Gorebridge Primary School Nursery
Day Care of Children
2c Barleyknowe Lane
Gorebridge
EH23 4XA

Inspected by: Morag Skinner
Type of inspection: Unannounced
Inspection completed on: 31 January 2013
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Service provided by:
Midlothian Council

Service provider number:
SP2003002602

Care service number:
CS2007157189

Contact details for the inspector who inspected this service:
Morag Skinner
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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

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

What the service does well

The nursery has an enthusiastic and experienced staff team. They work well together to support the families whose children use the nursery. They know the families well. The nursery also had very good transition arrangements for children entering primary one.

What the service could do better

The provider and manager must ensure that action is taken to address the requirements and recommendations detailed in this report. These relate mainly to the management of allergies and medication and infection prevention and control.

What the service has done since the last inspection

The nursery has introduced Blue Star files for each child as an ongoing record of a children’s learning progress. The introduction of rhyming sacks have proved popular and have directly linked into the school improvement plan. These should help with children’s literacy skills within the nursery and thereafter in the primary school.

Conclusion

The nursery provides a happy, welcoming atmosphere where staff interact well with children and parents. They take time to listen to children and parents to meet individual needs.
The children have fun as they play confidently. Parents tell us that they are very happy with the service provided and particularly with the staff providing the care and education to their children.

Who did this inspection
Morag Skinner
1 About the service we inspected

Before 1 April 2011, Gorebridge Primary School Nursery was registered with the Care Commission. On this date the new scrutiny body, Social Care and Social Work Improvement Scotland, known as the Care Inspectorate, took over the work of the Care Commission, including the registration of care services. This means that from 1 April 2011, Gorebridge Primary School Nursery continued its registration under the new body, the Care Inspectorate.

It provides care and education to children aged from 3 years to entry into primary school.

A maximum of 60 children may be accommodated per session.

The nursery operates from Gorebridge Primary School in Midlothian.

Children have access to a large playroom and an outdoor play area. The nursery also has access to the school facilities including the expressive arts hall, playing fields, gym and learning atriums.

There are also two sets of toilet facilities off the classroom.

The nursery aims are displayed on the wall in the entrance area and include providing a broad education for each child.

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 after an unannounced inspection on 31 January 2013. The inspection was carried out by inspector, Morag Skinner. We gave feedback on findings from the inspection, at the end of the inspection visit to the Head Teacher and the Nursery Class Teacher. As requested by us, the centre sent us an annual return and a self-assessment form. We provided the centre with eighteen questionnaires for parents and carers of children attending. We received two completed questionnaires from parents and carers prior to the writing of this report. In this inspection, we gathered evidence from various sources, including the relevant sections of policies, procedures, records and other documents, including:
* Displayed information, photographs and children’s work;
* Certificate of registration;
* Evidence from the service’s self-assessment;
* Newsletters;
* Samples of planning;
* Medication records;
* Accident forms;
* Our Proud Wall;
* Parents’ Notice Board;

We spoke with the Head Teacher, Nursery Class Teacher, all three Child Care Development Workers on duty, one Assistant Support Needs Learning Assistant, approximately eight children and approximately eight parents and carers. Thirty one children were in attendance during the inspection.
We also observed how the staff worked with the children and examined the equipment and the environment indoors and out.

**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
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 a completed self assessment from the service. The service identified what they did well, some areas for improvement and any changes they planned.

Taking the views of people using the care service into account
Children’s comments in response to specific questions we asked during the inspection included:
“I’ve got a whole family of dinosaurs and they lived a long time ago till they were all dying and they got out of sint (extinct).”
“I am making a man’s horse and he’s riding on it.”
“We do our exercises and we do dancing in the gym.”

Taking carers’ views into account
We received comments from parents during the inspection. Comments included:
“It’s fine and she likes it which is the important thing.”
“The nursery is great. The staff are really helpful. They interact well with us as a family.”
“I can’t speak highly enough of them. He’s safe and secure here and he feels valued and that counts for such a lot.”
“I’m happy and we’re informed about everything they do.”
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
The centre had an excellent approach to involving children and families in assessing and influencing the quality of care and support provided to their children, the environment in which their children were cared for, the staff who looked after their children and the overall management and leadership of the centre. The staff team demonstrated their level of commitment to working in partnership with parents to continually improve the quality of experiences for the children using a variety of methods.

The nursery used different methods to inform parents of the operation of the nursery. They were kept up to date through a range of verbal, displayed and written correspondence. These included:
* Daily discussion with parents
* Parent notice boards
* Displays of children’s work
* Nursery newsletters
* Nursery Team photos

We saw that parents were provided with a useful welcome pack when they started using the nursery. This meant that they received information at an early stage.

We saw that parents were invited into the nursery regularly and this helped them feel part of the service. One parent said to us during the inspection: “They get breakfast mornings where they get toast and crumpets with us on one Friday and we get to stay and do crafts with them the next Friday so we get to see what’s going on.”
Staff shared information about children’s development and learning with parents on a regular basis. The newsletter gave information about how the staff would be expanding children’s knowledge about celebrations and practising Scots songs for Burns Night and learning about Chinese New Year. As a result parents could keep informed about the current topic and know what the children were learning.

We saw from the Development Plan that there was a focus on literacy with Rhyming Sacks having been introduced for three year olds to borrow and Story Sacks for four year olds. Staff evaluated the success of these with comment sheets in each pack. Comments from parents included:
"X really enjoyed the rhyming sacks. He especially enjoyed the colouring in."
"Humpty Dumpty is x’s favourite rhyming sack. He loves singing the song."
One child said to us during the inspection "I wanted to take a rhyming sack home but the teacher wouldn’t let me. Maybe I was too old to have one."
On hearing this staff demonstrated to us that they listened to what children said and immediately came up with a solution to help address this child’s concern. The teacher decided to introduce the rhyming books into the classroom for all the children to enjoy when they weren’t out on loan. This meant that children’s voices were heard and used to meet their needs.

We saw that great efforts were being made by staff to ensure the individual needs of families were met. An interpreter was brought into the nursery on a regular basis to support parents as necessary. Texting was used extensively with parents with auditory difficulties in order to ensure good communication. Any parents with literacy difficulties were provided with the necessary support to ensure they understood any documents received in connection with their children and confidentiality was maintained throughout. We saw that staff were alert to the needs of families whose first language was not English and a useful nursery document, Supporting Bilingual Pupils, had been developed to help these families. This meant that the nursery was working hard to develop and maintain very good communication links with every family using the service.

Areas for improvement
We saw that children’s individual personal learning plans, now known as Blue Star Files, were in a period of transition. We were told that they were brought down from the shelves each Friday morning to show parents. These should be available to children at all times. This would enable the children to contribute to them and benefit fully from the development of the records about themselves.

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

Staff worked well together to ensure they provided a variety of opportunities for the children promoting their health and wellbeing.

Parents completed the nursery application form and we saw that this was used to help inform staff about children’s needs from an early stage. Allergies and medical information was logged and information passed on to staff appropriately. This meant that staff were aware of the needs of the children in their care. All staff had undertaken first aid training and this meant that parents could be reassured that staff should know what to do in the case of an emergency.

Staff had all undertaken food hygiene training. We saw that nutritious snacks were provided and contributed towards a healthy diet. Fresh fruit or vegetables were available daily and children chose from either water or milk to drink. This meant that children’s nutritional needs were being considered when at nursery.

We saw that toothbrushing was undertaken appropriately with all the children and the staff used the time to remind the children of the importance of good dental hygiene.

As part of the school’s Health and Wellbeing programme the nursery children took part in such activities as Zumba which had proved very popular. During the inspection we saw the Lollypop man come into the nursery and speak to the children. This meant that they began to understand about how to keep themselves safe when crossing roads.

The nursery had very good links with a variety of outside agencies whose specialists worked with the children and staff. The nursery class teacher met with the local health visitor every term prior to new children starting in the nursery ensuring that together they would provide support to local children and families. Staff told us that specialists such as speech and language therapists worked well with specific children within the nursery. This meant that children and families benefitted from their services. We saw evidence of multi agency meetings held with parents demonstrating the breadth of agencies working with the nursery to support families and children’s learning.

Although we saw that no children had the opportunity to access the outdoor area on the morning of the inspection we acknowledge that the weather was particularly fierce. Many parents told us that the children had opportunities to enjoy playing outside almost every day when free flow sessions operated. We saw that all children participated in a gym session during the inspection. As a result they enjoyed exercise such as shooting football goals, balancing on a beam, throwing beanbags into a hoop.
and walking with a beanbag on their heads.

Children were given opportunities to enjoy trips such as to Deep Sea World, Vogrie and the Art Gallery. This meant that they could extend their learning whilst visiting outwith the environment of the school and within the Community.

Areas for improvement

We saw that children all washed their hands before eating snack. However, they then went to sit on the floor to eat snack. No plates were issued. We saw the children laid or dropped their biscuits and chopped melon on the carpet before picking it up to eat it. Some handled a swing lidded bin placed in the centre of their circle whilst eating their food. Kitchen cleaning rotas were in place but many tasks had not been logged as having been completed by staff or monitored by management over the past 12 months. See requirement 1 statement 1.3.

Although accidents were being recorded they lacked detail. Staff told us that they informed parents verbally of incidents but there was no record of incidents such as children biting or pushing. See recommendation 1 statement 1.3.

We saw that the staff were aware of which children had allergies or medical conditions. They were logged on a notice on the wall but this did not correspond to the medication and protocols in the medicine cabinet which were to be administered in the event of an allergic reaction. The storage of the medication was not in line with current guidance. See recommendation 2 statement 1.3.

Grade awarded for this statement: 4 - Good

Number of requirements: 1

Number of recommendations: 2

Requirements

1. The provider must ensure that the infection control policy is reviewed and updated to contain all relevant information relating to infection control. The manager must also ensure that the infection prevention and control procedures are correctly implemented by staff and monitored by management. These should include:
  (1) Appropriate procedures for children’s handwashing prior to eating food;
  (2) Appropriate procedures for serving food ensuring children are given plates and not served on the floor;
  (3) Reviewing cleaning schedules to ensure they cover all necessary areas of the nursery and ensuring these are completed rigorously and monitored by management;

This is in order to comply with:

The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011
Timescale for implementation: within seven days of receipt of this report.

Recommendations

1. It is recommended that staff ensure that all accidents and incidents are recorded fully and signed by the staff member witnessing it to ensure the report is accurate. Staff should also ensure that children’s surnames and dates are included in the record.

   National Care Standards early education and childcare up to the age of 16.
   Standard 3: Health and wellbeing.

2. It is recommended that the service reviews the practice for the storage and recording of medication within the nursery. Allergies along with protocols for dealing with them must be clearly logged and known to staff.

   National Care Standards early education and childcare up to the age of 16.
   Standard 3: Health and wellbeing

   Reference should also be made to the Care Inspectorate’s best practice health guidance document ‘The Management of Medication in Daycare and Childminding Services’ which can be found on our website at www.careinspectorate.com.
Quality Theme 2: Quality of Environment

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 environment within the service.

Service strengths
Evidence for this statement is included under statement 1.1.

Areas for improvement
Evidence for this statement is included under statement 1.1.

Grade awarded for this statement: 6 - Excellent

Number of requirements: 0

Number of recommendations: 0
Statement 2
We make sure that the environment is safe and service users are protected.

Service strengths
The centre was found to have a very good performance in relation to making sure the environment was safe and children were protected.

We saw that staff welcomed each family as they arrived into the service and there was a very secure entry/exit system to and from the premises. The outdoor areas were fully enclosed and this minimised the risk of children leaving the nursery without an adult.

Staff were aware of how to report building faults and any repairs needed and they benefitted from the services of a janitor in carrying out simple maintenance tasks when required. This meant that systems were in place to maintain a safe environment.

We saw that risk assessments were in place for outings and daily visual checks were carried out for the indoor and outdoor environment. As a result staff ensured that all areas of the nursery were safe for the children on an ongoing basis.

Each member of staff had attended GIRFEC (Getting it Right for Every Child) training. We saw that child protection training was renewed for all staff annually. We spoke to several staff members and each one knew what to do if they had concerns and how to take these concerns forward.

Areas for improvement
We saw that a register was completed by staff at the start of the session and on checking we saw that the record was accurate. However when a child was sent home sick no change was made to the register and when it was rechecked after almost an hour the child was still marked as present. An accurate record must be maintained at all times to maintain the safety of the children.

See requirement 1 statement 2.2

An Environmental Health Improvement Notice had been issued in relation to the structural layout of the building. They had acknowledged that the kitchen, however was 'well ordered and very clean'. See statement 4.4 areas for improvement.

Grade awarded for this statement: 5 - Very Good

Number of requirements: 1

Number of recommendations: 0

Requirements
1. The provider must ensure that all attendances are appropriately recorded.
   This is in order to comply with:
The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011
SSI 2011/210 Regulation 4(1)(a) Welfare of users
and
The Regulation of Care (Requirements as to Care Services) (Scotland) Regulations 2002
Timescale for implementation: With immediate effect.
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
Evidence for this statement is included under statement 1.1.

Areas for improvement
Evidence for this statement is included under statement 1.1.

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
All staff held appropriate qualifications for the work they were doing. All practitioners were registered with the Scottish Social Services Council (SSSC) and teachers with the General Teaching Council (GTC) and they told us that they had attended a variety of relevant training demonstrating a commitment to ongoing professional development. Courses had included positive behaviour and child protection. Staff were about to undertake training on manual handling to assist in their work.

Staff were enthusiastic and cheerful throughout the inspection. We saw that they interacted very well with the children and with parents and carers when they dropped them off or collected them at the end of the session.

We heard that a new appraisal system had recently been introduced and that it was based on the Competency Framework. Staff told us that they met with either the Head Teacher or Deputy twice per year to see how they felt they were doing, what they had achieved and the way forward for them. Together they identified further courses to attend to help develop themselves and the nursery.

Areas for improvement
We discussed with the service continuing to provide opportunities for staff to seek training and share best practice appropriate to their role and responsibilities.

Grade awarded for this statement: 5 - Very Good
Number of requirements: 0
Number of recommendations: 0
Quality Theme 4: Quality of Management and Leadership

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 management and leadership of the service.

Service strengths
Evidence for this statement is included under statement 1.1.

Areas for improvement
Evidence for this statement is included under statement 1.1.

Grade awarded for this statement: 6 - Excellent

Number of requirements: 0

Number of recommendations: 0
Statement 4

The Head Teacher, who had responsibility for the nursery, was involved in the self-evaluation process, attending weekly meetings with staff, whenever possible, to discuss planning, training updates, operational matters and share best practice. In between times she and her deputy visited the nursery to observe staff practice and the learning environment. They undertook observations focusing on literacy or numeracy and linked to the Improvement Plan. This meant that they had much involvement in nursery and were ensuring that the children were being well prepared for a smooth transition into primary one.

The Head Teacher told us that she had a Quality Assurance calendar in place and this meant that each area she had identified was covered in her monitoring process.

The Head Teacher and nursery class teacher demonstrated a commitment to working with children and parents to achieve ongoing improvements within the centre. During feedback it became clear that management were clearly committed to the ongoing improvement of the nursery. Discussion throughout the inspection demonstrated that they were keen to seek new opportunities and ways to further develop the service.

Areas for improvement

Effective monitoring and evaluation of practices within the rooms would have identified shortcomings highlighted throughout this report at an early stage. For example, the Head Teacher told us that she was unaware of the practice in the nursery for children to eat snack sitting on the floor. We saw that no monitoring of the cleaning records had been taking place. See requirement 1 statement 1.3.

An Environmental Health Improvement Notice had been issued in relation to the structural layout of the building. See recommendation 1 statement 4.4.

We heard that there were no minutes from the regular staff and management meetings. This practice should be reviewed in order to provide a lasting record for future reference.

We saw that the service was still displaying a Care Commission registration certificate.
Management should download a Care Inspectorate certificate from the web and display this instead.

No insurance certificate or inspection report was on display. The last inspection report and the service’s insurance certificate should be on display at all times.

**Grade awarded for this statement:** 4 - Good

**Number of requirements:** 0

**Number of recommendations:** 1

**Recommendations**

1. It is recommended that the provider provides the Care Inspectorate with an action plan in relation to how they are going to meet the requirements of Environmental Health.
   National Care Standards early education and childcare up to the age of 16.
   Standard 14: Well-managed service.
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 SCWIS 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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<thead>
<tr>
<th>Quality of Care and Support – 5 – Very Good</th>
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<td>Quality of Environment – 5 – Very Good</td>
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<td>Statement 1</td>
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## 6 Inspection and grading history

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<th>Date</th>
<th>Type</th>
<th>Gradings</th>
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<tr>
<td>8 Oct 2010</td>
<td>Unannounced</td>
<td>Care and support 6 – Excellent</td>
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<td></td>
<td></td>
<td>Environment Not Assessed</td>
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<td></td>
<td></td>
<td>Staffing Not Assessed</td>
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<td></td>
<td></td>
<td>Management and Leadership Not Assessed</td>
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<tr>
<td>16 Feb 2009</td>
<td>Announced</td>
<td>Care and support 5 – Very Good</td>
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<tr>
<td></td>
<td></td>
<td>Environment 5 – Very Good</td>
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<tr>
<td></td>
<td></td>
<td>Staffing 5 – Very Good</td>
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<td>Management and Leadership 5 – Very Good</td>
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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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