Inspection report

Hazlehead Primary School Nursery
Day Care of Children
Provost Graham Avenue
ABERDEEN AB15 8HB

Inspected by: Jenny Hawkins
(Care Commission Officer)

Type of inspection: Unannounced

Inspection completed on: 30 March 2007
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<td>Care Commission Officer</td>
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<td>Johnstone House</td>
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Introduction
The Nursery provision of Hazlehead Primary School was registered with the Care Commission in April 2002 and provides a care service to a maximum of 80 children aged 3 to 5 years.

Hazlehead School Nursery is an integral part of Hazlehead Primary School with its own entrance. The service operates for 2.5 hours per session and is accommodated in two open plan rooms with adjoining toilet facilities.

A statement from the aims of the service was: ‘to provide a safe and stimulating environment, in which children feel happy and secure’.

Basis of Report
The Care Commission adopted a programme of inspecting against core standards identified from the National Care Standards. Since 2002, this service has been inspected against 9 of the National Care Standards Early Education and Childcare.

This service was inspected after a Regulation Support Assessment (RSA) was carried out 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 and action taken upon requirement.

This service was required to have a low level of support that resulted in an inspection based on the national inspection themes and two additional standards which had not formed part of the inspection process in previous years. This has resulted in the service now having been inspected against all 14 of the National Care Standards Early Education and Childcare.

The identified themes for the current inspection year were:

- Child Protection
- Nutrition
- Birth to three document
- Safe recruitment of staff

The standards inspected against were:

- Standard 1 - Being welcomed and valued
- Standard 3 - Health and Wellbeing
- Standard 4 - Engaging with Children
- Standard 7 - A caring environment
- Standard 9 – Involving the community
- Standard 10 - Involving other services
- Standard 12 - Confidence in staff.

The report was written following an unannounced inspection by one Care Commission Officer. The inspection took place on 30 March 2007 and feedback was given to the Deputy Head Teacher following the inspection.

Action taken on requirements in last Inspection Report
The last inspection report did not make any requirements in relation to this service.

**Comments on Self-Evaluation**
The Self Evaluation had not been submitted prior to this unannounced inspection.

**View of Service Users**
The Care Commission Officer spoke to individual children during the inspection process. Children appeared to be happy, confident and interacted in a natural manner with all staff.

**View of Carers**
Ten questionnaires had been returned by parents to the Care Commission office prior to this inspection. The indication was that parents were generally happy with the service.

Parents who were spoken with briefly during the inspection were happy with the service and had no concerns.
Regulations / Principles

National Care Standards

National Care Standard Number 1: Early Education and Childcare up to the age of 16 - Being Welcomed and Valued

Strengths

A warm and welcoming atmosphere was promoted for both the children and their families. An induction policy was in place. Children and parents were welcomed to visit the nursery prior to admission of children for individual needs and arrangements to be discussed.

Information regarding the service, including policies and procedures were shared with the parents. A ‘Welcome to Hazlehead School Nursery Class’ booklet was also provided for every child attending.

Areas for Development

There were no areas for development identified during this inspection.

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

Strengths

Discussions with staff and observations evidenced the nursery's commitment to promoting a healthy lifestyle and taking into account individual children's dietary requirements. The nursery promoted a healthy lifestyle and encouraged children in healthy food choices. A healthy eating policy was in place and the service had obtained a copy of the Scottish Executives 'nutritional guidance for early years: food choice for children aged 1 - 5 in early education and childcare settings'.

Photographs displayed children participating in physical activities both indoors and out. Staff informed that children had almost daily access to fresh air and exercise. Diary dates in the ‘School Newsletter’ informed parents of the date of nursery sports day event.

The nursery participated in the national tooth brushing scheme.

Policies and procedures were in place, including First-aid, the storage, recording and administration of medication, infection control, accident recording and emergency procedures.

An effective and clear child protection policy in line with the North East of Scotland Child Protection Committee guidelines was in place and shared with the parents. Staff had a good knowledge and understanding of the procedures to be followed.

Areas for Development

There were no areas for development identified during this inspection.
National Care Standard Number 4: Early Education and Childcare up to the age of 16 - Engaging with children

Strengths

This standard in the report focuses on the implementation the Scottish Executive's 'birth to three - supporting our youngest children' document. The Deputy Head Teacher advised the nursery had not obtained a copy of the document as the 3-5 curriculum framework was used within the nursery. She informed the children attending this school nursery would not attend until after they had reached their third birthday.

Throughout the inspection observations evidenced staff offering praise and encouragement to all children. The children appeared happy and settled with the daily routine.

Areas for Development

There were no areas for development identified during this inspection.

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

Strengths

The service aims and objectives were shared with parents. Observation of practice indicated that staff implemented the service aims in their daily routines.

The nursery worked in partnership with parents, to ensure the continuity of care for the children, exchanging information with parents daily.

Children’s views and ideas were valued and included into the daily activity plans where possible.

A behaviour management policy was in place and consistently applied. This was shared with parents who could discuss in confidence any aspect of their child’s behaviour with the staff.

Areas for Development

There were no areas of development identified at this inspection.

National Care Standard Number 9: Early Education and Childcare up to the age of 16 - Involving the Community

Strengths

The staff informed that children were taken out locally on visits and to places of interest. This was evidenced on the day of this unannounced inspection.

Areas for Development

There were no areas of development identified at this inspection.
National Care Standard Number 10: Early Education and Childcare up to the age of 16
- Involving other Services

Strengths

The staff informed that links had been established with a number of partner organisations to support the needs of individual children and families.

Areas for Development

There were no areas of development identified at this inspection.

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

Strengths

Staff were aware of their responsibility to keep the children safe, and to ensure staffing levels were sufficient for the needs of children at all times.

The Deputy Head teacher informed she was aware of staff need for future registration with the Scottish Social Services Council.

The safe recruitment of staff was inspected and reported on as part of the Local Authority Safer Recruitment of staff inspection process undertaken centrally.

The organisational recruitment procedure for all staff was in place to facilitate the safe recruitment of staff.

The processes for non teaching staff included;

- The use of an application form,
- uptake of two references, one from a current line manager, including;
- a specialist references for applicants seeking managerial posts,
- enhanced disclosure checks including reference to “Disqualified from Working with Children List” for those applying to work with Children, as well a systems for action to be taken in the even of unsatisfactory disclosure checks,
- professional registrar checks,
- checking evidence of skills and experience, including qualifications,
- checking evidence of entitlement to work in accordance with the Asylum and Immigration Act 1996.

Prospective staff are not offered positions until these processes are complete.

An examination of 99 staff recruitment files provided evidence that the provider, in the main, recruits staff in line with their own recruitment policy, legal and regulatory requirements and best practice guidance.

Areas for Development
There were no areas of development identified at this inspection for the Head Teacher or staff of the Nursery.

The organisational recruitment procedure for all staff evidenced the procedure for teaching staff was being updated to ensure that all staff are “enhanced” disclosure checked. Subsequent to the inspection visit, a meeting with Council Officers provided evidence that this work was at an advanced stage. However, from an examination of teaching staff files, during the inspection visit there was evidence to conclude that work was required to ensure that all teaching staff are Enhanced Disclosure Checked.

The teaching staff files inspected evidenced that only one reference was present in the form of a report from the Head Teacher of the staff member’s previous school. Subsequent to the inspection visit Council Officers supplied the Care Commission with their “Policy and Procedures for the Recruitment and Selection of Teaching Staff” which confirmed the use of these reports as open references which are signed by the candidate and the Head Teacher. Council Officers confirmed that for all teaching posts two references should be sought.

The provider demonstrated many examples of good practice in the area of safe recruitment of non teaching staff, however there were a few examples of failures in the provider’s own safe recruitment procedures. Recruitment procedures clearly identify the need to ensure that staff were not offered posts until two references and a disclosure check had been undertaken and approved. However, a number of personnel files examined did not contain two references and in a further three files, all of which were staff recruited for the same service; no evidence of references or disclosure checks was present. In addition, Care Commission Officers examined several personnel files of staff which contained no evidence of safe recruitment checks being carried out.

It is impossible to say in these instances, if the organisation had recruited staff in contradiction to their own procedures, legal requirements and best practice or whether the available documentation had been misplaced or kept elsewhere. However, the Care Commission had concerns regarding the process of safely recruiting all staff and a requirement has therefore been made (see requirement 1).

In addition, the provider did not have a system in place to ensure that all staff were physically or mentally fit, in the form of a declaration. While the recruitment procedure did indicate “medical screening” where the appointment is conditional upon this, it was not routinely carried out and only one example could be evidence of such a process happening. Other than this, the application form requested information from the applicant regarding health by indicating the number of days absent from work as a result of illness during the previous two years. A requirement has been made in respect of this (see requirement 2).

The provider did not have a system in place for regular rechecking of enhanced disclosure checks. The provider should consider introducing a system of rechecking enhanced disclosures as a matter of good practice.

Finally most personnel files checked, had an envelope which contained “rehabilitation of offenders” information. This information is given to the interview panel to assist them in the selection process. On several occasions these envelopes had clearly not been opened and the organisation should ensure that interview panels carry out this function.
**Enforcement**
No enforcement action has been taken by the Care Commission in respect of this service.

**Other Information**
No other information was discussed during this inspection.

**Requirements**
1. The provider to ensure that all staff employed are only recruited after all safer recruitment measures are completed, in line with organisational policies and procedures, statutory requirements and best practice guidance.

   This is to comply with:
   
   SSI 2002/114 Regulation 4(1)(a) - a requirement to make proper provision for the welfare of service users.
   
   SSI 2002/114 Regulation 9(1) - a requirement to make proper provision for the fitness of staff.

   Timescale: 3 Months from the publication date of this report.

2. The provider to ensure that all staff employed are both physically and mentally fit for the work they are to perform.

   In order to achieve this, the provider must ensure that a declaration from the candidate regarding their medical fitness is obtained prior to an offer of employment being made.

   This is to comply with:

   SSI 2002/114 Regulation 9(1) - a requirement to make proper provision for the fitness of staff.

   Timescale: 3 Months from the publication date of this report.

**Recommendations**
There were no recommendations made during this inspection.

**Jenny Hawkins**
Care Commission Officer