

Riccarton Playgroup Day Care of Children

Currie Primary School
59a Curriehill Road
Currie
Edinburgh
EH14 5PU

Telephone: 07814 568635

Type of inspection:

Unannounced

Completed on:

27 November 2018

Service provided by:

Committee Of Riccarton Playgroup

Service provider number:

SP2003003170

Service no:

CS2003013405

About the service

The Care Inspectorate regulates care services in Scotland. Information in relation to all care services is available on our website at www.careinspectorate.com.

Riccarton Playgroup is situated in a building which is located within the grounds of Currie Primary School. The accommodation consists of a playroom with a kitchen area and store cupboard, toilets and a cloakroom area. There is an outdoor area to the side of the building with a large storage container.

The playgroup is registered to provide a care service to a maximum of 16 children aged from 2 years to entry to primary school age with no more than 8 children aged under 3 years between the hours of 11:30 to 13:00. The playgroup shall operate during term time only, Monday to Friday between the hours of 08:45 to 13:00.

The playgroup is provided by a Committee which is made up of parents who use the service. A manager has the day-to-day responsibility of running the playgroup.

The stated aims of the service include the following:

'To work in partnership with parents and children whatever their circumstances'.

This service was previously registered with the Care Commission and transferred its registration to the Care Inspectorate on 1 April 2011.

We check services are meeting the principles of Getting it Right for Every Child (also known as GIRFEC). Set up by the 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. There are eight wellbeing indicators at the heart of GIRFEC. They are: safe, healthy, achieving, nurtured, active, respected, responsible and included.

What people told us

We observed children as they played with the activities and experiences available to them which included access to outdoor play. We saw that children were happy and content within their environment and their interactions with staff. Some older children were happy to talk to us about what they liked to do at playgroup.

We sent eight Care Inspectorate care standards questionnaires to the service to distribute to parents. We received six completed questionnaires before the inspection took place. Parents either agreed or strongly agreed that they were happy with the quality of care their child received in the service. Some parents and carers wrote comments which we discussed with the manager and chairperson, referred to as the 'management team' throughout this report, whilst ensuring their anonymity. Representative comments included:

'Great staff. Son always excited to go and staff very friendly and welcoming. Always have different things set up on the table for kids to try.'

'Communication with parents about any developments or ideas for improvement is excellent. I would like more information about my child's learning and development but not sure if I should expect this from a playgroup setting? Generally, my child is very happy to attend and talks positively about her experiences there.'

Self assessment

The service has not been asked to complete a self assessment in advance of the inspection. The service did not have an improvement plan in place which is reported upon within this report.

From this inspection we graded this service as:

Quality of care and support	3 - Adequate
Quality of environment	3 - Adequate
Quality of staffing	3 - Adequate
Quality of management and leadership	3 - Adequate

Quality of care and support

Findings from the inspection

The playgroup provided a welcoming and caring environment where staff were respectful and nurturing in their interaction with the children. Staff gave praise and encouragement during their play. This helped to develop children's self-esteem and confidence.

Staff demonstrated that they knew the children well which was achieved through regular communication with parents. Children's care plans contained information to give staff a basis to meet their individual care needs. Children with additional care needs such as allergies had information in their care plans with strategies for staff to use to support them. This information was reviewed in consultation with parents.

Each child had a Personal Learning Plan (PLP) which contained observations, individual next steps for learning and development and examples of their art work. We discussed with the management team that there needed to be consistency in the information held in the folders as this differed depending on who completed them. We will follow this up at the next inspection.

Planning was responsive and came from staff's observations, children's interests and input from parents. Planned responses were added to the weekly plan which was evaluated and it was noted if topics and activities were being carried forward due to children's continued interest.

Children's health and wellbeing was promoted in a variety of ways including regular access to the outdoor area for physical play in the fresh air. Children were supported to follow the playgroup's routines which included regular hand washing. A medication system was in place which included consent and recording forms. We discussed the playgroup's medication policy with the management team as it did not inform parents that they must give the first dose of any newly prescribed medication in the event of an adverse reaction. They agreed to do this and we will follow it up at the next inspection.

Staff were aware of child protection procedures and had attended child protection training. They knew about their role in how to keep children safe and how to seek support from other agencies as appropriate. However, the playgroup did not have a child protection policy in place. See Recommendation one.

Snack was provided by the playgroup and was prepared daily by a member of staff. Children's lunches came from

home and were stored appropriately. Healthy options were on offer which included lots of fresh fruit. Children had opportunities to be independent at snack times as they served themselves and tidied away their dishes when they were finished. Staff sat with the children who stayed for lunch and chatted with them making it a social occasion.

Requirements

Number of requirements: 0

Recommendations

Number of recommendations: 1

1. To further safeguard children action should be taken to develop a child protection policy to outline to staff and parents the procedures to ensure the welfare of children. This is to ensure care and support is consistent with Health and Social Care Standards which states, 'I am protected from harm, neglect, abuse, bullying and exploitation by people who a clear understanding of their responsibilities' (HSCS 3.20)

Grade: 3 - adequate

Quality of environment

Findings from the inspection

The playroom was light and airy and children had space to move around and engage in a variety of experiences. However, the layout of the room on the first day of inspection stopped children engaging fully in the activities and using the resources appropriately. On the second day staff had made changes to the layout with defined areas. This meant activities were easier for the children to access. This is an on-going process with staff monitoring the use of the different areas and further changes will be made if necessary. We will follow this up at the next inspection.

A variety of resources and activities were available in the playroom for the children to engage in and were mostly age and stage appropriate. We discussed with the management team that resources and activities needed to be reviewed to ensure they were appropriate for all the children in the playroom. Staff should ensure they offer challenge to the children with resources which allow them to explore, investigate and use their imagination. We will follow this up at the next inspection.

The outdoor area ensured the children were safe allowing them autonomy and to move freely between the different areas. The area and activities allowed children to engage in physical play in the fresh air. Staff were developing the area and we discussed developing the use of loose parts play to offer open-ended play. 'Loose parts' are materials that can be moved, carried, combined, redesigned, lined up, taken apart and put back together in multiple ways. They can empower children's imagination and creativity as well as encouraging them to explore and manage risk.

A secure entry system was in place at the entrance to the building with staff giving entry to the playgroup. To help ensure that children were kept safe risk assessments had been carried out by staff of areas of the building used by children and included the outdoor area. Staff were aware of how to identify hazards and the steps to take to minimise the potential risks. We discussed with the management team that staff should be deployed to

ensure all areas of the playroom and outdoor area can be seen by them. We will follow this up at the next inspection.

Accident and incident reports were completed to inform parents about what had happened to their child and the action taken by staff. Parents sign the form to confirm they had been informed.

Requirements

Number of requirements: 0

Recommendations

Number of recommendations: 0

Grade: 3 – adequate

Quality of staffing

Findings from the inspection

Staff worked well together and supported each other to complete routines and deliver activities throughout the sessions. Staff interaction with children was nurturing and responsive to their care needs and children were clearly comfortable in approaching staff for help when needed.

Staff were registered with the Scottish Social Service's Council (SSSC). They were aware of the SSSC's Codes of Practice which describe the standards of conduct and practice within which all staff must work.

An induction programme was in place for newly employed staff and gave them a basis for their role within the playgroup. Informal discussions between the new members of staff and the manager were used to confirm their understanding of the information they received during their induction. We discussed that this could be expanded further to ensure new staff were fully aware of their roles and responsibilities and to give them understanding of the playgroups policies and procedures. We will follow this up at the next inspection.

Informal support and supervision meetings took place. They were not recorded due to the small staff team and their daily discussions at the end of each session where any issues or concerns were raised. Systems were in place to carry out annual appraisal meetings with staff. These helped to set targets for staff to meet and to identify their training needs to further assist them in their role within the playgroup.

We sampled staff files and could see that the majority of staff had been recruited in line with safer recruitment guidelines. However, one member of staff had begun their employment at the playgroup without satisfactory references and before their PVG information was received. The importance of following safer recruitment was discussed with the management team. Furthermore, we discussed the benefits of having a page to record when information was sent for and when it was returned. We signposted the service to the guidance 'Safer Recruitment through Better Recruitment' https://hub.careinspectorate.com/media/428646/saferrecruitment_final.pdf, available on the Care Inspectorate website. See Recommendation one.

Requirements

Number of requirements: 0

Recommendations

Number of recommendations: 1

1. In order to ensure children are safeguarded action should be taken to ensure staff are recruited following safer recruitment guidance. This is to ensure care and support is consistent with Health and Social Care Standards which states, 'I am confident that people who support and care for me have been appropriately and safely recruited' (HSCS 4.24)

Grade: 3 - adequate

Quality of management and leadership

Findings from the inspection

Regular monthly team meetings took place where different aspects of the playgroup were discussed. Staff were also able to share their ideas and suggestions. The meetings were recorded to show any actions identified and the person who would take them forward.

The staff team had developed a positive relationship with parents which allowed information gathering. Feedback was sought from parents and children to assist with the evaluation of the service and to help identify areas of development. A variety of communication methods were used to help inform parents about the service. Parent's and children's views were valued by staff.

There was an informal monitoring system in place which was carried out by the manager. However, we found this was not sufficient and had resulted in the areas for improvement recorded within this report. There was no current improvement plan in place for staff to work to which would help with the improvement of the service. The playgroup should further develop their understanding of continuous and robust monitoring and self-evaluation within the playgroup. See Recommendation one.

The playgroup's complaints policy informed parents what to do if they wish to raise a concern about the playgroup. It also refers to the Care Inspectorate and that parents can contact us at any point with a concern.

Requirements

Number of requirements: 0

Recommendations

Number of recommendations: 1

1. To improve outcomes for children, the service should develop a robust monitoring and self-evaluation system. They should also develop an improvement plan to identify areas to be developed and to set priorities to be met within set timescales. This is to ensure care and support is consistent with Health and Social Care Standards

which states, 'I experience high quality care and support based on relevant evidence, guidance and best practice'. (HSCS 4.11)

Grade: 3 - adequate

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

Previous requirements

There are no outstanding requirements.

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

Previous recommendations

Recommendation 1

We recommend the service puts a system in place to begin to review the needs of the children regularly and in partnership with parents. In particular:

- They should identify any developmental progress
- Show how they intend to support any gaps in each child's development and celebrate achievements
- Involve parents and children in reviewing the folders
- Ensure a consistent layout and content in all folders
- Update parents regularly on their child's progress by sharing the folders and undertaking regular development reviews of the children.
- Use a benchmark to show children's development i.e. a curriculum framework or the national wellbeing indicators (SHANARRI).
- Ensure all information is clearly dated and (where needed) signed by parents; e.g. when updating information.

National Care Standards Early Education and Childcare up to the age of 16. Standard 6-Support and Development and Standard 3 - Health and wellbeing.

This recommendation was made on 23 January 2017.

Action taken on previous recommendation

The playgroup had made improvements to the ways they reviewed the needs of the children and the information held in children's PLPs showed their learning and development. There was inconsistency in the files dependent

on who completed them but any information not held in the reports were stored in a different folder. Therefore this recommendation has been met.

Recommendation 2

We recommended the manager further promote leadership skills at all levels within the workforce by using the Scottish Social Services Council 'step into leadership' pathway online resource. Staff should now access and use this resource to support improved outcomes for children and their own professional practice. More information can be found at URL: <http://www.stepintoleadership.info/>

National Care Standards for Early Education and Childcare. Standard 13 - Improving the service, Standard 14 - Well managed service, Standard 12 - Confidence in staff.

This recommendation was made on 23 January 2017.

Action taken on previous recommendation

There is a new staff team in place who are aware of the SSSC's 'step into leadership' pathway. At the moment this resource is not needed but the manager will highlight it again to staff in the future.

Complaints

There have been no complaints upheld since the last inspection. Details of any older upheld complaints are published at 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
12 Dec 2016	Unannounced	Care and support
		4 - Good
		Environment
		4 - Good
		Staffing
		4 - Good
		Management and leadership
		4 - Good
22 Oct 2015	Unannounced	Care and support
		3 - Adequate
		Environment
		4 - Good
		Staffing
		4 - Good

Date	Type	Gradings	
		Management and leadership	3 - Adequate
23 Oct 2013	Unannounced	Care and support Environment Staffing Management and leadership	4 - Good 5 - Very good 4 - Good 4 - Good
23 Jan 2012	Unannounced	Care and support Environment Staffing Management and leadership	5 - Very good Not assessed 4 - Good Not assessed
25 Aug 2010	Unannounced	Care and support Environment Staffing Management and leadership	5 - Very good 4 - Good Not assessed Not assessed
7 Oct 2009	Unannounced	Care and support Environment Staffing Management and leadership	5 - Very good Not assessed 4 - Good Not assessed
6 Jun 2008	Unannounced	Care and support Environment Staffing Management and leadership	4 - Good 4 - Good 4 - Good 4 - Good

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Contact us

Care Inspectorate
Compass House
11 Riverside Drive
Dundee
DD1 4NY

enquiries@careinspectorate.com

0345 600 9527

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