

# Inspection report

## James Gillespie's Primary School Nursery Day Care of Children

Whitehouse Loan  
Edinburgh EH9 1BD

**Inspected by:** Suzanne Beard  
**(Care Commission Officer)**

**Type of inspection:** Announced

**Inspection completed on:** 8 March 2006

**Service Number**

CS2003017035

**Service name**

James Gillespie's Primary School Nursery

**Service address**Whitehouse Loan  
Edinburgh EH9 1BD**Provider Number**

SP2003002576

**Provider Name**

City of Edinburgh Council

**Inspected By**Suzanne Beard  
Care Commission Officer**Inspection Type**

Announced

**Inspection Completed**

8 March 2006

**Period since last inspection**

12 months

**Local Office Address**Stuart House  
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EH21 7PB  
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## **Introduction**

James Gillespie primary school nursery is situated within the grounds of the primary school. The entrance to the nursery is shared with groups using the adjacent gym hall. The nursery is registered to provide childcare and education for a maximum of 60 children ( 30 children in the morning and 30 children in the afternoon ) aged 3 to 5 years during the school terms. On the day of the inspection there were 27 children present. The nursery is staffed by one nursery teacher, two nursery nurses and one learning assistant.

The nursery has previously been subject to inspection by Her Majesty's Inspectorate and has been deemed registered as a Day Care of Children's Service since April 2002.

The aims and objectives of the nursery state:

" Value and respect yourself.  
Value and respect all others.  
Value and respect the environment."

## **Basis of Report**

Before the visit:

The nursery sent a Pre Inspection Return containing information about the service. The nursery also sent a self evaluation form.

Eight parent questionnaires were returned giving their views of the service.

The Care Commission Officer wrote to the nursery telling them when the visit would take place.

During the visit, which took place on 8th March 2006, the Care Commission Officer spoke with:

The Nursery Teacher  
Two Nursery Nurses  
One Learning Assistant  
One Parent Helper  
The Head Teacher  
The Deputy Head Teacher  
Five Parents  
and a number of children present.

The Care Commission Officer also looked at a range of policies, procedures and records including the following:

Child Protection Policy  
Health and Safety Policy  
Administration of Medication Records  
Fire Safety Policy  
Complaints Procedure  
Attendance Records  
Information Leaflet  
Children's Records.

Time was spent observing how staff members worked with children.

The Care Commission Officer took all of the above into account and reported on whether the service was meeting the National Care Standards for Early Education and Childcare up to the age of 16:

Standard 3: Health and Well-Being  
Standard 8: Equality and Fairness  
Standard 11: Access to Resources  
Standard 13: Improving the Service  
Standard 14: Well-Managed Service.

The Regulation of Care ( Scotland ) Act 2002 and associated regulations were also taken into account.

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

There were no requirements made at the last inspection.

### **Comments on Self-Evaluation**

The self evaluation form was completed in full with areas for improvement/development identified. This helped to inform the inspection process.

### **View of Service Users**

Children present on the day of the inspection were observed to be motivated, stimulated and relaxed. Children commented that they liked their nursery and they liked the staff. " I like playing with my friends." I like playing with the dolls, the house and in the kitchen."

### **View of Carers**

Eight parent questionnaires were returned. Generally their views were positive about the nursery. Some parents commented on the security of the building in relation to the entrance gates.

Five parents were spoken with on the day of the inspection. Their comments were very positive about the nursery. These included:

" All my children have come here. They all had different personalities and the staff were great with all of them."

" Can't fault the staff."

" Staff always available to speak to you."

" The staff are great. There is loads for the children to do. My child is very happy here so I am happy too."

" My only concern is the outside and the children's safety. There is a bolt on one gate but not on the gate at the street."

## **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**

The nursery had developed effective systems for communicating with parents. Parents spoken with on the day of the inspection confirmed that staff were always approachable.

Regular staff meetings were held and minuted.

A child protection policy was in place and the staff were aware of their role and responsibilities in protecting the children.

Healthy snacks were provided to encourage healthy eating. Special dietary requirements of the children were provided for, recorded and displayed in the kitchen area.

The nursery had access to an outdoor play area and children made use of this weather permitting. The nursery also made use of the adjacent gym hall. A gym session was observed on the day of the inspection where children were involved in energetic physical play.

The nursery provided quiet areas for children to rest if they wished.

Medication for children was stored securely. Staff had undertaken appropriate training in the administration of the medication.

## **Areas for Development**

The staff washed the plastic cutlery and crockery by hand. The nursery needed to ensure that this was sterilised on a regular basis.

(See Recommendation 1 )

Staff needed to undertake food preparation and hygiene training.

( See recommendation 2 )

The nursery displayed the snack menu for the children. Parents were not advised of the snacks children were having in the nursery. This was commented on in the parent questionnaires. The nursery needed to display the snack menu for parents information.  
( See Recommendation 3 )

The nursery ensured that parental signatures were obtained giving permission for medication to be administered. The nursery also needed to ensure that a section was included on the record of administration for the parent to sign when the child is collected from the nursery to indicate that they were aware that the medication had been administered.  
( See Recommendation 4 )

The nursery did not have an emergency procedure in place. The nursery needed to develop a written emergency procedure and ensure staff were trained in those procedures.  
( See Recommendation 5 )

## **National Care Standard Number 8: Early Education and Childcare up to the age of 16 - Equality and Fairness**

### **Strengths**

Staff were respectful and considerate in their interaction with each other and provided good role models for the children.

Children were encouraged to be kind and caring towards each other. Staff were observed encouraging children to share with other children. Established friendships could be identified with most of the children.

Parents were kept informed of events in the nursery through the newsletters.

Staff demonstrated a good understanding of the issues facing parents in the care of their children.

Staff had a good knowledge of services where they could direct parents to meet the individual needs of the children.

### **Areas for Development**

No areas for development were identified. From the self evaluation form it was indicated that the nursery planned to further the use of dual language books by making up story sacks for children.

## **National Care Standard Number 11: Early Education and Childcare up to the age of 16 - Access to Resources**

### **Strengths**

The nursery provided a wide range of suitable resources to support children's learning. Children's art work was displayed and children took pride in identifying their own work.

Photographs were also used to record outings and activities. Each child had a photograph album in their folder where photographs were added to provide a record of their time in the nursery.

Individual staff skills were valued and used to enhance the opportunities for children's learning. One member of staff had been identified to attend an information and communication technology course and share her learning with her colleagues.

Visitors from the community, e.g. the fire service and police had visited the nursery to enhance the children's experience.

Staff used the computer, camera, and C.D. player to effectively extend the children's learning experience.

### **Areas for Development**

No areas for development were identified. From the self evaluation form, it was identified that outside resources were limited due to lack of storage space and play space. Storage space was an ongoing problem in the nursery. The deputy head teacher had contacted the City of Edinburgh Council to try and resolve this problem.

### **National Care Standard Number 13: Early Education and Childcare up to the age of 16 - Improving the Service**

#### **Strengths**

There was evidence of staff recording observations of the children's developments and achievements and using their assessment of each individual child to inform their planning. Discussion with the staff confirmed this.

Planning took place at weekly meetings attended by the head teacher of the school.

The nursery had a development plan for 2005 - 2006. They had a term plan, a weekly plan and a daily plan.

Staff spoken with on the day of the inspection stated they were happy in their job and felt valued.

#### **Areas for Development**

The nursery needed to consider ways of including the views and requests of the parents and the children and these should be taken into account at planning meetings.  
( See Recommendation 6 )

The nursery had plans to use the computer to record observations and assessments of each individual child. This would provide a more systematic method of recording observations and using the information for ongoing planning.

## **National Care Standard Number 14: Early Education and Childcare up to the age of 16 - Well-Managed Service**

### **Strengths**

The nursery staff were aware of the roles and responsibilities of the management team. The head teacher was recently in post and would be the line manager for the nursery. The nursery staff welcomed this and appreciated the head teacher's enthusiasm.

The nursery staff were of the view they worked well as team. They stated they valued each other as colleagues and this was to the benefit of the children. Observations confirmed this on the day of the inspection. This was also confirmed by parents spoken with on the day of the inspection.

A newsletter was sent to parents each term and they were encouraged to make a contribution to the life and work of the nursery.

A range of policies and procedures was in place.

### **Areas for Development**

The nursery needed to ensure that confidential information regarding the children was securely stored. The needed to develop a written confidentiality policy.  
(See Recommendation 7 )

The nursery needed to develop a written emergency procedure.  
(See Recommendation 8 )

In discussion with the head teacher, deputy head teacher and nursery teacher it was agreed that:

The nursery information leaflet for parents would be reviewed.  
Policies and procedures would be shared with parents.  
Accident and incident reports would be recorded separately.  
Written permission would be obtained from parents for photographs of the children to be taken.

The head teacher advised that in future, nursery staff appraisals would be undertaken by the head teacher. Staff training needs would be identified as part of this process.

## **National Care Standard Number 99: Other Issues Related to National Care Standards and Regulations**

### **Strengths**

The outdoor play area for the nursery provided the children with the opportunities for energetic, physical play.



## **Areas for Development**

The outdoor play area surfaces were uneven and muddy. The outdoor area was fenced off. However, the fenced off area was not wholly secure for the children. The external gate was not secure. Parents commented on this in the parent questionnaires and on the day of the inspection. The outer door was not wholly secure as the parents or children using the After School Club often put the snib on.

The City of Edinburgh Council needed to undertake a full written risk assessment of the outdoor play area of the nursery and the entrances to the nursery to ensure the safety and security of the children.

( See Requirement 1 )

## **Enforcement**

There has been no enforcement action.

## **Other Information**

None.

## **Requirements**

1. The City of Edinburgh Council should ensure that the outdoor play area of the nursery and the entrances to the nursery are safe and secure for the children. A full written risk assessment of the outdoor play area should be undertaken.

This is to comply with SSI 2002/114 Regulation 4 (1) (a) - a requirement that providers make proper provision for the health and welfare of service users and also takes into account the National Standards for Early Education and Childcare up to the age of 16. Standard 2:2 A Safe Environment.

Timescale: within 2 months of the receipt of this report.

## **Recommendations**

1. The nursery should ensure that cutlery and crockery used for the children's snacks is sterilised on a regular basis.

National Care Standards - Early Education and Childcare up to the age of 16. Standard 3:3 Health and Well-Being.

2. The nursery should ensure that staff undertake food preparation and hygiene training.

National Care Standards - Early Education and Childcare up to the age of 16. Standard 3:3 Health and Well-Being.

3. The nursery should display the children's snack menu for parent's information.

National Care Standards - Early Education and Childcare up to the age of 16. Standard 3:1 Health and Well- Being.

4. The nursery should ensure that a section on the record of administration is included for the parent to sign when the child is collected from the nursery to indicate that they are aware that the medication had been administered.

National Care Standards - Early Education and Childcare up to the age of 16. Standard 3:6 Health and Well-Being.

5. The nursery should develop a written emergency procedure.

National Care Standards - Early Education and Childcare up to the age of 16. Standard 3:7 Health and Well- Being.

6. The nursery should consider ways of including the views and requests of parents and children and these should be taken into account at planning meetings.

National Care Standards - Early Education and Childcare up to the age of 16. Standard 11:3 Improving the Service.

7. The nursery should ensure confidential information regarding the children is stored securely. A written confidentiality policy should be developed.

National Care Standards - Early Education and Childcare up to the age of 16. Standard 14:2 Well-Managed Service.

8. The nursery should develop a written emergency procedure.  
National Care Standards - Early Education and Childcare up to the age of 16. Standard 14:2  
Well-Managed Service.

**Suzanne Beard**  
**Care Commission Officer**