

# Liddell, Alan

## Child Minding

Type of inspection: Unannounced  
Inspection completed on: 31 January 2017

**Service provided by:**  
Liddell, Alan

**Service provider number:**  
SP2014986188

**Care service number:**  
CS2014329286

## The service

### Introduction

Alan Liddell (referred to as the childminder in this report) provides a childminding service from his home in the Gylemuir area of Edinburgh close to the local school, local shops, parks and other amenities.

He is registered to care for a maximum of five children under the age of 16 years, of whom a maximum of six will be under 12, of whom no more than three are not yet attending primary school and of whom no more than one is under 12 months. Numbers are inclusive of the childminders own family.

Children have access to a lounge, a toilet and an enclosed garden, which the childminder must ensure children are supervised at all times.

On the day of the inspection one minded child aged seven years was present. The childminders own twin children aged three years were present. He cares for one other child.

The Care Inspectorate is committed to improving the health and wellbeing of all children receiving a care service. We want to ensure they have the best start in life, are ready to succeed and live longer, healthier lives.

We check services are meeting the principles of Getting it right for every child (also known as GIRFEC). Set up by Scottish Government, GIRFEC is a national approach to working in a consistent way with all children and young people. It is underpinned by the principles of prevention and early intervention. The approach helps services focus on what makes a positive difference for children and young people – and what they can do to improve. Getting it right for every child is being woven into all policy, practice, strategy and legislation that affect children, young people and their families.

There are eight wellbeing indicators at the heart of Getting it right for every child. They are: safe, healthy, achieving, nurtured, active, respected, responsible, and included. They are often referred to as the SHANARRI indicators. We use these indicators at inspection, to assess how services are making a positive difference for children.

Information on SHANARRI can be found at: <http://www.scotland.gov.uk/Topics/People/Young-People/gettingitright>

### What we did during our inspection

As part of the inspection, we took account of the completed annual return and self-assessment forms that we asked the provider to complete and submit to us.

We sent the childminder four questionnaires to give to parents and carers of the children who use the service. One was returned to the Care Inspectorate before the unannounced inspection took place.

During the inspection we gathered information from sources including the following:

- Discussion with the childminder.
- Accident and incident recording systems.
- Toys and resources.
- Some of the policies and procedures.

- We took account of information in the returned Care Standards questionnaire.
- The childminder's self assessment and annual return.
- Children's personal plans.
- Parents information.
- Various communications with parents.
- A wide range of photographs.
- Medication records.

We took account of all of the above information when we evaluated this service and wrote this report. Please note that parents and carers will be referred to as parents throughout the report.

## Views of people using the service

There was one child present on the day we visited. He was school age and could tell us a bit about the service and her experiences. We found the child to be confident in the service, comfortable in the childminder's care.

We received one completed care standard questionnaire from a parent of the children who attended the service. They agreed that overall, they were happy with the quality of care their child received in this service. One parent wrote, "I have visited the home and viewed the toys and equipment. The children visit toddler groups and soft plays. We often discuss changes in the schedule and availability".

## Self assessment

The childminder told us he was in the process of completing this.

## What the service did well

From observing the environment we could see he provided a warm environment where children could grow, develop and play safely.

## What the service could do better

The childminder should:

- Start to use the SHANARRI indicators in his observations when caring for children and share these with parents.
- Ensure he updates his knowledge in child protection.
- Visits the Care Inspectorate website to keep up to date with any legislation and best practice documents.

## From this inspection we graded this service as:

|                                      |              |
|--------------------------------------|--------------|
| Quality of care and support          | 4 - Good     |
| Quality of environment               | 4 - Good     |
| Quality of staffing                  | not assessed |
| Quality of management and leadership | 4 - Good     |

## Quality of care and support

### Findings from the inspection

The childminder continued to speak with parents to support children's settling in period and to ensure his care is consistent with the parents' wishes. Prior to settling in, the childminder asked parents to complete a child's personal plan; all about me. This told him about the family and child, and enabled him to plan care that would build and develop a nurturing relationship with the child.

The childminder told us he was aware of Getting It Right For Every Child (GIRFEC). (GIRFEC is the national approach to reforming children's services to improve outcomes for children). He had not yet started to include the 'SHANARRI Indicators' which underpin GIRFEC into his information he shares with parents to inform them how he follows this whilst caring for their child. We gave the childminder suggestions about how he can observe children and use the SHANARRI indicators to record their progress. This would mean that children's progress could be monitored and the childminder could plan resources and the day's activities to support the development of the child. He should continue to familiarise himself with the GIRFEC guidance.

[www.scotland.gov.uk/gettingitright](http://www.scotland.gov.uk/gettingitright) (See recommendation one).

The childminder provided a healthy snack when the children returned from school and nursery. He told us he provided fruit first and then a treat which could be a biscuit, with a drink of their choice. This meant children were supported to make healthy choices regarding food. We suggested he add a sample menu to his information to parents to show them what their child will be offered to eat.

Some of the children attend a local nursery and primary school. The childminder provides a drop off and pick up service for this. The childminder told us when taking the children, they talk about road safety. This enabled children to learn about their own safety whilst receiving appropriate protection, care and guidance from the childminder.

The childminder told us what steps he would take if she had a concern about a child's welfare. We found that he had included a statement on her Child Protection Procedures in his policies given to parents. This included the appropriate local Social Work Department details.

The childminder requested that parents completed and signed a form for the administration of medication. This helped to ensure he was informed about the dosage and how often it should be administered, however he did not have the most up to date medication forms in place. We informed him that new forms were available through the Scottish Childminding Association (SCMA) and that he must ensure that parents are aware they must give their child the first dose of any medication.

### Requirements

**Number of requirements:** 0

### Recommendations

**Number of recommendations:** 1

1. The childminder should ensure he carries out observations of the child he cares for to allow him to track the child and ensure they are reaching their full potential. In order to achieve this he should:
  - Add the GIRFEC information to his welcome pack so service users are aware of it.

- Use the 'Shanarri Indicators' as a tool to record each child's development.
  - Inform parents of how he will use this whilst caring for their child.
- National Care Standards Early Education and Childcare up to the age of 16.  
Standard: 3 Health and wellbeing.

**Grade:** 4 - good

## Quality of environment

### Findings from the inspection

The childminder provided a welcoming, homely, clean environment where hazards had been minimised to enable children to move safely and independently whether in the home or on outings.

To minimise the spread of infection and common illnesses, the childminder promoted sensible arrangements. His procedures asked parents to keep ill children off for 48 hours. He told us he understood the importance of good hygiene and would encourage the children to follow good hygiene practices, such as washing hands, after toileting and before meals.

We had a discussion about a procedure for recording accidents and incidents. The childminder was unclear of what to record and share with parents. We gave some guidance on how to follow this procedure. The progress of this will be followed up at the next inspection.

Children had daily access to fresh air and energetic play. We found that the back garden of the home was safe and secure, offering range of toys. The childminder used outdoor play to encourage children to be active and to develop their physical co-ordination. We found this promoted children's general health, well-being, confidence and risk taking.

### Requirements

**Number of requirements:** 0

### Recommendations

**Number of recommendations:** 0

**Grade:** 4 - good

## Quality of staffing

This quality theme was not assessed.

## Quality of management and leadership

## Findings from the inspection

The childminder kept up to date with best practice in child care through reading the Care Inspectorate Care News, obtaining information sent through the Scottish Childminding Association (SCMA) and discussions with a local childminding group.

We could see the childminder had started to consider how he would assess his service. He showed us the questionnaires he was in the process of providing parents with and knew the importance of using these to improve his service. The progress of this will be followed up at the next inspection.

The childminder gave parents the Care Inspectorate contact details and made it clear to them that they could contact us without his knowledge should they wish to do so. In our questionnaire, parents confirmed they had confidence that the childminder would deal effectively with any concern or complaint they may have.

We saw that children's care and support needs were not reviewed or verbally updated with parents. The childminder kept written personal plans. We told him about our legislation that states that each child's personal plan should be updated when a change occurs and at least once every six months. (See recommendation one).

Keeping children safe, healthy and protected from abuse was important to the childminder. He was aware he had to attend up to date training in Child Protection. (See recommendation two).

We asked the childminder to provide us with an update once he had started to use the SHANARRI indicators to observe children. The progress of this will be followed up at the next inspection.

The childminder should make himself familiar with the new 'My World Outdoors' document to further improve children's experiences outdoors. This can be found at [www.hub.careinspectorate.com](http://www.hub.careinspectorate.com).

## Requirements

**Number of requirements:** 0

## Recommendations

**Number of recommendations:** 2

1. To ensure children's personal information is current and up to date we recommend that the childminder should review their personal care plans at least once in every six months. Parents should be involved in this process. National Care Standards Early Education and Childcare up to the age of 16.  
Standard: 3 Health and wellbeing.

2. In order to ensure he is knowledgeable in safe guarding children whilst in his care we recommend that the childminder attend training in Child Protection. National Care Standards Early Education and Childcare up to the age of 16.  
Standard: 13 Confidence in Staff.

**Grade:** 4 – good

## What the service has done to meet any requirements we made at or since the last inspection

### Previous requirements

#### Requirement 1

To minimise the spread of infection and common illnesses, the childminder must ensure children wash their hands under running water after toileting and before meals.

This is in order to comply with Public Services Reform (Social Services Inspection) (Scotland) Regulations 2011. No. 210, 4 (1) (a) and (d) Welfare of users. A provider must make provision for the health, welfare and safety of service users.

Timescale: From receipt of this report.

This requirement also takes account of:

National Care Standards Early Education and Childcare up to the age of 16.

Standard: 2 A safe environment.

**This requirement was made on 4 April 2016.**

#### Action taken on previous requirement

The children now wash their hands under running water.

**Met - within timescales**

#### Requirement 2

To prevent the spread of infection in the kitchen when preparing meals and snacks for the children, the provider must put improved infection control measures in place.

This is in order to comply with Public Services Reform (Social Services Inspection) (Scotland) Regulations 2011. No. 210, 4 (1) (a) and (d) Welfare of users. A provider must make provision for the health, welfare and safety of service users.

Timescale: from receipt of this report.

This requirement also takes account of:

National Care Standards Early Education and Childcare up to the age of 16.

Standard: 2 A safe environment.

**This requirement was made on 4 April 2016.**

#### Action taken on previous requirement

The kitchen area was clean and tidy for preparing meals and snacks.

**Met - within timescales**

## Requirement 3

To ensure children have access to a safe outdoor play area, the provider must keep the garden area safe and free of any hazards.

This is in order to comply with Public Services Reform (Social Services Inspection) (Scotland) Regulations 2011. No. 210, 4 (1) (a) and (d) Welfare of users. A provider must make provision for the health, welfare and safety of service users.

Timescale: from receipt of this report.

This requirement also takes account of:  
National Care Standards Early Education and Childcare up to the age of 16.  
Standard: 2 A safe environment.

**This requirement was made on 4 April 2016.**

### Action taken on previous requirement

The garden area was now free from hazards and safe for children to play in.

**Met - within timescales**

## What the service has done to meet any recommendations we made at or since the last inspection

## Previous recommendations

### Recommendation 1

To ensure the childminder is meeting the children's nutritional needs when providing meals and snacks he must ensure he is following the Setting the Table guidance.

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

**This recommendation was made on 4 April 2016.**

### Action taken on previous recommendation

The childminder was able to tell us he had downloaded a copy of the guidance onto his iPad and we saw children being offered fruit as a snack after school. This recommendation has been met.

### Recommendation 2

To allow children to have access to age appropriate toys and equipment, we recommend that the childminder should gain more resources and store these so children can see what is available.



National Care Standards Early Education and Childcare up to the age of 16.  
Standard: 2 A safe environment.

**This recommendation was made on 4 April 2016.**

## Action taken on previous recommendation

The children were able to access toys and equipment more easily as they were sorted in a unit that was more accessible. This recommendation has been met.

## Recommendation 3

To allow parents the opportunity to be involved in the continued development of the service, we recommend that the childminder should develop a formal system for gaining parents views and evaluate the outcomes to help him improve his service.

National Care Standards Early Education and Childcare up to the age of 16  
Standard: 14 Well-managed service.

**This recommendation was made on 4 April 2016.**

## Action taken on previous recommendation

The childminder showed us the questionnaires that he had developed to gain parents feedback. This recommendation has been met.

## Recommendation 4

To keep up to date with new legislation and current best practice documents, we recommend the childminder visits the Care Inspectorate Website. This information can be found at [www.hub.careinspectorate.com](http://www.hub.careinspectorate.com)

National Care Standards Early Education and Childcare up to the age of 16  
Standard: 14 Well-managed service.

**This recommendation was made on 4 April 2016.**

## Action taken on previous recommendation

The childminder had access to the Care Inspectorate Hub and was able to tell us how he had saved some documents to his iPad. This recommendation has been met.

## Recommendation 5

To show parents that he is registered with the Care Inspectorate the childminder must ensure that his Certificate of Registration is displayed and that the Public Liability certificate be available for the Care Inspectorate at inspection.

National Care Standards Early Education and Childcare up to the age of 16  
Standard: 14 Well-managed service.

**This recommendation was made on 4 April 2016.**

## Action taken on previous recommendation

The Certificate of Registration and Public Liability documents were on display. This recommendation has been met.

## Complaints

There have been no complaints upheld since the last inspection. Details of any older upheld complaints are published at [www.careinspectorate.com](http://www.careinspectorate.com).

## Enforcement

No enforcement action has been taken against this care service since the last inspection.

## Inspection and grading history

| Date       | Type        | Gradings                  |              |
|------------|-------------|---------------------------|--------------|
| 2 Feb 2016 | Unannounced | Care and support          | 4 - Good     |
|            |             | Environment               | 3 - Adequate |
|            |             | Staffing                  | Not assessed |
|            |             | Management and leadership | 3 - Adequate |

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