Inspection report

St. Dominic's Nursery Class and Wrap Around Care
Day Care of Children
St. Dominics RC Primary School
Broich Road
Crieff    PH7 3SB

Inspected by: Lorna Dalton
(Care Commission Officer)

Type of inspection: Unannounced

Inspection completed on: 23 January 2007
Service Number: CS2005105100

Service name: St. Dominic's Nursery Class and Wrap Around Care

Service address:
St. Dominics RC Primary School
Broich Road
Crieff PH7 3SB

Provider Number: SP2003003370

Provider Name: Perth & Kinross Council

Inspected By: Lorna Dalton
Care Commission Officer

Inspection Type: Unannounced

Inspection Completed: 23 January 2007

Period since last inspection: This was the first inspection following registration.

Local Office Address:
Care Commission
Compass House
11 Riverside Drive
Dundee DD1 4NY
Introduction
St. Dominic’s Nursery Class and Wrap Around Care service was registered with the Care Commission in December 2005. The service is registered to care for a maximum of 20 children at any one time in the nursery, which includes, a maximum of eight children for the wrap around care service. The out of school element of the service is registered for a maximum of 20 children during school term time and a maximum of 32 children during school holidays and in-service days. The service is based within a purpose built extension of St. Dominic’s Primary School and offered a warm and stimulating environment for children.

In summary, the vision of the service was for a “harmonious and inclusive community where everyone is held in high regard; where dignity, worth and individuality is respected through Christian and multi-faith values.”

The headteacher, nursery teacher, wrap around care and out of school care staff were present for the inspection.

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 Care Commission Officer (CCO) 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 requirement etc.

As this was the first inspection, this service was required to have a medium level of support that resulted in an inspection based on inspection themes and core standards for the inspecting year.

Basis of Report
This report was written following an unannounced inspection which took place on 23 January 2007 and a detailed self evaluation was received on 15 February 2007.

Information was gathered in support of this report from the following:
Electronic annual return completed by the service.
A self evaluation completed by the service.
Questionnaires completed by parents and carers using the service.

During the visit the Care Commission Officer spoke to:
The manager and nursery teacher.
Three members of staff.
Most of the children.
Two parents at the afternoon nursery session.

The Care Commission Officer also looked at a range of policies, procedures and records including the following:
The school handbook including the services policies and procedures.
Snack menus and guidelines.
Training certificates.
Complaints policy.
Behaviour management policy.
Children’s development folders.
Medication records.
and spent time observing how staff worked with the children.

The Care Commission Officer took all of the above into account and reported on whether the service was meeting the following National Care Standards for Early Education and Childcare up to the age of 16:
- Standard 3: Health and Wellbeing.
- Standard 4: Engaging with Children.
- Standard 10: Involving Other Services.
- Standard 12: Confidence in Staff.

The key themes were:
- Child Protection.
- Nutrition and toothbrushing.
- Scottish Social Services Council (SSSC) Codes of Practice.

Safer recruitment practices for all Perth & Kinross Council services were inspected in a separate exercise in June 2006 and the findings are reported in Standard 12 of this report.

The inspection also takes into account the Regulation of Care Act (Scotland) 2001 and the Scottish Statutory Instrument 2002/114.

**Action taken on requirements in last Inspection Report**
Not applicable.

**Comments on Self-Evaluation**
A very detailed self evaluation was received by the Care Commission identifying numerous strengths of the service and highlighting areas for development. Issues will be identified within the report.

**View of Service Users**
Views of service users were not formally sought at this inspection. There were 17 children present in the nursery in the morning and eight children present in the afternoon nursery, including five children attending for wrap around care and six children attending the out of school service on the day of the inspection. The Care Commission Officer spoke to most of the children who commented that they enjoyed playing outdoors, going to the gym, acting as pirates, reading stories and arts and crafts.

**View of Carers**
There were 20 questionnaires made available to the service and 16 were completed by parents and carers and received by the Care Commission. The majority of the questionnaires highlighted the benefits of using the service and all indicated that they were either happy or very happy with the quality of the service their child received. Additional comments noted:

“St. Dominic’s nursery class and wrap around care service in my opinion could not be better. The staff and facilities are fantastic!!”

“This is a fantastic nursery and wrap around care, my son really enjoys it so much he wants to stay and not go into primary one next year!”
“My daughter loves the club and it means I can go to work, knowing she is very happy and at home!”
“St. Dominic’s is outstanding in all aspects of their positions within the nursery. My daughter loves going every day and comes out so happy at the end of every session.”
“The wrap around care at St. Dominic’s provides an excellent service. The staff are cheerful and helpful and my two children enjoy attending.”

Parents on the day of the inspection indicated that they were very happy with the service, had good communication with staff, their children really enjoyed attending and were happy and settled.
Regulations / Principles

Regulation:

Strengths

Areas for Development

National Care Standards

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

Strengths

Communication was seen to be effective between staff and families. All parts of the service were included in the school newsletter. Noticeboards displayed relevant information. In the nursery, children’s development folders were in place and there was an abundance of art work and photographs to show children’s experience within the nursery and out of school services. Parents commented that staff were very approachable and communication was good. One parent highlighted the benefit on a daily feedback sheet for children attending the wrap around care service.

The service had a child protection policy which was made available to parents and carers. Staff knew to direct any child protection concerns to either of two designated child protection officers within the primary school. Recording systems were in place to allow staff to detail concerns and necessary information relating to child protection. Appropriate staff training had taken place in the last year.

The nursery and out of school service provided snacks to children which followed local and national nutritional guidelines and offered fresh fruit or vegetables daily and milk or water to drink. One member of staff was responsible for supervising snack time every day. Snack was seen as a social time for children and staff to sit and talk. Staff were positive role models in encouraging children to try different foods. A four weekly snack menu was displayed for both children and parents. Staff were able to identify the food children liked and disliked. Children were able to help themselves to snack and all children were encouraged to wash their hands before handling food and wash their dishes after snack. Some staff had been awarded food and hygiene certificates.

For children attending all day as part of the wrap around care service, parents could choose between school meals or provide their own packed lunches. On the day of the inspection the lunch time meal was eaten in the school dining hall where the children were included with the whole school, in a Burn’s supper celebration.

The nursery service participated in a national toothbrushing scheme in line with appropriate guidelines and staff training.
As part of healthy lifestyles, children played outdoors or within the gym hall for a majority of the sessions. On the afternoon of the inspection, nursery children enjoyed a “Bear Hunt” game in the gym hall and had fun playing outdoors with scooters, sand, climbing equipment, balls and skittles. The children in out of school care also enjoyed playing outdoors with skateboards and footballs.

For children attending all day, staff encouraged children to enjoy a quieter time before and after lunch, within the wrap around care room.

A medication policy was available at the service, with appropriate storage and written parental consent. Most staff were appropriately trained in first aid.

There was an emergency closure strategy within the school and an evacuation plan supported by fire drills. All staff members were familiar with emergency procedures to follow. A parental questionnaire commented on a previous lack of security with an external fenced area and commended the school staff in addressing the issue and fixing a more safe and secure fence in place at the nursery entrance.

**Areas for Development**

Parent’s questionnaires commented on the lack of privacy for staff to speak to parents about matters concerning their children. Parents suggested that a quieter area should be available to allow staff to talk to parents in a more private manner. The headteacher was to address the issue following this inspection.

There was no formal written procedure to follow in the event that a child was absent from the service. (See Recommendation 1)

The self evaluation identified a need for staff to introduce a “reminder system” to encourage staff to be vigilant about passing on information to parents regarding accidents, incidents and medication and to develop better paperwork systems to allow staff to spend more quality time with the children.

**National Care Standard Number 4: Early Education and Childcare up to the age of 16 - Engaging with children**

**Strengths**

Very positive, warm and meaningful relationships were observed between staff members and children. One parent commented that her child had formed a strong relationship with staff and others commented that staff interacted well with children and were very kind and considerate of a child’s needs.

Activities were planned to incorporate children’s interests and needs and avoid duplication for children attending all day. Parent’s commented that there was a well structured daily routine involving different activities, learning experiences and a wide variety of resources. Children were able to work in four small groups in the nursery to focus on specific activities.

Children were independently selecting activities and were able to say they liked playing outside or in the gym hall and for most of the day some children were very happy being dressed as pirates.
Children were familiar with routines and confident to access resources or ask for activities they wished to undertake.

**Areas for Development**

The self evaluation identified a need for staff to introduce a “Weekly Awards Ceremony” to recognise and promote positive interactions with children.

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

**Strengths**

The service displayed their aims and objectives on the noticeboards and within a school handbook.

Parents commented that staff were good at identifying individual children’s needs and potential and that children were given a lot of choice and input into what activities they wished to do.

The service promoted a kind, caring and sharing ethos. Both the nursery and wrap around care rooms offered relaxed environments with warm and gentle staff interactions.

The service promoted children's positive behaviour by a range of approaches including, verbal praise, stickers, golden rules, clear explanations and valuing children as individuals.

Staff also believed positive adult role models within the service promoted good behaviour for children.

Complaints procedures were detailed in the school handbook and comments books were available throughout the service.

**Areas for Development**

The self evaluation identified a need for staff to make parents more aware of the facility for more private discussions.

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

**Strengths**

The service was developing contacts with a range of other services including local schools, speech therapists, educational psychology, community nurse and dentist.

Some parents had been involved in the nursery due to their occupations or specialised skills.

Children in the nursery were able to benefit from a range of visiting teaching specialist in topics such as art, music, physical exercise and drama and a parent commented that these
were a real bonus.

**Areas for Development**

The self evaluation identified a need to extend training in toothbrushing practices to staff members not already trained.

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

**Strengths**

The nursery cared for a maximum of 20 children at any one time, including a maximum of eight wrap around care places with three staff members present.

The out of school service cared for children on a 1:10 ratio during school term time and a 1:8 ratio during school holidays and in-service days.

Most staff members were qualified in education and childcare and continued to undertake relevant training on a yearly basis.

A separate audit of the service’s safer recruitment policies and procedures has been carried out by the Care Commission. In summary, the Council was able to evidence, as legal requirements and good practice, a start date of employment, together with details of the position held, a record of skills, experience, qualifications and details of an appointment. Where appropriate, checks were in place relating to a professional registration. The Council was aware of the future need for social care staff to register with the SSSC and was actively preparing for such registration. Staff had a copy of the SSSC Codes of Practice and had been made aware of their responsibilities under the codes through a series of in-service training days. An internal staff census had taken place in 2003 and 2004, to update staffing details.

The headteacher, as manager of the service, had registered with the SSSC.

**Areas for Development**

In relation to safer recruitment there were areas for development identified which resulted in requirements and recommendations highlighted at the end of this report. (See Requirements 1, 2 & 3 and Recommendations 2 & 3)

The self evaluation identified a need for some staff to work towards qualifications in Childcare.
Enforcement
No formal enforcement action had been taken by the Care Commission in respect of this service during the inspection year of 2005-2006.

Other Information
None.

Requirements
1. A written process for evidencing physical / mental fitness of staff must be included in recruitment procedures. Evidence of physical and mental fitness for work must be contained in each staff file for all future appointments.
   This is in order to comply with:
   SSI 2002/114 Regulation 9(2)(a) – a requirement for fitness of employees.
   In making this requirement the SSSC Codes of Practice for employers, section 1.1 ‘making sure people are suitable to enter the workplace’, has been taken into account.
   Timescale for implementation:
   - Amendment of procedures – by 30 November 2006.
   – Evidence of fitness in files - upon receipt of this report.

2. Two references are required for each appointee, in line with the Council’s recruitment and selection policy.
   This is in order to comply with:
   SSI 2002/114 Regulation 9 (1) - a requirement for fitness of employees.
   In making this requirement the SSSC Codes of Practice for employers, section 1.3 ‘seeking and providing reliable references’ has been taken into account.
   Timescale for implementation – Upon receipt of this report.

3. A written procedure must be developed to provide a consistent approach to evaluation and decision making processes when assessing Enhanced Disclosure Scotland checks.
   This is in order to comply with SSI 2002/114 Regulation 9 (1) - a requirement for fitness of employees and Regulation 8 – a requirement for notification of unfitness.
   In making this requirement the SSSC Codes of Practice for employers, section 1.2 ‘checking criminal records' have been taken into account.

Recommendations
1. The manager should develop a written procedure to follow in the event of a child being absent from the service as indicated in Early Education and Childcare up to the age of 16, National Care Standard 3: Health and Wellbeing.

2. Disclosure Scotland guidance on the retention and destruction of checks should be implemented and incorporated into the Council’s recruitment and selection policy as indicated in Early Education and Childcare up to the age of 16, National Care Standard 12: Confidence in Staff.

3. The Council should consider extending the current good practice relating to management of files in Community Care Services to Education and Children’s Services and Housing Services as indicated in Early Education and Childcare up to the age of 16, National Care Standard 12: Confidence in Staff.

Lorna Dalton
Care Commission Officer