requirements

0

Number of Recommendations

0

Regulations / Principles

National Care Standards

Enforcement

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

Other Information

None

Requirements**Recommendations**

Janet Wilson

Care Commission Officer