

Inspection report

St. Andrew's School Nursery Inverurie Day Care of Children

St. Andrew's Gardens
INVERURIE AB51 3XT

Inspected by: (Care Commission Officer)	Frances Smith
Type of inspection:	Unannounced
Inspection completed on:	10 October 2006

Service Number

CS2003016334

Service name

St. Andrew's School Nursery Inverurie

Service address

St. Andrew's Gardens
INVERURIE AB51 3XT

Provider Number

SP2003000029

Provider Name

Aberdeenshire Council

Inspected By

Frances Smith
Care Commission Officer

Inspection Type

Unannounced

Inspection Completed

10 October 2006

Period since last inspection

12 months

Local Office Address

Care Commission Office
Johnstone House
Rose Street
Aberdeen
AB10 1UD

Introduction

St Andrews School Nursery is a local authority developmental nursery which exists to meet the needs of pre-school children with complex special needs who require a level of specialised resources not available in mainstream. The service is currently registered to provide places for 20 children.

Basis of Report

The report was written following an unannounced inspection by one Care Commission Officer, which took place over one session on 10 October 2006. Feedback was given to the Depute Head Teacher on 2 November 2006.

This service was inspected after receiving a Regulation Support Assessment (RSA) to determine what level of support was necessary. The RSA is an assessment undertaken by the Care Commission Officer 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 and other considerations.

This service was required to have a low level of support that resulted in an inspection based on the national inspection themes and any recommendations and requirements from previous inspections, complaint or other regulatory activity.

During the visit the Care Commission Officer spoke with the Depute Head Teacher, staff and children. Time was also spent time observing how the staff worked and interacted with the children.

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

- Statement of Aims and Objectives
- Service policies and procedures
- Plans/Themes
- Home/School diaries
- Risk assessments
- Maintenance Records
- Medication records
- Accident/incident reports
- Registration certificate

Action taken on requirements in last Inspection Report

There were no requirements made at the previous inspection.

Comments on Self-Evaluation

A self evaluation of the service had not been completed prior to inspection.

View of Service Users

Those more able children indicated that they liked coming to nursery.

View of Carers

There were no parents/carers available to make comment at the time of the inspection.

Although those parents who responded to the Care Commission questionnaire were happy with the overall quality of the service, comments indicated that several were unaware of policies for child protection and dealing with complaints. Additional comments indicated the means of communication between the service and parents should be reviewed.

Regulations / Principles

Regulation 22: SSI 114 Regulation 22 Notice of Absence

Strengths

Areas for Development

The provider did not notify the Care Commission of the proposed absence of the manager who has been absent from the service since September 2006. The period of absence is expected to be a year. The provider shall give notice to the Care Commission of the proposed absence of the manager, including details of reason and period of the absence and arrangements made for the running of the service during that absence. (See requirement 1)

National Care Standards

National Care Standard Number 3: Early Education and Childcare up to the age of 16 - Health and Wellbeing

Strengths

Policies and procedures for dealing with emergencies, the administration of medication, behaviour management and child protection were in place. Staff had undertaken training in relation to child protection and understood the procedure to be followed in the event of any child protection concerns. An infection control policy was in place and information had been produced with regard to illness and procedures for preventing the spread of infection. Staff were observed encouraging good hygiene procedures by supporting children with their toileting needs and encouraging hand washing. Discussion with staff indicated that the children had been routinely supported to learn about healthy lifestyles and keeping safe through planned activities.

The service was participating in the national tooth brushing scheme, had received training and were seen to be working in accordance with the standards relating to the tooth brushing programme.

The service had a copy of the new 'nutritional guidance for early years', had made reference to the guidance and had implemented it into daily practice by producing revised menus which included fruit and vegetable choices.

Examination of these menus and feedback from parents indicated that a range of healthy snacks including fresh fruit and vegetables were provided along with water, juice or milk.

The children's dietary requirements and food intolerances had been taken into account by staff when preparing the menu for snacks. Details of allergies and food intolerances were also recorded.

Staff had attended training in food hygiene and first aid.

Areas for Development

The provider should keep a record of medication stored within the premises. (See Requirement 2)

The Head Teacher, who was absent from the service had been identified as the designated child protection co-ordinator, within the service policy. This procedure should be reviewed to include details of the designated child protection co-ordinator. (See recommendation 1)

Although the service had been pro-active in identifying staff training for child protection they did not have a copy of the recently revised North East of Scotland Child Protection Guidelines. They should therefore access this document and make it available to all staff. (See recommendation 2).

Although staff were aware of the action to take when a child was absent from the service there were no written procedures in place for nursery. The service should develop a written procedure specifying the action taken when a child is absent from the service. (See recommendation 3)

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

Strengths

A range of policies had been produced which promoted confidence in the service, including, aims and objectives, equal opportunities, health and safety, child protection, confidentiality, complaints, whistle blowing and behaviour management.

Prior to admission the service collected relevant information about the children's individual needs. Parents were encouraged to contact the service if they had any concerns. Staff stated they would work with parents where there were any issues in relation to behaviour or other difficulties. They were aware of the need to keep parents informed and operated a home / school diary which informed parents about the children's day. Staff welcomed and encouraged parents/carers to become involved in their children's learning and were working together with story boards.

Staff knew their roles and responsibilities, worked well together as team. Additional support was offered by staff and specialists, in a sensitive manner, to support children in their play.

There had been no complaints to date. However the service did have a complaints policy which had been made available to parents/carers.

Areas for Development

No areas for development were identified at the time of inspection.

National Care Standard Number 10: Early Education and Childcare up to the age of 16 - Involving other Services

Strengths

The service had well established links with the other childcare services and was very well served by a suitable range of specialists, including speech and language therapists, who

worked very effectively alongside staff, providing direct support to children. Where necessary, children received appropriately coordinated support from a range of specialists.

The service was also registered with the Childcare Information Service and had access to training through the Aberdeenshire Childcare Partnership.

Areas for Development

There were no areas identified for development at this inspection.

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

Strengths

The Depute Head Teacher confirmed that all staff had been appointed through the Local Authority recruitment and selection procedures. There were appropriate levels of staff with suitable childcare qualifications.

The service worked in accordance with the Local Authority staff appraisal system, which provided an opportunity for staff development to be monitored and training needs identified. Discussion with the staff indicated that all staff had accessed training, in house or through the programme produced by Aberdeenshire Council.

Areas for Development

Staff recruitment files were held at the Local Authority head quarters and therefore not available for examination. The Depute Head Teacher was advised that staff recruitment files would be examined at a time separate from the inspection as part of the Care Commission safer recruitment audit.

All staff needed to be made aware of and be provided with information about future registration with the Scottish Social Services Council. The service should access copies of their codes of practice and make them available to all staff. (See recommendation 4)
The service should review staff training needs in line with the Scottish Social Services Council registration requirements. The service should review their policies to ensure they are in line with the Social Service Codes of Conduct. (See recommendation 5)

Enforcement

There had been no enforcement action taken against the service by the Care Commission.

Other Information

Since October 2006, the primary school and nursery have been under the management of Susan Stuart, acting Headteacher.

Requirements

2. The provider should keep a record of medication stored within the premises. This is in order to comply with SSI 114 Regulation 19.3(j)
1. The provider shall give notice to the Care Commission of the proposed absence of the manager detailing: the reason and length of time of the absence, arrangements made for the running of the service during that absence and the name, address and qualifications of the person who will manage the care service during that absence. This is in order to comply with SSI 114 Regulation 22 Notification of Absence.

Recommendations

1. The child protection procedure should be reviewed to include details of the designated child protection co-ordinator. Standard 3. Health and Wellbeing.
2. The service was advised to access a copy of the recently revised North East of Scotland Child Protection Guidelines and make it available to all staff. Standard 3. Health and Wellbeing.
3. The service should develop a written procedure specifying the action taken when a child is absent from the service. Standard 3. Health and Wellbeing.
4. The service should access copies of the SSSC codes of practice and make them available to all staff. Standard 12 Confidence in Staff
5. The service should review their policies to ensure they are in line with the Social Service Codes of Conduct. Standard 12 Confidence in Staff

Frances Smith

Care Commission Officer