

Inspection report

Mosshead Pre-school Playgroup Day Care of Children

Mosshead Primary School
Stockiemuir Avenue
Bearsden G61 3LZ

Inspected by: Rita Gallagher
(Care Commission Officer)

Type of inspection: Unannounced

Inspection completed on: 21 December 2006

Service Number

CS2003003745

Service name

Mosshead Pre-school Playgroup

Service addressMosshead Primary School
Stockiemuir Avenue
Bearsden G61 3LZ**Provider Number**

SP2003000757

Provider Name

Mosshead Pre-school & Playgroup Committee

Inspected ByRita Gallagher
Care Commission Officer**Inspection Type**

Unannounced

Inspection Completed

21 December 2006

Period since last inspection

12 months

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Introduction

Mosshead Pre-School and Playgroup is located within Mosshead Primary School, in the Bearsden area of East Dunbartonshire. Overall management of the nursery is by a voluntary management committee of parents. The playgroup is in partnership with East Dunbartonshire Council and offers pre-school funded places for children. The playgroup is currently registered for 24 children aged three to five years. The morning session operates Monday to Thursday between 9am to 12pm and 9am to 12.30pm on Friday. The afternoon session operates Monday to Friday between 12.45 to 3.15pm.

Basis of Report

The service was inspected after receiving a Regulatory Support Assessment (RSA) to determine what level of support was necessary. The RSA is an assessment undertaken by the CCO which considers: complaints activity, changes in the provision of the service, nature of notifications made to the Care Commission by the service, action taken upon requirements etc.

This service was required to have a low level of support that resulted in an inspection based on the National Care Standards for early education and childcare up to the age of 16 inspection themes and any recommendations and requirements from previous inspections, complaint or other regulatory activity.

Before the visit:

The manager completed the electronic annual return.

The manager completed the electronic self-evaluation document.

During the visit which took place 21st December 2006, the Care Commission Officer spoke with:

The Manager
Committee Member
Staff
Children

Observations of practice as well as an examination of the premises also took place.

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

Child Protection
Health and Safety(including fire safety) policy
Infection Control
Menus
Complaints procedure

The Care Commission Officer took all of the above into account and reported on whether the service was meeting the requirements associated with The Regulation of Care (Requirements as to Care Services) Regulations 2002 [SSI 2002 114] and the following National Care Standards for early education and childcare up to the age of 16:

Standard 3: Health and well-being

Standard 7: A Caring Environment
Standard 12: Confidence in Staff

The inspection focused on the following themes:
Safer recruitment, nutrition, toothbrushing and child protection.

Action taken on requirements in last Inspection Report

No requirements were made at the last inspection.

Comments on Self-Evaluation

The self evaluation document gave a detailed account of the provider's strengths with areas identified for further development.

View of Service Users

From informal discussion and observation of the children present during the inspection, they were confident and happy within the service.

View of Carers

Twelve care standard questionnaires were returned to the Care Commission. All stated they were Very Happy/Happy with the overall quality of service provided.

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 service had a designated child protection co-ordinator and through discussion staff demonstrated a clear understanding of their role and responsibility in protecting children from harm, abuse, bullying and neglect and were familiar with the service's child protection policy. The manager attended training through East Dunbartonshire Council on the new 'Framework Standards for child protection' and was up-dating staff through in-house training. Parents were made aware the service had a child protection policy through the service handbook. The majority of completed questionnaires received by the Care Commission confirmed this. The service had information regarding the Area Child Protection Committee Child Protection guidelines. A written procedure specifying what to do if a child is absent from the service was within the parent/carers handbook.

Children had opportunity to learn about healthy lifestyles, personal hygiene and safety through the programmes of activities and the daily routine. Children had access to running water, liquid soap and paper towels. Healthy eating was promoted within the service. The service had a copy of the "nutritional guidance for early years" and the manager explained snacks had been revised in line with the document. All staff had accessed the food hygiene training. The service had a copy of the Nursery and School Toothbrushing Programme which was implemented. Staff had received training from the oral hygienist and the service was going for the 'happy smile' creditation.

Children had regular access to outdoor and indoor energetic physical play. Procedures were in place for the use, storage and administration of medication and all staff had first aid training. The service had procedures in place in the event of an emergency situation. Following a recommendation made at the previous inspection a fire light had been fitted within the playroom to alert staff and children.

All parents who responded to the Care Standard Questionnaires felt the premises were safe and secure for their child. The majority felt there was 'always' a range of healthy snacks and drinks available.

Areas for Development

The service should further develop the emergency procedure to take into account a medical emergency.

Within the self-evaluation document the manager identified an area for development as being indoor physical play opportunities with regards to space limitations.

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

Strengths

The nursery aims and objectives were made available to parents within the service handbook. Management and staff welcomed parents offering an environment of mutual trust and respect. Children were observed to be very happy and confident within the nursery environment. Staff were observed to interact with the children in a positive manner displaying a warm and caring approach. Following a recommendation made at the previous inspection the manager had started a system for monitoring and evaluating staff/child interaction. Management and staff had established effective working relationships and teamwork was good. A keyworker system enabled staff to gather information on each child and plan for their individual needs. Staff worked in partnership with parents, providing daily communication.

A behaviour management policy was in place and children were encouraged to take responsibility for their own behaviour and show care and consideration to others having been involved in formulating the 'Golden Rules' with staff. Staff took into account children's views and ideas through verbal discussion, questionnaires, planning outdoor play and choice of resources.

Good relationships had been established with parents and through working in partnership with them staff valued and took account of their knowledge and views regarding their child's development needs. The service had an open door policy and parents were kept up-to-date and encouraged to be involved within the service through the visiting rota, planning sheets, monthly newsletters, questionnaires, fund-raising, social events and being involved in the committee. Parents meetings were also held to discuss their child's progress and for those parents who could not attend alternative arrangements were made.

The service had in place their complaints procedure which included information on how to contact the Care Commission. This was available to parents/carers within the handbook.

All parents who responded to the Care Standard Questionnaires were both very happy and happy that staff really knew their child as an individual and the majority felt staff always interacted well with their child.

Areas for Development

The service should further develop the complaints procedure to include a timescale, investigation and action (if any) that is to be taken. (see recommendation 1).

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

Strengths

The service had in place an effective selection and recruitment process. At the time of inspection a sample of staff files were checked by the Care Commission Officer all of which contained the relevant information. All staff employed within the service with the exception of one had an appropriate childcare qualification. As partners with East Dunbartonshire Council staff had access to various in-service training.

The service operated within the adult:child ratios as prescribed in the National Care Standards. Staff employed within the service had a range of qualifications, skills and experiences relevant to meet the needs of the children attending the service. A system for identifying and monitoring staff development needs and training was in place. The committee were aware this process should be carried out with the manager.

The manager was registered with the General Teaching Council and she also had the SVQ Level 3 and 4 qualification. All staff had been provided with a copy of the Scottish Social Service's Council code of practice and were aware of their role and responsibility in relation to the document.

Parents who responded to the Care Standard Questionnaires were both very happy and happy with the overall quality of service provided. Comment included "Excellent pre-school staff and committee".

Areas for Development

The manager was aware that the nursery policies and procedures need to be in line with SSSC code of practice.

Within the self-evaluation document the manager identified an area for development as being to keep abreast of legislation and childcare issues to ensure suitability of staff and equal opportunities.

Enforcement

No enforcement action had been taken since the last inspection.

Other Information

N/A

Requirements**Recommendations**

1. The written complaints procedure to be further developed to include a timescale, investigation and action (if any) that is to be taken.

National Care Standards Early Education and Childcare up to the age of 16 - Standard 7: A Caring Environment.

Rita Gallagher

Care Commission Officer