St Leonards Primary School Nursery
Day Care of Children
St Leonards Primary School
St. Leonards Street
Dunfermline
KY11 3AL
Telephone: 01383 602434

Inspected by: Lindsay Crombie
Emma Campbell
Type of inspection: Unannounced
Inspection completed on: 23 October 2013
Contents

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Service provided by:
Fife Council

Service provider number:
SP2004005267

Care service number:
CS2004076695

Contact details for the inspector who inspected this service:
Lindsay Crombie
Telephone 01383 841100
Email enquiries@careinspectorate.com
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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<td>Quality of Staffing</td>
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What the service does well

The nursery provided children with a stimulating environment atmosphere where children could play happily together and on their own. Enthusiastic staff interacted appropriately with children and parents. There was a commitment to ensuring children could reach their individual developmental potential. In order to do this they strived to have good communication and work in partnership with parents. They kept parents informed about their evaluations of children’s learning and activities.

What the service could do better

The service had identified that they could improve the opportunities for literacy and numeracy learning within the outdoor area. They also felt they could make better use of local resources and forming links with the community.

What the service has done since the last inspection

Since the last inspection the service had improved its evaluation of children’s learning and activities.

Conclusion

We felt the staff were committed to the ongoing development and improvement of the service.
Who did this inspection
Lindsay Crombie
Emma Campbell
1 About the service we inspected

The Care Inspectorate regulates care services in Scotland. Information about all care services is available on our website at www.careinspectorate.com.

This 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 could 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 to improve or develop the quality of the service but where failure to do so will not directly result in enforcement. Recommendations are based on the National Care Standards, relevant codes of practice and recognised good practice.

* 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 and Regulations or Orders made under the Act or a condition of registration. Where there are breaches of the Regulations, Orders or conditions, a requirement must be made. Requirements are legally enforceable at the discretion of the Care Inspectorate.

St Leonard’s Primary School Nursery is registered with the following conditions:

1. The care service may be provided to a maximum of 35 children per session from the age of 3 years to those not yet attending primary school.

2. The children may have access to the following areas of the premises: - The self-contained nursery area, the gym hall, the general purpose room and the dining hall.

3. The care service may operate between the times of 9.00am and 3.30pm, Monday to Friday, during school term time.

The aims of the nursery include:

“To allow children to meet their full potential;
Accessible for all;
Working in partnership with parents and
Have fun - allow children to be creative”.

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 which took place on 23 October 2013. This was carried out by inspectors Lindsay Crombie and Emma Campbell. It took place between 9.00 a.m. and 3.00 p.m. We spoke with all the staff team as a group between nursery sessions. We gave final feedback to the Headteacher (Manager for the nursery) and Nursery Teacher on the same day as the inspection.

As requested by us, the provider sent us an annual return and a self-assessment form.
We had received nine completed questionnaire from parents and carers prior to the writing of this report.
For 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;
* Parent’s questionnaires;
* Children’s questionnaires;
* Staff meeting minutes, Committee meeting minutes;
* Certificate of registration;
* Public liability Insurance certificate;
* Evidence from the service’s self-assessment;

* Newsletters;

We spoke with the Headteacher, Nursery Teacher and an Early Years Officer. Twenty one children were attending the nursery on the day of inspection 10 of whom were out on a trip to the public library with two staff and parent helpers.

We also observed how the staff worked with the children and examined the equipment and the environment indoors.
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 recommendations we made at our last inspection

Action had been taken to address areas for improvement as identified during the previous inspection.

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 fully completed self assessment document from the service provider. We were satisfied with the way the service provider had completed this and with the relevant information they had given us for each of the headings that we grade them under.

The service provider identified what they thought they did well, some areas for development and any changes they planned. The service provider told us how the people who used the care service had taken part in the self assessment process.

Taking the views of people using the care service into account

Throughout the inspection we saw that the children were very engaged in the activities provided. One young boy particularly enjoyed making a crispie cake and was proud to show it off to his dad when he was collected at the end of the session. Children were also seen to be having great fun in the house corner.

Taking carers’ views into account

Nine of the fifteen Care Inspectorate parent/carer questionnaires sent to the service for distribution were completed and returned for inclusion in the inspection process.
An audit of this indicated that, overall, parents/carers were happy with the service provision.

Six parents provided us with comments about the provision. We have taken steps to remove identifying or confidential information. The comments included:

“I believe St Leonard’s is a great nursery. My son has enjoyed it too. I am so glad my son attended the nursery.”

“My son started as a very shy little boy who was afraid of new things. Throughout his time in nursery he has grown in confidence and the staff have worked with him, myself and my family in getting him to the level he is now. I have nothing but praise for all the staff involved in my son’s care at his time at nursery and would highly recommend this nursery to anyone I meet.”

“Excellent nursery. All the staff are wonderful, kind and caring. Very approachable if problems occur. Couldn’t have hoped for a better nursery.”

“There is plenty of space within the nursery but there just isn’t enough space really for all of the children to play outside. It’s very safe for the children but they could do with a climbing frame.”

“All my children have attended this nursery and have had a very positive experience. The staff are respectful and friendly and I have always found them to be very caring towards my children. I have witnessed a steady growth in the development of this service over the years bringing new and exciting opportunities to our children.”

We spoke with three parents and carers during the inspection. Specific comments received included:

“I know he has had a good time because he talks about whatever he has done that day e.g. painting, making crispie cakes.”

“I am very pleased with how my child has settled here. The staff are very friendly. My child went to another nursery previously and was never happy there.”

“I am pleased that the nursery allowed my child to keep attending here after we moved out of the school catchment area.”
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 considered the service had very good methods of gaining the opinions of parents/carers and children about the service the nursery provide. We concluded this through discussion with the head teacher, nursery teacher, nursery staff and parents and through observation of relevant documentation.

This nursery handbook reflected the current school year and provided parents with detailed information about the service provision. This booklet was reviewed annually and distributed again for the next year. The regular newsletter kept parents up to date with the activities of the service and raised awareness of forthcoming events. This meant that parents were able to discuss these with their children at home and prepare them for such things as the transition to primary school.

A ‘parents’ area’ within the playroom was made available and parents were encouraged to use this area and to look at and contribute to children’s ‘personal learning plans’ (PLP’s). The recent addition of a parent’s room meant that parents and staff were able to talk confidentially about the individual needs of the children and work in partnership to support these needs.

There were opportunities displayed within the changing areas for parents to be involved in the assessment and improvement of the service. We saw forms for completion for comments and suggestions and the bag for posting these allowed parents to complete this process in a confidential manner. The ‘suggestions for snack’ board meant that parents could easily add new ideas of what they would like the children to have.
Parents were invited to coffee mornings/afternoons where discussions which provided an informal opportunity for parents to discuss how the nursery could become involved in the improvement agenda. We saw for example that some parents were interested in the continuing development of the outdoor area. Parental help for trips/outing was also encouraged as was involvement in fund-raising events.

Parents/carers were invited to attend individual meetings each term to discuss their children’s progress.

Parents could see the children’s personal learning profiles and see their development progress. Displayed information was given to parents/carers on how to access additional support for children.

Based on the findings of this inspection the service has been awarded the following grade: Quality Statement 1.1 – Very good

**Areas for improvement**
The service should continue to develop the current systems used to gain the views and opinions of parents/carers and children.

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

**Number of requirements:** 0

**Number of recommendations:** 0
Statement 3

We ensure that service users' health and wellbeing needs are met.

Service strengths

Following discussion with the head teacher, nursery teacher and early years officers, observation of the premises and a sample of the documentation we found the service to be working at a high level in relation to this statement.

Parents completed the nursery enrolment form and we saw that this was used to help inform staff about children’s needs from an early stage. As a result management were aware of the needs of each child in their care. All staff were trained in first aid so the parents should be reassured that staff should know how to deal with minor accidents.

We saw that nutritious snacks were provided daily for the children contributing towards a balanced diet. We saw that staff had undertaken food hygiene and infection control training and as a result parents could feel reassured that staff should be knowledgeable about safe practices.

Children’s allergies were on display for all staff. This helped to ensure that no child was given foodstuffs to which they might have an allergic reaction.

We were given a very good example of how all staff were aware of a child’s medical condition and the action to be taken if required. The very good practice of making all staff aware of children’s medical conditions including signs and symptoms of problems and action to be taken showed that children in the setting would be kept safe and their health and wellbeing needs were being met.

Children were given various choices of activities to stimulate their interests.

We observed staff interacting with the children. We saw that staff were very responsive to the needs of the children. For example responding immediately to requests for additional dressing up clothes also giving help, encouragement and praise when making crispie cakes; thus promoting children’s confidence and social interactions.

We also observed story time. Staff made use of very good questioning to enhance children’s memory recall. They also promoted social skills by re-enforcing simple rules, for example turn taking and not shouting. We also noted that children were very confident in their singing session which again was enhancing social interactions.

Based on the findings of this inspection the service has been awarded the following grade: Quality Statement 1.3 - Very good
Areas for improvement
The service identified that they would like to increase the opportunities for parents and children to be involved in the identification of next steps of learning.

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

Service strengths
The grade and comments given at Quality Theme 1, Statement 1 are carried forward through Quality Theme 2, Statement 1, Quality Theme 3, Statement 1 and Quality Theme 4, Statement 1.

Areas for improvement
The grade and comments given at Quality Theme 1, Statement 1 are carried forward through Quality Theme 2, Statement 1, Quality Theme 3, Statement 1 and Quality Theme 4, Statement 1.

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 the service to be working at a high level in relation to this statement. We concluded this following discussions with the head teacher, nursery teacher, early years officers, observation of the premises and a sample of the documentation.

There was a secure entry system into the nursery which ensured that the children were protected from unknown adults entering the building. The display of staff photographs allowed parents/carers and visitors to see who was caring for their children. The service had appropriate public and employer liability insurance in place.

The room was well laid out which allowed children to move freely and safely around different activity areas. The children used the resources well. The arts and craft table was noted to hold a keen interest for the children and the displays of the end results helped to create a pleasant environment.

The staff demonstrated a thorough approach to ensuring children remained within a safe and clean environment. We saw adults keeping areas clean and tidy, and encouraging the children to do the same. Cleaning schedules were in place for toys and equipment. The children were encouraged to have good hygiene practices such as washing their hands after using the toilet and before snack and baking. These practices helped to reduce the risk of cross infection.

All staff had been trained in Child Protection and First Aid measures which meant they would know how to respond to and report any concerns or accidents. They had a very good awareness and understanding of the children’s health and welfare requirements which, together with daily communication with parents, helped to ensure appropriate responses to medical matters.

The playroom had direct access to the outdoor area. We heard children asking to go outside and a staff member responded positively to this request. We noted some development work of the outdoor and were told of the ongoing process of creating a safe, learning environment.

Based on the findings of this inspection the service has been awarded the following grade: Quality Statement 2.2 - Very good

Areas for improvement
The service should continue to work with the children, families and local community in the development of the outdoor area.
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 grade and comments given at Quality Theme 1, Statement 1 are carried forward through Quality Theme 2, Statement 1, Quality Theme 3, Statement 1 and Quality Theme 4, Statement 1.

Areas for improvement
The grade and comments given at Quality Theme 1, Statement 1 are carried forward through Quality Theme 2, Statement 1, Quality Theme 3, Statement 1 and Quality Theme 4, Statement 1.

Grade awarded for this statement: 5 - Very Good

Number of requirements: 0

Number of recommendations: 0
Statement 3
We have a professional, trained and motivated workforce which operates to National Care Standards, legislation and best practice.

Service strengths
Following discussions with the head teacher, nursery teacher and early years officers, observation of training records, a sample of the documentation and observations of outcomes for the children, this service was found to be working to a commendable level in relation to this statement.

We found staff to be qualified, enthusiastic and experienced. All staff were registered with the Scottish Social Services Council (SSSC). Staff spoken with during the inspection were knowledgeable about the operation of the service and they spoke of the individual children and families that were using the service in a very caring manner.

There was a robust programme of development and training in place. Staff had up-to-date training which covers aspects such as health and safety, and food hygiene. Regular staff appraisals ensured that staff’s training needs and interests were identified.

The nursery team were committed to continuous improvement, by further developing their knowledge and skills, reflecting on their practice, and enhancing what they did to promote the best outcomes for children.

There had been changes in the management structure since the time of the last inspection. The head teacher was complimentary about the staff team stating that they were very enthusiastic, keen to listen and always did what was best for the children. The head teacher was keen to see staff advance in their learning and encouraged them to take forward their personal interests.

We found staff communicated effectively formally, and informally with colleagues and management, and worked well as a team. Parents also told us that they worked well as a team and were supportive and listened to them.

Staff told us about their communication with parents. This was important to staff as they found that if parents knew that the staff were on top of things that they were then more comfortable and confident in the staff team.

Based on the findings of this inspection the service has been awarded the following grade:
Quality Statement 3.3 - Very good
Areas for improvement
The service should continue the rigorous approaches adopted to support staff in taking personal interests forward and support staff in their professional development.

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 grade and comments given at Quality Theme 1, Statement 1 are carried forward through Quality Theme 2, Statement 1, Quality Theme 3, Statement 1 and Quality Theme 4, Statement 1.

Areas for improvement
The grade and comments given at Quality Theme 1, Statement 1 are carried forward through Quality Theme 2, Statement 1, Quality Theme 3, Statement 1 and Quality Theme 4, Statement 1.

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 the service to be working at a strong level in relation to this statement. We concluded this following discussion with the head teacher, the nursery teacher and early years officers, observations of outcomes for the children and through observation of a sample of the documentation.

The management team and EYOs were committed to providing a high quality service for children and their families. Self assessment and quality assurance systems were well established and found to be thorough and of a high standard.

EYOs felt their views and ideas were valued and that the management team were very approachable and supported the excellent team-working. The nursery staff team were fully involved in the evaluation of the provision and identifying necessary developments through processes such as the School Improvement Plan, discussions and questionnaires.

We found that the management team and EYOs reflected on the quality of their practice, assessed what difference it makes to children’s welfare, learning and development, and planned accordingly. They knew their strengths and built on what worked well. These steps ensured continual improvement in the effectiveness of provision and outcomes for children.

Internal Quality Assurance systems set up by the management team also supported this process. Producing an improvement plan ensured that there was a focus on developments within the nursery and clear plan for management, staff and others to follow.

Based on the findings of this inspection the service has been awarded the following grade:
Quality Statement 4.4 - Very Good.

Areas for improvement

During the feedback session the head teacher identified priorities for the service that included:

Develop pupil voice through considering how nursery pupils can be involved in a pupil council.
Further develop the outdoor provision to maximise learning potential.

We would promote the taking forward of these developments as they would strengthen the outcomes for the families using the provision.
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 the Care Inspectorate re-grading a Quality Statement within the Quality of Management and Leadership Theme (or for childminders, Quality of Staffing Theme) as unsatisfactory (1). This will result in the Quality Theme 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>Statement 1</td>
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<td>Statement 2</td>
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<tr>
<th>Quality of Staffing - 5 - Very Good</th>
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<tbody>
<tr>
<td>Statement 1</td>
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<td>Statement 4</td>
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6 Inspection and grading history

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<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Gradings</th>
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<td>29 Sep 2010</td>
<td>Unannounced</td>
<td>Care and support 5 - Very Good</td>
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<td></td>
<td></td>
<td>Environment 5 - Very Good</td>
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<tr>
<td></td>
<td></td>
<td>Staffing Not Assessed</td>
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<tr>
<td></td>
<td></td>
<td>Management and Leadership Not Assessed</td>
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<tr>
<td>24 Feb 2009</td>
<td>Unannounced</td>
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<tr>
<td></td>
<td></td>
<td>Environment 6 - Excellent</td>
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<tr>
<td></td>
<td></td>
<td>Staffing 6 - Excellent</td>
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<td></td>
<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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