

Inspection report

Livingston Family Centre Day Care of Children

5 Jackson Place
Eliburn
Livingston EH54 6RH

Inspected by: Kathryn Thompson
(Care Commission Officer)

Type of inspection: Unannounced

Inspection completed on: 10 August 2006

Service Number

CS2004059467

Service name

Livingston Family Centre

Service address

5 Jackson Place
Elburn
Livingston EH54 6RH

Provider Number

SP2003002601

Provider Name

West Lothian Council

Inspected By

Kathryn Thompson
Care Commission Officer

Inspection Type

Unannounced

Inspection Completed

10 August 2006

Period since last inspection

12 months

Local Office Address

Stuart House
Eskmills
Musselburgh
EH21 7PB

Introduction

The service was deemed to be registered with the Care Commission from April 2003. The Family Centre was registered to care for 50 children aged 0-5 years. The service operates from two locations. There are 30 children who are aged 0-5 years accommodated at the main building and 20 children aged 2 – 5 years who have use of a playroom at Deans Primary School.

The main building comprised of a single storey building, which was purpose built, there was an adjacent car park. There was an indoor area, which was used for soft play. The Family Centre at the main site and at Deans Primary School both had outdoor play areas, which were fully enclosed had both hard and soft surfaces.

Basis of Report

This report was written following an unannounced inspection which took place on 10 August 2006

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 which considers: complaint activity, changes in the provision of the service, natures of notifications made to the Care Commission by the service, action taken upon requirements etc.

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, complaints or other regulatory activity.

The key themes for 2006/2007 are as follows:-

Birth to Three Document

Child Protection

Nutrition

Safer Recruitment (An audit of the service's safer recruitment policies and procedures has been carried out by the Care Commission resulting in two requirements, a recommendation and an area for development highlighted in this report).

Scottish Social Service Council (SSSC) Codes of Practice.

These themes have been reported under the following National Care Standards for Early Education and Child Care up to the age of 16;

3. Health and Well-being

4. Engaging with Children,

12. Confidence in Staff

The Inspection report is also informed by;

Discussion with the manager of the service, the staff team and short informal discussions with the children.

Observation.

Review of indoor and outdoor accommodation.

The Annual Return.

Action taken on requirements in last Inspection Report

There were no requirements made at the last inspection.

Comments on Self-Evaluation

This document was not made available to the service until after the inspection visit and has therefore been completed retrospectively.

View of Service Users

Due to the age of the children being cared for no views were obtained. However, on the day of the inspection from observation the children appeared to be happy, occupied, confident and relaxed and were enjoying the wide range of activities available.

View of Carers

The questionnaires for parents/carers to complete were not sent to the service until after the inspection visit.

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

Not all aspects of this standard were inspected only those relating to the themes for inspection (see basis of report).

A child protection policy was in place and this information was shared with parents/carers. In addition, through discussion it was evident that the staff team were aware of their responsibilities in relation to child protection and they confirmed that they had a copy of the Edinburgh and Lothian's Child Protection guidelines in place.

Policies were in place for health and safety and infection control. In addition, hygiene routines were observed being carried out and these included encouraging the children to wash their hands before lunch and eating snacks and after toileting. In addition, there was an appropriate procedure in place for the changing nappies. The staff advised that children had the opportunity to learn about healthy lifestyles, diet, hygiene and personal safety through the use of books, discussion and games.

The manager confirmed that a healthy range of snacks for all the children were provided and dietary requirements were taken into account as appropriate. In addition, the service had received the 'Nutritional Guidance for Early Years' document and advised that they had taken this into account when the menus were revised.

The service took part in the national tooth brushing scheme and had a copy of the new standards for Nursery and School Tooth brushing Programmes. The service had developed a procedure tooth brushing and was carrying out all key tooth brushing practices in line with this document.

Areas for Development

None identified at this inspection.

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

Strengths

Not all aspects of this standard were inspected only those relating to the themes for inspection (see basis of report).

The Care Commission Officer observed the staff team offering reassurance and praise to the children and providing suitable age and stage appropriate activities for them.

The staff team were observed to engage the children in discussion and encouraged them through the use of appropriate questions.

The Nursery had a copy of the document Birth to 3: "supporting our youngest children" in place and advised that this was considered when delivering the service and providing activities with the children.

Areas for Development

Consideration should be given to the management team providing an opportunity for the staff team to discuss and become more aware of the document Birth to 3 "supporting our youngest children".

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

Strengths

Not all aspects of this standard were inspected only those relating to the themes for inspection (see basis of report).

The staff team had been appointed by West Lothian Council's recruitment and selection procedure.

The staff team were aware of their responsibilities under the Scottish Services Codes of Practice (SSSC).

The management team were aware of the timescale for registering with the SSSC.

The staff team had attained relevant qualifications and were appropriately qualified.

Areas for Development

"It is suggested that the provider develops a system to recheck Enhanced Disclosure Scotland Checks in accordance with current best practice outlined in the National Care Standards and in the SSSC code of practice for Employers."

“The organisation must employ a system to record in staff personnel files that the applicant’s skills, experience and qualifications have been checked. SSSC Codes of Practice – Employer, SSI 2002/114 Regulation 9 (2)(a) Records.” (see Requirement 1)

“The organisation must develop a recording system to record that the employer has checked professional registers. SSSC Codes of Practice -1.2, SSI 2002/114 Regulation 9 (2)(c) Fitness of Employees & Regulation 19 (2)(d) Check criminal records & relevant registers. (see Requirement 2)

“It is recommended that the organisation, in line with their policies and procedures, consistently carry out all relevant checks on employees who transfer from a temporary to permanent post within the organisation. National Care Standards, SSSC – Employer (see Recommendation1)

Enforcement

There has been no enforcement action taken against this service.

Other Information

There were no other issues discussed other than those outlined in this report.

Requirements

1. "The organisation must employ a system to record in staff personnel files that the applicant's skills, experience and qualifications have been checked.
This is to comply with: SSSC Codes of Practice – Employer, SSI 2002/114 Regulation 9 (2)(a) Records."

2. "The organisation must develop a recording system to record that the employer has checked professional registers.
This is to comply with: SSSC Codes of Practice -1.2, SSI 2002/114 Regulation 9 (2)(c) Fitness of Employees & Regulation 19 (2)(d) Check criminal records & relevant registers.

Recommendations

1."It is recommended that the organisation, in line with their policies and procedures, consistently carry out all relevant checks on employees who transfer from a temporary to permanent post within the organisation. National Care Standards, SSSC – Employer

Kathryn Thompson
Care Commission Officer