Bonnyrigg Playgroup
Day Care of Children
Waverley Pavilion
Waverley Park
Bonnyrigg    EH19 3BU

Inspected by: Niki Cooney
(Care Commission Officer)
Type of inspection: Unannounced
Inspection completed on: 23 October 2007
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<th><strong>Service Number</strong></th>
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<td>CS2007149983</td>
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<tr>
<td>SP2003002779</td>
<td>Bonnyrigg Church Playgroup Management Committee</td>
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<td>Care Commission Officer</td>
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<td>23 October 2007</td>
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<tr>
<td>Stuart House</td>
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<td>Eskmills</td>
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<td>Musselburgh</td>
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Introduction
Bonnyrigg Playgroup registered with the Care Commission on 1 April 2002 under the name of Bonnyrigg Church Playgroup. The Playgroup changed premises in August 2007 to Waverly Pavilion in Waverly Park Bonnyrigg where the name was changed.

They are registered to care for a maximum of 26 children aged between 2 and a half to 5 years. They operate 9.30am - 12.00pm Monday, Tuesday, Wednesday and . Term time only.

At the time of the inspection there were19 children on the register. On the day of the inspection there were 15 children, 2 staff and 2 parent helpers present.

The aims of the playgroup are as follows:
"Playgroup provides an excellent opportunity for your child to undertake a range of new experiences and to socially interact with children of the same age group before going on to a preschool nursery place or school."

Basis of Report

Before the Inspection

This report was written following an unannounced inspection. The inspection was conducted between the hours of 9.30 am and 12.15 am on Tuesday 23rd October 2007.

The Annual Return
The service submitted a completed Annual Return as requested by the Care Commission.

The Self-Evaluation Form
The service submitted a self-evaluation form as requested by the Care Commission.

Views of service users
Twelve parent/carer questionnaires were sent the playgroup and six were returned to the Care Commission prior to the visit in which parents gave their comments on the service.

Regulation Support Assessment
This service was inspected after a Regulation Support Assessment (RSA) was carried out to determine the intensity of inspection 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 (such as absence of a manager) and action taken upon requirements. The CCO will also have considered how the service responded to situations and issues as part of the RSA.

This assessment resulted in this service receiving a medium RSA score and so a medium intensity inspection was required as a result. The inspection was then based upon the relevant Inspection Focus Areas and associated National Care Standards for the particular service type and follow up on any recommendations and requirements from previous inspections, complaints or other regulatory activity.

During the inspection process

Staff at inspection
Discussion with a range of care staff including:
Evidence
During the inspection, evidence was gathered from a number of sources including:

A review of the range of policies, procedures, records and other documentation, including the following:
- Records of the children
- Child protection statement
- Infection control policy
- Active Play
- Medication records
- Certificate of registration
- Certificate of insurance

Observation of the environment both indoors and outdoors and equipment

Inspection Focus Areas and associated National Care Standards for 2007/08
The Care Commission Officer took all of the above into account and reported on the following Inspection Focus Areas (IFA's):

- Child Protection
- Infection Control
- Active Play

Standard 2: A safe environment
Standard 3: Health and well-being
Standard 5: Quality of experience
Standard 10: Involving other services
Standard 12: Confidence in staff
in conjunction with the regulation of care (Scotland) Act 2001 and associated Regulations.

Fire Safety Issues
The Fire (Scotland) Act 2005 introduced new regulatory arrangements in respect of fire safety, on 1 October 2006. In terms of those arrangements, responsibility for enforcing the statutory provisions in relation to fire safety now lies with the Fire and Rescue service for the area in which a care service is located. Accordingly, the Care Commission will no longer report on matters of fire safety as part of its regulatory function, but, where significant fire safety issues become apparent, will alert the relevant Fire and Rescue service to their existence in order that it may act as it considers appropriate. Further advice on your responsibilities is available at www.infoscotland.com/firelaw

**Action taken on requirements in last Inspection Report**
The Care Commission received an action plan from the service detailing how it would meet the requirement arising from the last inspection. This has now been met.

Information about complaints that have been upheld or partially upheld can be found on the Care Commission website.
Comments on Self-Evaluation
A self-evaluation is a document used to assist the provider of a service to judge the quality of the service against the National Care Standards.

A fully completed self-evaluation document was submitted by the service. This was completed to a satisfactory standard and gave relevant information for each of the standards associated with the inspection focus area.

View of Service Users
The children present were too young to express an opinion of their care however, the Officer observed the children to be happy and appropriately occupied

View of Carers
Six parent response questionnaires were returned prior to the inspection. Overall the comments were supportive of the service provided which included the following:

"I feel my child has progressed so much being at playgroup. Both play workers are fantastic, patient people and are absolutely brilliant with the kids."

"Although i understand that children need to be allowed free play i do think that there could be more interaction from staff i.e getting to know children better showing more interest in what the children are saying."

From the question regarding regular access to fresh air and exercise the parent indicated this never happens. The following comment was made:
"This is probably due to it being a playgroup not a nursery but i think it would be good to give the kids a structured runaround."

A number of parents were available on the day of the inspection. The following comments were made:

"My children have both attended over the past 5 years and I am more than happy with the playgroup."

"I am very happy with the care so far."
Regulations / Principles

Regulation:

Strengths

Areas for Development

National Care Standards

National Care Standard Number 2: Early Education and Childcare up to the age of 16 - A Safe Environment

Strengths

This report does not include comments on all of the elements of Standard 2 as these did not apply to the playgroup at this visit. It only applies to the Inspection Focus Area, Infection Control, as identified above.

Due to the playgroup moving premises they were in the process of carrying out risk assessments both indoors and outdoors.

Good measures were in place for nappy changing and children’s hygiene practices to control the spread of infection. Staff were observed following good hygiene practices.

The playgroup had an Infection Control Policy in place and this was shared with staff and parents. They kept abreast of issues relating to infection control through information sent from NHS Lothian. Staff had completed adequate training on Infection Control and this was updated regularly.

Appropriate procedures had been put in place within the playroom to ensure a clean and healthy environment for children and staff.

Areas for Development

The service was maintaining current good standards.

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

Strengths

This report does include comments on all of the elements of Standard 3 as well as the relevant Inspection Focus Areas, Child Protection and Active Play, as identified above.

Parents/carers were encouraged to become involved with active and energetic play through
newsletters and fund-raising events.

Parents/carers were encouraged to provide appropriate clothing and footwear for active and energetic play.

The playgroup had a Child Protection statement in place which was included in the information given to parents/carers.

The playleader had completed training in Child Protection and was aware that the support worker was due to complete this.

**Areas for Development**

The Child Protection Policy did not include all the key information required by the National Care Standards.
(See recommendation 1.)

The playgroup have a copy of the framework standards for child protection but have not shared this with parent/carers or staff.
(See recommendation 2.)

The playgroup had not been aware of the Children's Charter.
(See recommendation 3.)

**National Care Standard Number 5: Early Education and Childcare up to the age of 16 - Quality of Experience**

**Strengths**

This report does include comments on all of the elements of Standard 5 as well as the relevant Inspection Focus Area, Active Play, as identified above.

Staff were observed interacting effectively with the young children in their care. Encouragement, praise and support was given.

The playgroup evidenced introducing new experiences and skills to children of all ages. Children's interests were followed and their views discussed.

Staff were aware of any children that were in need of extra support for active and energetic play and this was discussed with parents appropriately.

Children were offered a wide range of toys and activities to suit their age and stage of development. This included physical equipment for indoor use.

**Areas for Development**

The service was maintaining current good standards. The playgroup recognised the need to provide more active and energetic play for the children which included more use of the outdoor area.
National Care Standard Number 10: Early Education and Childcare up to the age of 16 - Involving other Services

Strengths

This report does include comments on all of the elements of Standard 10 as well as the relevant Inspection Focus Area, Child Protection, as identified above.

The playgroup had not been required to invoke their Child Protection procedure however all staff knew how to deal with this and refer on appropriately.

They held a copy of the Local Child Protection Guidelines and held relevant contact telephone numbers to refer any suspicions of child abuse

Areas for Development

The service was maintaining current good standards.

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

Strengths

This report does include comments on all of the elements of Standard 12 as well as the relevant Inspection Focus Area, Active Play, as identified above.

Staff were aware of the Scottish Social Services Council requirements for registration and were attending training to ensure they met these.

Newly appointed staff had undertaken Enhanced Disclosure Scotland checks.

On the day of the inspection the staffing levels were sufficient and the appropriate ratios were being adhered to.

Meetings between staff and the committee take place regularly.

Staff practice was observed on a regular basis as the playleader worked alongside staff.

Staff had attended relevant training courses to support the service as follows: Food Hygiene in April 2007, First Aid in March 2007 and Promoting Positive Behaviour in May 2007. These were evidenced through training records.

Areas for Development

The service recognised the need to carry out appraisals on staff and the playleader confirmed this would be done shortly.

There was no written staff training plan in place, however, the playleader confirmed that when training became available she ensured staff were able to attend.
There was no learning and development policy in place.  
(See requirement 1.)

Staff had not attended any training on active and energetic play.  
(See recommendation 4.)
Enforcement
There has been no enforcement action against this service since the last inspection.

Other Information
The service has access to a large outdoor area. In conversation with the playleader she stated that they don't use it very often as the area is too large with no security. They are now seeking advice from the local council to enquire about an enclosed area for the children.

Five recommendations and one requirement were made at the previous inspection. These have now been met.

Requirements
1. A policy and procedure on staff training and development must be designed and implemented.
This is in order to comply with SSI 2002/114 Regulation 4(1)(a) - a requirement that providers shall make proper provision for the health and welfare of service users.

Recommendations
1. The provider should review its child protection policy to reflect the key information required by the National Care Standards.
   National Care Standards in Early education and child care up to the age of 16.
   Standard 3. Health & Wellbeing.

2. Staff, children and parent/carers should be made aware of the framework standards for child protection.
   National Care Standards in Early education and child care up to the age of 16.
   Standard 3. Health & Wellbeing.

3. Staff, children and parents/carers should be made aware of the Children's Charter.
   National Care Standards in Early education and child care up to the age of 16.
   Standard 3. Health & Wellbeing.

4. Staff training should facilitate learning opportunities for active and energetic play.
   National Care Standards in Early education and child care up to the age of 16.
   Standard 12. Confidence in staff.

Niki Cooney
Care Commission Officer