Mauricewood Primary School Nursery
Day Care of Children
11 Muirhead Place
Penicuik
EH26 0LE
Telephone: 0131 271 4630

Inspected by: Isobel Reilly
Type of inspection: Unannounced
Inspection completed on: 15 June 2012
Summary

This report and grades represent our assessment of the quality of the areas of performance which were examined during this inspection.

Grades for this care service may change after this inspection following other regulatory activity. For example, if we have to take enforcement action to make the service improve, or if we investigate and agree with a complaint someone makes about the service.

We gave the service these grades

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<tr>
<th>Area</th>
<th>Grade</th>
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<tbody>
<tr>
<td>Quality of Care and Support</td>
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<td>Quality of Environment</td>
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<td>Quality of Staffing</td>
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<td>Quality of Management and Leadership</td>
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What the service does well

The nursery provides a welcoming environment for children and their families. Activities for children are well thought out and challenging. Staff are very good at sharing information with parents about events within the nursery. The manager and staff actively seek out the views of children and parents and look for opportunities to use them to improve the service.

What the service could do better

The service should continue to develop their existing positive practice.

What the service has done since the last inspection

Since the last inspection took place the service had continued to look at ways of providing children with challenge in their play. Staff have had a wide range of training opportunities. The outdoor play area has been further developed.

Conclusion

Children are cared for by skilled and experienced staff in a fun and challenging environment. The views of children and parents are valued. Staff are constantly looking at ways to improve the service.
Who did this inspection
Isobel Reilly
1 About the service we inspected

Before 1 April this service was registered with the Care Commission. On this date the new scrutiny body SCSWIS took over the work of the Care Commission including the registration of services. This means that from 1 April 2011 this service continued it’s registration under the new body SCSWIS.

The service is registered to provide a service to a maximum of 40 children aged 3 - 5 years. The service may operate between the times of 8.55am to 12 noon Monday to Wednesday and 8.55am, to 12.10pm on Thursday and between the times of 1.00pm to 3.30pm Monday to Thursday and 9.00am to 11.30am on Friday.

The nursery Aims include the following:

“To ensure that the children have a happy, stimulating and challenging experience
To promote positive school ethos
To ensure that staff work as an effective and efficient team
To promote and provide staff development opportunities
To implement National Guidelines and ensure quality of learning
To liaise with local schools, and the wider community
To involve parents in the life of the school”

Based on the findings of this inspection this service has been awarded the following grades:

Quality of Care and Support - Grade 5 - Very Good
Quality of Environment - Grade 5 - Very Good
Quality of Staffing - Grade 5 - Very Good
Quality of Management and Leadership - Grade 5 - Very Good

This report and grades represent our assessment of the quality of the areas of performance which were examined during this inspection.

Grades for this care service may change following other regulatory activity. You can find the most up-to-date grades for this service by visiting our website www.careinspectorate.com or by calling us on 0845 600 9527 or visiting one of our offices.
2 How we inspected this service

The level of inspection we carried out
In this service we carried out a low intensity inspection. We carry out these inspections when we are satisfied that services are working hard to provide consistently high standards of care.

What we did during the inspection
We wrote this report following an unannounced inspection carried out by Care Inspectorate Inspector Isobel Reilly on Thursday 7 June 2012.

During the inspection we gathered information from various sources including relevant sections of polices, procedures, records and other documents including:
Certificate of Registration
Observation of staff interaction with children
Observation of staff interaction with parents
A sample of children’s records and profiles
A sample of staff files
Planning for activities
Accident and Incident records
Medication records
Discussion with the nursery teacher and staff
Discussion with the senior management team
Discussion with some parents on the day of the inspection
Chatting with some of the children using the service
Observation of the premises inside and in the outdoor play area
Information from our own questionnaires
Information from the Annual Return and the Self Evaluation

Grading the service against quality themes and statements
We inspect and grade elements of care that we call ‘quality themes’. For example, one of the quality themes we might look at is ‘Quality of care and support’. Under each quality theme are ‘quality statements’ which describe what a service should be doing well for that theme. We grade how the service performs against the quality themes and statements.

Details of what we found are in Section 3: The inspection
Inspection Focus Areas (IFAs)

In any year we may decide on specific aspects of care to focus on during our inspections. These are extra checks we make on top of all the normal ones we make during inspection. We do this to gather information about the quality of these aspects of care on a national basis. Where we have examined an inspection focus area we will clearly identify it under the relevant quality statement.

Fire safety issues

We do not regulate fire safety. Local fire and rescue services are responsible for checking services. However, where significant fire safety issues become apparent, we will alert the relevant fire and rescue services so they may consider what action to take. You can find out more about care services’ responsibilities for fire safety at www.firelawscotland.org
What the service has done to meet any requirements we made at our last inspection

The requirement
The provider must ensure that, where staff are required by law to be registered with an appropriate professional body, checks on the validity of such registrations are carried out and results clearly evidenced. This is to comply with SSI 2002/114 Regulation 9 2(c) Fitness of employees and Regulation 19 (2)(d) Records. It also takes into account the SSSC Codes of Practice for Employers of Social Service Workers 1.2 Checking relevant registers

What the service did to meet the requirement
The local authority provided evidence of the steps they had taken to ensure that the above requirement was met

The requirement is: Met

The annual return
Every year all care services must complete an 'annual return' form to make sure the information we hold is up to date. We also use annual returns to decide how we will inspect the service.

Annual Return Received: Yes - Electronic

Comments on Self Assessment
Every year all care services must complete a 'self assessment' form telling us how their service is performing. We check to make sure this assessment is accurate.

We received the services self assessment document before the inspection took place. The service had identified areas of strength and areas for further development. We were satisfied with the information we received.

Taking the views of people using the care service into account
Children present on the day of the inspection appeared happy in the care of staff. We could see that children had a very good range of activities to get involved in. Children related well to staff and were confident in approaching them. We chatted to some of the children who told us about the things they enjoyed about nursery. They included meeting friends, playing in the garden and finding out about new things. Individual comments included:
“The teachers are really clever and they can help you. I asked Mrs ... to help me with my model and she did.
I come to nursery every day and when I can’t come I sometimes feel a bit sad.
I play with my friends, I like playing outside.”

**Taking carers’ views into account**

Before the inspection took place we sent out seventeen Care Standards Satisfaction Questionnaires. Twelve of these were returned to us. When we asked about the overall quality of the service provided ten people told us they strongly agreed and two agreed with the statement “Overall I am happy with the quality of care my child receives in this service.”

The following representative comments were made:

“My child has been at Mauricewood since August and has settled in really well. The staff are friendly, welcoming, enthusiastic and professional. My child looks forward to going to Nursery every day. They have introduced a shooting star reward system which I think it’s a great idea because it has given my child a real incentive to try new things or do things which might earn a star. I’m really happy that my child is in a safe, happy and stimulating environment.

My child loves Mauricewood. I can’t praise the staff enough. There are very helpful and very lovely!

The nursery has allowed my child to experience a great first step in formal education. The staff work really hard at getting to know the children individually and always have time to listen to questions.

The staff at Mauricewood have always been fantastic. They go out of their way to help in any way they can. They are very approachable and make you feel very comfortable to speak to them about anything good or bad.

I have found the staff at all levels in Mauricewood Nursery to be of an extremely high calibre. Both my key worker and the deputy head have made a tremendous effort to make sure that my child gets what they need. I cannot praise the staff highly enough they seem to genuinely care about my child and they always keep me well informed.

Overall I am pleased with the staff and the resources at Mauricewood. My child had never been at playgroup before starting nursery. Going to nursery has brought out a lot of skills and they look forward to going, even asking if they can go at the weekend. I can’t fault them. I’m very happy.

My child has a February birthday so I was unsure whether to send them to school at 4 years old. With the support of my child’s key worker and the other staff I decided to keep my child at nursery for another year. I fully appreciate the help and support that was given to me at the time although I know the final decision was mine. What a difference this pre-school year has made. My child is really confident and is loving nursery.”

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3 The inspection

We looked at how the service performs against the following quality themes and statements. Here are the details of what we found.

Quality Theme 1: Quality of Care and Support
Grade awarded for this theme: 5 - Very Good

Statement 1
We ensure that service users and carers participate in assessing and improving the quality of the care and support provided by the service.

Service strengths
We found that the service provided Excellent evidence of how they met this Quality Statement.

A member of staff was always on duty to welcome parents and children as they came into the nursery to drop off and pick up their children. We saw that parents and staff used this time to pass on information about children.

The nursery had developed a well presented and informative handbook for families which included information on the learning environment, nursery routines and on some key policies and procedures. Parents were encouraged to discuss any comments or concerns with staff.

Staff had developed a number of ways to gain the views of parents and to keep them informed of events within the nursery, they included:

- Detailed Newsletters
- Informative notice boards
- Emails and letters
- Questionnaires
- One to one meetings
- Parents evenings
- Informal conversations
- Photo Displays of children’s activities
- Parents Group Meetings
- Display of plans
- Information on Curriculum for Excellence
- Pre admission information sessions for new families
- Participation Policy

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Parents were encouraged to share their skills and to volunteer in the nursery. Staff told us they felt that this had the additional benefit of giving them the opportunity to observe staff practice and nursery routines. This meant parents were better informed to comment and make suggestions about the service.

Parents were encouraged to come into the nursery and share their children’s “All about me books.” A parents room was available for parents. The room contained copies of key documents relevant to the work of the nursery.

We could see that staff had developed a range of ways to ensure that children knew what was happening in the nursery and could express their views.

The children gathered together at the beginning and end of each nursery session. This included an opportunity for staff to remind children of the activities available to them in the nursery. Children were encouraged to talk about some of the things they had been involved in at home and in the nursery. Staff used some of the information they had gathered from these conversations to plan future activities.

We saw examples Floor Books and Learning walls which gave children the opportunities to think about what they were interested in, what they wanted to know about, and to be involved in their own learning.

Staff were aware that a number of the children who were moving to primary 1 in August were asking questions about what this would be like. Staff had supported the children to think of three questions they would like to ask. These were written down and would be answered by children already attending primary 1.

Parents who’s children were moving up to primary 1 were also given the chance to ask their own questions about the transition.

Staff found that some children experienced frustration when they came back from holiday wanting to share what they had done but experiencing trouble in recalling this clearly. In order to help children with this staff developed an informal paper which went home with children. They used this to write, draw or attach photographs of what they had done. Staff told us that this worked well and children were confident in sharing their holiday stories with others during key group time or circle time.
Staff described how they used observations, individual conversations with children and information from home to plan activities. Plans were displayed and shared with parents.

Parents who completed our questionnaires told us they received clear information about the service before their children took up a place.

Areas for improvement
We found that the service was maintaining current good practice in relation to this Quality Statement.

Grade awarded for this statement: 6 - Excellent
Number of requirements: 0
Number of recommendations: 0

Statement 3
We ensure that service users’ health and wellbeing needs are met.

Service strengths
We found that the service provided Very Good evidence of how they met this Quality Statement.

The school statement of Aims and Objectives was included in the nursery handbook for families.

We found that the nursery provided very good evidence of how they met the emotional, personal and social needs of children. We saw that staff were very skilled in helping children to work out differences of opinion and to solve problems.

Children were supported and encouraged to develop independent interests for example, we saw children playing a game that they had made up which was related to one of the current themes in the nursery.

A key worker system was in place. When we spoke to staff we found that they were knowledgeable about the needs, interests and development of all of the children. Additional staff had been employed to ensure that children with additional support needs were given the assistance they needed and also to encourage their independence. Staff were aware of the systems in place to ensure that where they identified additional support needs they were able to make referrals to other professionals.

Infection control procedures were in place. Staff were given clear guidance on their role in maintaining a clean and safe environment. All of the staff had been trained in
Food Hygiene and Infection Control. This training was available on a five year rolling programme with refreshers.

We saw that children were encouraged to follow good hygiene procedures including hand washing. Children were supported to brush their teeth and we saw staff following best practice guidance in this activity.

All staff were trained in Child Protection, this was updated every three years. When we spoke to staff we felt that they were aware of the steps they should take if they had concerns over the welfare of children. Information about the Child Protection policy was shared with parents.

Children in the nursery were offered a daily snack. Snack food followed current healthy eating guidance and the service had a copy of the Nutritional Guidance Document. Staff told us that children were involved in helping to prepare their own food. On the day of the inspection they were eating gingerbread biscuits they had made and decorated. The baking activity was part of their involvement in the gingerbread man theme. A range of fruits were offered on a daily basis. Children were encouraged to help themselves to their snack. Where help from staff was needed this was done in a thoughtful and supportive way.

We found that the nursery had been inspected by the Food Standards Agency. The nursery had been given a certificate to say that they had passed the inspection.

Children had taken part in project work on the importance of eating a healthy diet and looking after their bodies. They were part of the Plot to Plate project which meant they grew and ate some of their own food. There was very good photographic evidence of children getting involved in planting, growing and cooking foods in the nursery.

We looked at samples of the children’s “All about Me” folders. The folders were well maintained with samples of children’s work and up to date observations from staff. Parents and children had open access to the folders. Once every four weeks a group of folders were presented in the cloakroom so that parents had additional opportunities to look at them. A member of staff was on hand to answer any questions. We found that several of the folders contained comments from parents.

The Deputy Head Teacher and staff talked to us about how the action they were taking in order to meet the requirements of the Public Services Reform (Scotland) Act 2010 relating to personal plans. This included the development of new enrolment forms which gathered more information on specific aspects of children’s general development, welfare, needs and interests. Staff were aware that this information had to be reviewed and updated every six months. We were satisfied with the information we were given and with the action the service was taking. We could see that information on children with additional support needs was well recorded and
reviewed regularly. We were satisfied with the information we were given and with the action the service was taking.

Areas for improvement
We found that the nursery was meeting current good practice in relation to this Quality Statement.

Grade awarded for this statement: 5 - Very Good
Number of requirements: 0
Number of recommendations: 0
Quality Theme 2: Quality of Environment

Grade awarded for this theme: 5 - Very Good

Statement 2
We make sure that the environment is safe and service users are protected.

Service strengths
We found that the nursery provided very good evidence of how they met this Quality Statement.

The nursery was part of the whole school and was in a good state of general repair. Staff were able to describe the system in place to ensure that maintenance issues were dealt with quickly. They gave us examples of when this had happened. A school janitor was employed for general maintenance. Midlothian Council were responsible for the overall care of the building.

A secure entrance system was in place and parents could only get into the school if they were admitted by staff. Visitors to the service were required to sign in and out of the building. The service could be accessed by children and adults with additional support needs.

The facilities inside the nursery were well maintained. Staff had created an interesting and stimulating environment for the children. Art, craft and other examples of children’s work was displayed on the nursery walls. Activities were well presented and children were able to move around freely making their own choices form the available activities.

Toys and equipment in the playroom was stored in ways that allowed children to make their own choices. There was sufficient storage space for staff to store equipment safely.

Children could move freely between the playroom and the secure outside play area. The play area was well equipped and there were areas for active play and for planting and growing.

Risk assessments were in place covering the nursery and the outdoor play area. We could see that the risk assessments had been checked regularly.

The nursery held information on children’s allergies. This was kept where it could be easily accessed by staff. Protocols were in place for children who had specific medical needs and where medication might need to be administered quickly.
There were numerous examples of children being involved in project work. Staff had extended an interest in play baking with play dough to involve the gingerbread man story. This included baking and decorating gingerbread man biscuits, stories and games involving the white board and computer, songs, paintings and drawings. Children also shared the biscuits they had made with other pupils in the school.

Children’s work was displayed throughout the nursery. We could see that this was changed on a regular basis and reflected current themes. Staff had established attractive topic tables and display areas which we could see the children enjoyed looking at and playing with.

Parents who completed our questionnaire told us that the service was safe, secure, hygienic, pleasant and stimulating. They also told us there was enough space for their children to play and get involved in a range of activities.

Areas for improvement
In their self evaluation the nursery told us about their plans to "Further enhance the outdoor experiences of the children" We talked about the importance of extending outdoor play to include more of the indoor activities.

**Grade awarded for this statement:** 5 - Very Good

**Number of requirements:** 0

**Number of recommendations:** 0

**Statement 3**
The environment allows service users to have as positive a quality of life as possible.

**Service strengths**
The service provided very good evidence of how they met this Quality Statement.

The information in Quality Statement 2.2 relating to maintenance issues applies to this Quality Statement.

We saw that children were given responsibility for tasks including tidying up. Children took pride in their nursery and responded well to meaningful praise from staff which took account of their age and stage of development. We saw children choosing to wash some snack dishes without being asked because they "Just knew they were waiting to be done and wanted to help".

We could see that the nursery was very well resourced and that toys and equipment were well organised. Resources were shared with P1. When we spoke to staff it was apparent that they were aware of the resources in the nursery. They told us that they were confident that the needs and interests of the children could be met with the
resources available. There was evidence that both children and staff were involved in choosing new resources.

The nursery was well resourced with technology that the children could use. Some of the computer programmes used by the children related to current themes, for example their interest in the Gingerbread man story. Children were aware of the rules for using the computer and this was also monitored by staff.

We found that all of the staff were aware of the children who had additional support needs and ensured that toys and equipment were suitable to meet their needs.

The nursery was a member of Play Base which allowed them to borrow toys and books on a regular basis.

When staffing allowed children were able to get out into the community and use local resources. They included local woods, library, shops and post office.

Staff had made very good use of photographs in order to ensure that the activities children had taken part in were recorded and displayed. On the day of the inspection several children enjoyed talking to us about the photographs on display.

Parents were encouraged to come into the nursery as volunteers. They were asked to identify specific skills, for example baking, arts and crafts and outdoor activities that they felt able to help with. In addition parents and other visitors had come into the nursery to talk about the jobs they did they included a nurse, a shepherd and a musician.

When students were placed in the nursery they were appointed a mentor who supported them in their placement.

There was very good evidence of positive links with other relevant agencies in order to ensure positive outcomes for children.

A Complaints procedure was in place. The procedure was shared with parents and set out clearly how the service would deal with any concerns. The procedure contained information on the Care Inspectorates contact details.

Parents who completed out questionnaires told us they felt the nursery had a suitable range of equipment, toys and materials for their children. They also told us they were confident that staff had the skills and experience needed to care for their children and to support their learning and development.

Areas for improvement
The service was maintaining current good practice in relation to this Quality Statement.
Quality Theme 3: Quality of Staffing

Grade awarded for this theme: 5 - Very Good

Statement 1
We ensure that service users and carers participate in assessing and improving the quality of staffing in the service.

Service strengths
We found that the service provided Excellent evidence of how they met this Quality Statement.

All of the information contained in Quality Statement 1.1 applies to this Quality Statement.

In addition parents were given information on staff qualifications and on the training courses they had taken part in. This was done through the use of notice boards and through information in the nursery newsletter.

As previously stated parents were invited to volunteer in the nursery and to share their skills. This gave them the opportunity to see staff practice within the nursery.

Some parents were part of the Parent Teacher Association and the Parent Council. This gave them regular contact with the nursery and with the senior management team of the whole school.

The nursery development plan was shared with parents and they were given opportunities to comment on the plan.

Parents from the Parent Council who were interested in staff recruitment had been given training in relation to recruitment and were able to sit on interview panels for new members of staff.

Areas for improvement
The nursery were maintaining current good practice in relation to this Quality Statement.

Grade awarded for this statement: 6 - Excellent

Number of recommendations: 0
Number of requirements: 0

Statement 3
We have a professional, trained and motivated workforce which operates to National Care Standards, legislation and best practice.

Service strengths
The service provided Very Good evidence of how they met this Quality Statement.

All of the staff employed with the nursery were qualified in teaching or in childcare. All of the staff who were eligible to register with the Scottish Social Services Council were registered. Teaching staff were registered with the GTC. We found that staff were familiar with the Scottish Social Services Council Codes of Practice.

An induction programme was in place for new staff. They were required to sign to confirm that they understood procedures such as Confidentiality and Child Protection. Students and people on Work Experience were assigned a mentor who had the appropriate level of experience to support them.

We found that staff were aware of the key documents relevant to the service and of the services own policies and procedures. In discussion they were able to describe how they used them to support their practice.

The service had recently moved to a new system of staff appraisal using a competency framework. Twice yearly review meetings took place where staff practice and the professional objectives staff had set themselves in discussion with senior staff were reviewed. Staff told us they had access to continuous professional development through training courses offered by the Local Authority and through the school itself. Recent training included Nature Play, A Box Full of Feelings and Music and Me.

We could see that the nursery team met regularly to discuss practice and to plan for the future. Staff meetings were minuted. Staff worked well together sharing their skills to ensure good outcomes for children.

In discussion with staff and through observation of their practice we found that the staff group were professional and motivated both in terms of their own development and in supporting children to ensure positive outcomes and clear plans for further development.

Areas for improvement
We found that the service was maintaining current good practice in relation to this Quality Statement.

Grade awarded for this statement: 5 - Very Good

Number of requirements: 0  
Number of recommendations: 0
Grade awarded for this theme: 5 - Very Good

**Quality Theme 4: Quality of Management and Leadership**

Statement 3
To encourage good quality care, we promote leadership values throughout the workforce.

Service strengths
We found that the service provided excellent evidence of how they met this Quality Statement.

As previously stated there was evidence that staff were given very good access to training courses.

We found that the management team of the nursery knew the strengths of individual team members. They had confidence in the abilities of staff and gave them opportunities to develop these abilities through taking responsibility for specific tasks and area in the nursery.

A member of staff in the nursery was currently being supported to studying for her BA in Early Childhood Practice. They spoke about the positive impact this had on their practice. The Deputy Head Teacher was currently sourcing Play Therapy training for a member of who had a particular interest in that aspect of practice.

We spoke to Individual staff members who described how they were given responsibility for specific areas of work in the nursery. For example Some staff had done Parents as Early Education Partners (PEEP) training. Those staff were given responsibility for holding sessions in the Parents Room. We found other examples of staff being given responsibility for aspects of the curriculum for example outdoor activities and the development of the garden.

The key worker system meant that staff were given responsibility for tracking and supporting individual children’s progress and development. This work was monitored through meetings with the nursery teacher and the Deputy Head Teacher.

The nursery was fully integrated into the school and nursery staff worked with staff in Primary 1 to ensure effective transitions for children.

Staff attended regular planning meetings. They were expected to contribute their ideas to the meetings. All staff were expected to have input into the school Improvement plan and to be familiar with the aims of the plan.
The manager had high expectations of staff in terms of their commitment to their own development through leadership opportunities and training and through taking responsibility for areas within the nursery.

Staff were given responsibility for mentoring students and pupils from the local high school on work experience.

Staff told us they enjoyed the opportunities they were given to take on additional responsibilities and to try different things as they felt this made them more effective and confident in their practice.

**Areas for improvement**
The nursery were maintaining current good practice in relation to this Quality Statement.

**Grade awarded for this statement:** 6 - Excellent

**Number of requirements:** 0

**Number of recommendations:** 0

**Statement 4**
We use quality assurance systems and processes which involve service users, carers, staff and stakeholders to assess the quality of service we provide

**Service strengths**
We found that the nursery provided very good evidence of how they met this Quality Statement.

As previously stated a statement of Aims and Objectives was in place. The Aims and Objectives were known to the staff and shared with parents.

An effective Complaints system was in place. The system was shared with families and gave information on how to access advocacy if this was necessary.

Monitoring and discussions between the nursery staff and the Management team ensured that individual staff members were working effectively in line with the nursery plans.

The Deputy Head Teacher and the nursery teacher took responsibility for carrying out evaluation of the quality assurance audit systems in the nursery.

As previously stated there was evidence that parents were given a range of opportunities to comment on the nursery plan.
The Deputy Head Teacher was committed to spending time working in the nursery on a regular basis. This ensured that she was familiar with the day to day running of the service and able to ensure that quality assurance systems were effective.

The senior management team were aware of the services responsibility to inform the Care Inspectorate of specific events within the service.

There was evidence that feedback from families and other stakeholders was actively sought through questionnaires and a range of different meetings and was used to influence the service.

**Areas for improvement**

We found that the nursery was maintaining current good practice in relation to this Quality Statement.

**Grade awarded for this statement:** 5 - Very Good

**Number of requirements:** 0

**Number of recommendations:** 0
4 Other information

Complaints
No complaints have been upheld, or partially upheld, since the last inspection.

Enforcements
We have taken no enforcement action against this care service since the last inspection.

Additional Information

Action Plan
Failure to submit an appropriate action plan within the required timescale, including any agreed extension, where requirements and recommendations have been made, will result in SCSWIS re-grading the Quality Statement within the Management and Leadership Theme as unsatisfactory (1). This will result in the Quality Theme for Management and Leadership being re-graded as Unsatisfactory (1).
5 Summary of grades

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6 Inspection and grading history

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All inspections and grades before 1 April 2011 are those reported by the former regulator of care services, the Care Commission.
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