Strathesk Primary School Nursery
Day Care of Children
4 Eastfield Farm Road
Penicuik
EH26 8EZ

Inspected by: Isobel Reilly
Type of inspection: Unannounced
Inspection completed on: 27 February 2013
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Service provided by:
Midlothian Council

Service provider number:
SP2003002602

Care service number:
CS2007157181

Contact details for the inspector who inspected this service:
Isobel Reilly
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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

<table>
<thead>
<tr>
<th>Area</th>
<th>Grade</th>
<th>Description</th>
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<tbody>
<tr>
<td>Quality of Care and Support</td>
<td>5</td>
<td>Very Good</td>
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<tr>
<td>Quality of Environment</td>
<td>5</td>
<td>Very Good</td>
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<tr>
<td>Quality of Staffing</td>
<td>5</td>
<td>Very Good</td>
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<tr>
<td>Quality of Management and Leadership</td>
<td>5</td>
<td>Very Good</td>
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What the service does well

We found that the service communicated well with families and gave them very good opportunities to become involved in the service. Staff were confident in describing the needs and interests of the children in their care.

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 staff have continued to take part in relevant training courses. Toys and resources have been added to the existing very good range of resources to ensure that children’s needs continue to be met.

Conclusion

We found that children were being cared for by well trained staff in an environment designed to meet their care and learning needs.

Who did this inspection

Isobel Reilly
1 About the service we inspected

The Care Inspectorate (CI) regulates care services in Scotland. Prior to 1 April 2011, this function was carried out by the Care Commission. Information in relation to all care services is available on our website at www.scswis.com.

The service was previously registered with the Care Commission and transferred its registration to the Care Inspectorate on 1 April 2011.

Requirements and recommendations

If we are concerned about some aspect of a service, or think it needs to do more to improve, we may make a recommendation or requirement.

A recommendation is a statement that sets out actions the care service provider should take in order to improve or develop the quality of the service based on best practice or the National Care Standards.

A requirement is a statement which sets out what is required of a care service to comply with the Public Services Reform (Scotland) Act 2010 (The Act) and secondary legislation made under the Act, or condition of registration. Where there are breaches of Regulations, Order or conditions, a requirement may be made. Requirements are legally enforceable at the discretion of the Care Inspectorate.

Strathesk Primary School Nursery Class is based with Strathesk Primary School in Penicuik. The nursery is registered to care for a maximum of 40 children aged from 3 years to not yet attending primary school and is open from 8.50am - 11.35am and 12.30pm - 3.15pm, Monday to Thursday and 8.50am - 11.50pm on Friday during term time.

The nursery has submitted a variation request to increase the numbers of children attending the service to 50 children in the morning session.

The nursery which has its own entrance consists of:

An entrance foyer
A large classroom
An enclosed outdoor playground area
Children also have the use of some of the wider school facilities including the sports hall and the library.

Strathesk Primary School Nursery is part of the early years provision in Midlothian. The Head Teacher is responsible for the overall management of the nursery. Day to
day running of the nursery is delegated to the teacher and the Care and Development Workers (CDW’s).

The Aims and Objectives of Strathesk Nursery include the following:

“Ensure that all pupils are able to realise their potential through the promotion and recognition of achievement and excellence.
Strengthen the supportive partnership within the school with parents and the wider community.
Have staff who are committed to, and actively involved in, the life of the school.
Engage successfully with the local community”.

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 visit to the service on Tuesday, 5 February 2013. The inspection was carried out by Care Inspectorate Inspector, Isobel Reilly. We concluded the inspection and gave feedback to the service on Wednesday, 27 February 2013.

As requested by us the provider sent us an electronic annual return and self assessment form.

Before the inspection took place we sent twenty six Care Standards Questionnaires to the service for distribution to families using the service. Eleven of these were returned to us before the inspection took place.

In this inspection we gathered evidence from various sources including the relevant sections of policies, procedures, records and other documentation including:

- The Certificate of Registration
- Public Liability Insurance
- Observation of the interaction between staff and children
- Observation of the parts of the school and outdoor play area used by children attending the nursery
- Children’s Folders
- Completed Care Standards Questionnaires
- Newsletters and other communications to families
- Risk Assessments
- Fire Emergency Procedures
- Equal Opportunities Procedures
- Aims and Objectives
- Nursery Planning

During the inspection we spoke with:

The Head Teacher
Nursery staff
Some of the children present during the inspection
Some of the parents present during the inspection

**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.
Before the inspection took place the service submitted a detailed self assessment document. We were satisfied with the content of the self assessment which contained information about what the service did well and identified some areas for future development.

Taking the views of people using the care service into account
During the inspection we chatted with some of the children present. We found that the children were busy and focused on the activities they chose to play with. The children talked to us about the things they enjoyed most about the nursery. They included, meeting friends, playing in the water, dressing up and going outside.

Taking carers’ views into account
Before the inspection took place we sent twenty six Care Standards Questionnaires to the service for distribution to families using the service. Eleven of these were returned to us six families told us they strongly agreed with the statement "overall I am happy with the quality of care my child receives in the service. Four told us they agreed with the statement. One told us they disagreed with the statement.
The following representative statements were made:

“The small groups at the beginning and end of the session work well. My child’s teacher is very good at supporting her learning for example with writing and numbers. The children’s folders are excellent especially the pictures. It means that I can see what my child does, who they spend time with and how I can support them at home.”
"I don’t know how my child is doing I’m never really told. My child is very shy and quiet in the nursery. My child told me that they had been hit by another child and I mentioned this to staff. I would like them to be more open about my child when I ask questions."

"A good quality service with great staff, only one thing, there is not a lot of feedback on my child. Each time my child attends nursery he is made to feel very welcomed and is acknowledged as soon as he goes into his group."
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 Strathesk Primary School Nursery had very good systems in place to make sure that families were involved in assessing and improving the quality of care and support. We concluded this after we:

- Spoke with children and parents
- Reviewed policies and procedures
- Observed the quality of interaction between staff and children
- Reviewed feedback from our questionnaires
- Reviewed feedback that families had given to the nursery

We found that the service had developed a number of ways of supporting parents to get involved in assessing and improving the quality of care and support their children received. They included:

- A member of staff on duty to welcome families into the nursery
- Opportunities to talk to staff while children were dropped off and picked up
- Welcome pack of information about the service
- Questionnaires
- News Letters
- Opportunities to volunteer in the nursery
- The school website.

We saw the information pack given to new families. We could see that the pack contained useful information about the nursery including routines, settling in and activities available to children. The nursery was committed to involving parents and
gave them information on some of the ways this could happen.

Useful information for families posted on the service’s website including current events in the nursery and in the wider school, the Service Quality Improvement Plan (SQUIP) and copies of newsletters. Parents were able to complete questionnaires online; for example, we saw a questionnaire asking for views on the subject of how the increased nursery hours might be managed.

Parents’ consultations took place once a year. Information on the most recent consultation had been collated and was displayed in the nursery entrance area.

We found that the nursery notice boards were well maintained and used to give parents information about events in the service and in the wider community.

We found that the nursery gave children very good opportunities to express their views and influence activities. They included coming together in small groups to share news and talk about the things they were interested in.

Topic webs and mind mapping were used as ways of helping children to think about what they were interested in and what they want to find out about them.

Nursery staff were very aware of the importance of transitions and children were paired up with buddies further up the school in order to support them.

We could see that staff interaction with children was positive. Children were confident in approaching staff for support and we saw several examples of staff who were skilled in the use of questions that helped children to think.

Parents who returned our questionnaires told us they were satisfied with the information they had been given before their children took up a place in the nursery. Most parents felt they were kept well informed about events in the nursery. We were aware that a date had been set for an information sharing evening for families with a focus on the pre school curriculum.

Areas for improvement
We found that the children’s folders were kept in the nursery support room which was not always in use. This meant that the folders were not easy to access. We made a recommendation about this.

See recommendation 1

Grade awarded for this statement: 5 - Very Good

Number of requirements: 0

Number of recommendations: 1
Recommendations

1. It is recommended that children’s folders are moved to a part of the nursery where it is easier for parents and children to access them.

   National Care Standards Standard 4 Engaging with Children

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

Service strengths
The service provided very good evidence of how they met the areas covered by this Quality Statement. We concluded this after we:

Spoke with staff and parents
Spoke with children
Observed staff practice and their interaction with children
Looked at relevant policies and paperwork

Before children took up a place in the nursery families were asked to complete enrolment forms which gave staff essential information on individual children including key contacts and relevant medical information including allergies. Parents were asked to give written permission for purposes including the administration of medicines and first aid. Permission was also sought to allow children to take part in outings.

Staff were aware of the Public Services Reform (Scotland) Act 2011 regarding the information which should be held on children’s development and progress. We looked at samples of the information held on children’s interests, health and general development. We found that the service was making good progress towards maintaining the folders as required by the Act.

Staff kept a record of accidents and incidents involving children and of the administration of medication. We looked at these records and found that they were correctly maintained. We could see that the information was shared with parents.

All families were allocated to a key worker who was responsible for a specific group of children. When we asked staff to talk to us about specific children in their key groups we found they were confident in describing what the children were interested in and how they were planning for their next steps in learning.

We saw clear evidence that staff understood the system in place for referring children with additional support needs to the appropriate professionals.

The children were provided with a daily snack. We saw children washing their hands before eating and when we spoke to children they were able to tell us why this was
important. The service had recently been inspected by the Food Standards Agency who issued a Pass Certificate to acknowledge that correct procedures were being followed in relation to preparation, cleanliness and storage of food. Staff used the Nutritional Guidance document as a basis for the food they provided. The daily snack menu was displayed where it could be seen by parents. On the day of the inspection snack had a Chinese theme to acknowledge Chinese New Year.

Daily snack was a sociable event where children came together to eat and to chat. Children were encouraged to serve themselves and to wash up their own dishes. We could see that they enjoyed the responsibility and sense of achievement this gave them. A member of staff was always on duty to support conversation and to make sure that if children needed support of any kind they were given it.

The nursery took part in the National Tooth Brushing Programme. We could see that toothbrushes were stored correctly and that children were given support in brushing their teeth.

Staff told us that they were given regular opportunities to update their training in Food Hygiene and we could see that their certificates were displayed in the kitchen area of the nursery. Staff had also been trained in First Aid, and Child Protection.

We found that the large nursery was well laid out and offered children a wide range of opportunities to play and explore topics of interest to them. Children who wanted to rest and have quiet time could do so in the book area.

A new teacher had recently been appointed to lead the established staff team. We found that staff worked well together; they were organised, professional and respected one another’s skills. We could see that they communicated well together to make sure that the nursery day went smoothly and that children’s needs and interests were supported.

Areas for improvement

In their self evaluation document the service identified the following areas for improvement “Our range of “Healthy School Bags” is currently being expanded and added to the library system ‘Junior Librarian ’ to make it easier to track lending.

During the inspection we could see that some children’s toothbrushes needed to be replaced. We discussed the importance of making sure that toothbrushes were replaced as soon as they became worn. We also noticed that the first aid boxes in the nursery were marked as requiring to be checked in August 2012. There was no evidence that this had been done. We made a recommendation about this. See recommendation 1
Recommendations

1. It is recommended that in order to make sure that the health needs of all children attending the nursery are met systems should be in place which make sure that equipment to support this is in place. This should include making sure that all toothbrushes are fit for purpose and that first aid boxes are checked as required. National Care Standards Early Education and Childcare up to the age of 16. Standard 3 Health and Wellbeing
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
The information identified in Quality Statement one 1.1 applies to this Quality Statement.

Areas for improvement
The area for improvement identified in Quality Statement 1.1 applies to this Quality Statement.

Grade awarded for this statement: 5 - Very Good

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
We found that the service had very good systems in place to make sure that the environment was safe and children were protected.

We concluded this after we:

Spoke with staff
Looked around the environment
Observed Staff practice
Reviewed polices and procedures.

During the inspection we walked around all of the parts of the building which were used by the children. We found that the nursery environment, including the outdoor area was clean, bright and well maintained. We looked at the system for dealing with maintenance issues which staff confirmed was effective. We could see that when concerns were identified they were dealt with quickly.
A secure entry system was in place. All visitors to the school reported first to the reception area where they were asked to sign the visitor’s book and to show identification. They were then escorted to the part of the school they were visiting.

The nursery environment was very well presented and provided an interesting and challenging environment for all of the children. Children’s art and craft work representing current themes and personal interests was displayed throughout the nursery.

The nursery was very well equipped. Well organised storage meant that staff were able to respond quickly to children’s interests. We could see that staff had the confidence to allow children to lead the direction of the activities for example during an activity about Chinese writing a child clearly wanted to go in another direction. The member of staff helped the child to achieve what they wanted, showing respect for their needs and building confidence.

We could see that children played well together and were learning to co operate and to share.

Children’s toilets were clean and bright. They were well stocked with soap towels and tissues. This helped to support children’s personal hygiene. We could see that children had taken part in project work about health and looking after their bodies this was evident thought project work and posters.

Children were able to play outdoors on a daily basis and parents were encouraged to make sure that their children came to nursery dressed to enjoy active outdoor play throughout the year.

The entrance area was used to display a range of information about the nursery including Fire Safety information. Staff confirmed that fire evacuations were carried out regularly and were overseen by the Head Teacher.

**Areas for improvement**
We discussed the fact that although risk assessments were in place covering the playroom and the outdoor area the system for making sure these were checked should be made clearer.

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

**Number of requirements:** 0

**Number of recommendations:** 0
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
The information contained in Quality Statement on 1.1 applies to this Quality Statement.

Areas for improvement
The area for development contained in Quality Statement one 1.1 applies to this Quality Statement.

Grade awarded for this statement: 5 - Very Good

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
We found that the service provided very good evidence of how they met the areas covered by this Quality Statement. We concluded this after we:

Spoke to Staff
Spoke to the Head teacher
Looked at relevant policies and procedures
Discussed training records

We found that all of the staff working in the school nursery were qualified and were registered with the General Teaching Council (GTC) and with SCSWIS as required by their position and qualification.

An annual training plan was in place. We found that all staff had taken part in training in Child Protection, Food Hygiene and First Aid. Staff told us they were given
very good opportunities to take part in a range of training courses. Recent training had included Team Teach, Tracking Numeracy, Sign Along and Outdoors through the Seasons.

We found that staff were aware of the Scottish Social Services Council codes of practice.

We observed that relationships between staff and children were warm and caring. Staff knew the children in their key groups well.

The Standards and Quality Improvement plan was in place. The plan was overseen by staff from the local authority. Most staff were aware of the key areas identified in the Squip and we felt confident that they understood how these areas would be met.

The Head Teacher carried out an Annual Appraisal of staff work. This was an opportunity for staff to look at their professional development and identify training and development opportunities for the coming year.

We found that the large staff team worked well together respecting one another’s skills which resulted in a well balanced experience for the children in their care.

Staff from the nursery were included in relevant training events with the whole school where this would be of benefit to them.

Staff were able to describe the systems in place for contacting other professionals in order to support children with specific needs. We saw evidence that this system worked well.

**Areas for improvement**

The service should continue to develop their existing very 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 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
The information contained in Quality Statement one 1.1 applies to this Quality Statement.

Areas for improvement
The area for development identified in Quality Statement 1.1 applies to this Quality Statement.

Grade awarded for this statement: 5 - Very Good

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 has very good systems in place in relation to the areas covered by this Quality Statement.

We concluded this after we:

Looked at relevant policies and procedures
Spoke to Staff
Spoke to the Head Teacher and the Deputy Head Teacher.

A self assessment tool kit was in place. The Head Teacher had responsibility for the overall management of the nursery. She worked with the class teacher to make sure that nursery audits were carried out regularly and any areas requiring attention were identified and dealt with quickly.
The nursery was supported by Midlothian Council Department of Early Years and they receive regular visits from a designated Quality Assurance Officer who advised on the delivery of the Pre School Curriculum.

The SQIP was in place to support the future development of the service. Priorities linked to better outcomes for children were identified. The plan was displayed in the nursery entrance area where it could be seen by families and other visitors to the service.

A Complaints Policy was included in the information given to parent’s before they took up a place in the service. The policy included information on how to contact the Care Inspectorate.

The Head Teacher understood the system for reporting anything significant events about the service to the Care Inspectorate and were aware of the situations where it would be necessary to contact the SSSC if required.

Areas for improvement
The service should continue to build on their existing very 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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<thead>
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<th>Quality of Care and Support - 5 - Very Good</th>
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<td>Statement 1</td>
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<td>Statement 3</td>
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<td>Statement 1</td>
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<th>Quality of Staffing - 5 - Very Good</th>
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<tr>
<th>Quality of Management and Leadership - 5 - Very Good</th>
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6  Inspection and grading history

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<th>Type</th>
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<td>Care and support 5 - Very Good</td>
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<td></td>
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<td>Environment 5 - Very Good</td>
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<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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