



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 251439

INSPECTION DETAILS

Inspection Date 15/07/2003
Inspector Name Caroline Valerie Novak

SETTING DETAILS

Day Care Type Full Day Care
Setting Name Cartwheels
Setting Address Camps Road
Haverhill
Suffolk
CB9 8HF

REGISTERED PROVIDER DETAILS

Name mrs Cartwheels Voluntary Committee

ABOUT THE INSPECTION

The purpose of this inspection is to assure government, parents and the public of the quality and standard of day care. When making judgements, inspectors have regard to how well the provider meets the National Standards for under Eights Day Care and Childminding. A list of these is attached. The report identifies strengths and areas for improvement.

This inspection report must be made available to all parents.

Information about the setting

Cartwheels is a committee run provision, which opened in 2000. It operates from its own premises in Camps Road, within walking distance of the centre of Haverhill. It is also a short walk away from local primary schools and children attend from the local and surrounding areas.

The setting is a multiple provision, registered for full day care and provides a playgroup, 'wrap around' and out of school care for children from two to under eight years. There are currently 170 children on roll; this includes 22 funded three year and four year olds. Some children have special needs and the group supports children who speak English as an additional language.

The setting opens five days a week, all year round from 08:00 until 18:00 Monday to Friday. Sessions are flexible to suit parents' needs and children attend for a variety of sessions each week.

Thirteen members of staff work with the children; four have early year qualifications, and four members of staff are currently working towards an accredited training qualification. The setting receives support from a teacher/mentor from the Early Years Development and Childcare Partnership (EYDCP).

How good is the Day Care?

Cartwheels provides satisfactory care for children aged from two to under eight years.

Staff supervise children well and good adult:child ratios help children to feel secure. However, they do not consistently carry out procedures outlined in the safety policies, and some areas of the provision, which are accessible to children, are not safe. Some documents and records to ensure the safety and well-being of the children are not adequately maintained.

Regular team meetings ensure that staff work well together as a team and help children to make progress. They offer support for children with special needs and help them to take part in suitable activities. However, staff do not always have adequate training or experience to enable them to carry out their roles effectively or to use suitable strategies to manage children's behaviour.

Relationships between adults and children are good. Adults are interested in what

children say and do, and children are confident to approach adults and ask for help or initiate conversations.

Staff make good use of the indoor play space available. They provide an adequate range of practical experiences for children and encourage them to choose their own activities. They arrange activities so that children have lots of space to move around the rooms safely. However, some areas are not well presented and do not help children to feel welcome; they lack appropriate resources and equipment to enable children to pursue their own interests and become independent learners.

Partnership with parents is good. Parents are kept informed through regular newsletters and a notice board in the entrance area. They receive regular updates on their children's progress and are confident to discuss their children with the key worker at hand-over times. However, the arrangements for ensuring the privacy of children and their families is not consistent with the written confidentiality policy.

What has improved since the last inspection?

At the last inspection the setting agreed to provide a policy regarding the administration of medication. Parental permission is now requested when parents complete the registration form and all staff are made aware of the written policy during the induction procedure. However, the system is not effective in monitoring the safe dosage of medication since parents' signatures acknowledging each dose of medication administered are not recorded in the medication book.

What is being done well?

- Interaction between adults and children is good. Staff are interested in what children do and say and children are confident to approach adults, initiate conversations and ask questions.
- Staff provide a good range of healthy drinks and snacks for children and ensure that packed lunches are stored properly so that children's dietary needs are met.

What needs to be improved?

- safety, so that all areas of the provision that are accessible to children, are safe;
- staff training, so that they have the necessary skills and experience to enable them to offer appropriate support to children with special educational needs and implement appropriate strategies to manage children's behaviour;
- documents, so that children's overall safety and well being is promoted and maintained;
- the presentation of the environment, so that all areas of the setting are equally attractive and provide children with free access to a wide range of suitable resources to help them learn throughout the provision;

- staff's awareness of confidentiality and the implementation of procedures to maintain the privacy of children and their families at all times.

Outcome of the inspection

Satisfactory

CONDITIONS OF REGISTRATION

All registered persons must comply with all conditions of registration included on his/her certificate of registration.

As a result of this inspection conditions of registration have been imposed / varied / removed and a new certificate of registration will be issued.

WHAT NEEDS TO BE DONE NEXT?

The Registered Person must take the following actions by the date shown

Std	Action	Date
6	make dangerous items and cleaning materials in the low-level kitchen cupboards, sluice room and men's toilets, inaccessible to children.	01/08/2003
6	make the glass at child height in the Out of School Club room safe.	01/08/2003
6	make the loose telephone wire in the outside play area inaccessible to children.	01/08/2003
6	ensure that arrangement of equipment on the stage area in the Out of School Club room does not present hazards to children's safety.	01/08/2003
6	ensure that dirty laundry in the kitchen is not accessible to children.	01/08/2003
11	develop staff's awareness and understanding of effective ways to manage children's behaviour, taking into account their age and stage of development	01/07/2004

The Registered Person should have regard to the following recommendations by the time of the next inspection

Std	Recommendation
1	maintain documentary evidence that suitable person clearances have been carried out on all persons who have regular or unsupervised contact with children.
3	increase the range of resources that are accessible to children in all areas

	of the provision, so that all children can initiate activities and pursue their own interests.
4	improve the presentation of the environment in the Out of School Club rooms, so that they are more attractive and welcoming for children to use.
5	provide children with free access to books in the play-group book corner, so that they are able to develop their literacy skills independently.
7	ensure parents always sign to acknowledge accident records.
7	request written permission from parents for seeking emergency medical advice or treatment.
7	ensure parents sign to acknowledge each dosage of medication administered to children.
10	ensure that staff providing one to one support for children with special educational needs have the appropriate training and experience.
11	update the behaviour management policy statement to include bullying.
11	devise and implement a system to record any incident of physical restraint.
12	improve staff's awareness of the confidentiality policy and procedures so that the privacy of children and their families is maintained at all times.

SUMMARY OF NATIONAL STANDARDS

STANDARD 1 - SUITABLE PERSON

Adults providing day care, looking after children or having unsupervised access to them are suitable to do so.

STANDARD 2 - ORGANISATION

The registered person meets required adult: child ratios, ensures that training and qualifications requirements are met and organises space and resources to meet the children's needs effectively.

STANDARD 3 - CARE, LEARNING AND PLAY

The registered person meets children's individual needs and promotes their welfare. They plan and provide activities and play opportunities to develop children's emotional, physical, social and intellectual capabilities.

STANDARD 4 - PHYSICAL ENVIRONMENT

The premises are safe, secure and suitable for their purpose. They provide adequate space in an appropriate location, are welcoming to children and offer access to the necessary facilities for a range of activities which promote their development.

STANDARD 5 - EQUIPMENT

Furniture, equipment and toys are provided which are appropriate for their purpose and help to create an accessible and stimulating environment. They are of suitable design and condition, well maintained and conform to safety standards.

STANDARD 6 - SAFETY

The registered person takes positive steps to promote safety within the setting and on outings and ensures proper precautions are taken to prevent accidents.

STANDARD 7 - HEALTH

The registered person promotes the good health of children and takes positive steps to prevent the spread of infection and appropriate measures when they are ill.

STANDARD 8 - FOOD AND DRINK

Children are provided with regular drinks and food in adequate quantities for their needs. Food and drink is properly prepared, nutritious and complies with dietary and religious requirements.

STANDARD 9 - EQUAL OPPORTUNITIES

The registered person and staff actively promote equality of opportunity and anti-discriminatory practice for all children.

STANDARD 10 - SPECIAL NEEDS (INCLUDING SPECIAL EDUCATIONAL NEEDS AND DISABILITIES)

The registered person is aware that some children may have special needs and is

proactive in ensuring that appropriate action can be taken when such a child is identified or admitted to the provision. Steps are taken to promote the welfare and development of the child within the setting in partnership with the parents and other relevant parties.

STANDARD 11 - BEHAVIOUR

Adults caring for children in the provision are able to manage a wide range of children's behaviour in a way which promotes their welfare and development.

STANDARD 12 - WORKING IN PARTNERSHIP WITH PARENTS AND CARERS

The registered person and staff work in partnership with parents and to meet the needs of the children, both individually and as a group. Information is shared.

STANDARD 13 - CHILD PROTECTION

The registered person complies with local child protection procedures approved by the Area Child Protection Committee and ensures that all adults working and looking after children in the provision are able to put the procedures into practice.

STANDARD 14 - DOCUMENTATION

Records, policies and procedures which are required for the efficient and safe management of the provision, or to promote the welfare, care and learning of children are maintained. Records about individual children are shared with the child's parent.