Maxwellton Primary School Nursery Class
Day Care of Children
Calderwood Road
East Kilbride
Glasgow
G74 3DP
Telephone: 01355 222521

Inspected by: Lynn Clements
Type of inspection: Unannounced
Inspection completed on: 13 December 2013
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### Service provided by:

South Lanarkshire Council

### Service provider number:

SP2003003481

### Care service number:

CS2003015311

### Contact details for the inspector who inspected this service:

Lynn Clements  
Telephone  
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

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What the service does well

The children were happy and content. A variety of activities were available for the children. The outcomes for the children using the service were positive.

The staff knew how to progress the service. Planning was based around meeting children’s needs.

Written documentation to support the work of the staff was presented and provided good information about the service.

What the service could do better

Children’s independence in the environment’s they use should be extended.

Staff should review the level of accidents and incidents and that strategies are in place reduce these.

What the service has done since the last inspection

Personal plans for each child had been devised.

Outdoor play is in the process of being developed.

The nursery team are involved in whole school development.
The service is now provided from the new school building.

**Conclusion**

At this inspection we considered eight quality statements in four quality themes. We awarded a grade for each statement.

For the statements considered at this inspection the service is currently performing at:
- a very good level in seven quality statements.
- a good level in the remaining quality statement.

**Who did this inspection**

Lynn Clements
1 About the service we inspected

The Care Inspectorate 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.careinspectorate.com.

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

The Care Inspectorate will award grades for services based on findings of inspections. Grades for this service may change after this inspection if we have to take enforcement action to make the service improve, or if we uphold or partially uphold a complaint that we investigate.

Requirements and recommendations
If we are concerned about some aspect of a service, or think it could do more to improve its service, 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.
- 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 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 inspectorate.

Maxwellton Primary School Nursery Class provides sessional day care to a maximum of 40 children aged between three years to those not yet attending primary school. The provider is South Lanarkshire Council.

The nursery is based in Maxwellton Primary School and is open 5 days a week, during term time. It is located in East Kilbride, South Lanarkshire, close to shops, local amenities, and bus routes. Children have access to one main playroom, corridor, cloakroom, toilet, outdoor facilities, open areas and the school gym hall. The nursery accommodation is on one level.

The full aims and objectives statement is available to people who use the service.

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

**Quality of Care and Support - Grade 4 - 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. Inspector Lynn Clements carried this out. The inspection took place on:
- Tuesday 10 December 2013 from 8:30 am to 1:30 pm.
- Thursday 12 December 2013 from 1 pm to 4:30 pm.
- Friday 13 December 2013 from 1 pm to 3 pm.

As part of the inspection, we took account of the completed annual return and self-assessment forms that we asked the manager to complete and submit to us. We gave twenty care standard questionnaires to the manager to distribute to parents and carers. Nine parents/carers sent us completed questionnaires.

During the inspection process, we gathered evidence from various sources, including the following:
We spoke with:
- the head teacher
- the depute head teacher
- the principle teacher
- the nursery teacher
- five early year's workers,
- thirteen parents/carers,
- children individually and in small groups.

We looked at:
- mind maps,
- questionnaires,
- accident, incident and medication records,
- personal plans and learning journeys,
- staff files,
- appraisals,
- floor books,
- events folder,
- evaluations and feedback sheets from parents and children,
- newsletters,
- policies and procedures and the improvement plan,
- the handbook,
- monitoring folders,
- risk assessments,
- the environment, resources and equipment.

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

We made three recommendations in the last inspection report.

Children should be further involved in evaluating and assessing the environment. The children influence the service they receive including the environment they use therefore this recommendation is considered addressed.

Protective clothing should be obtained for children’s use. Protective clothing is in use during outdoor play therefore this recommendation is considered addressed.

The use of the toilet cubicles should be reviewed while considering the amount of children present. The recommendation no longer applies as it relates to the old premises no longer in use.

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 document from the service provider. The service provider identified what they thought they did well, some areas for development and any changes they planned.

Taking the views of people using the care service into account

All children were settled and engaged in play. The children chatted to the SCSWIS Inspector about their chosen activities and what they enjoyed doing. They were proud
of their achievements and enjoyed the environment, resources and equipment. Staff enabled and cared for the children.

**Taking carers' views into account**

We sent out twenty care standard questionnaires for distribution to people who use the service and nine were returned to us before the inspection.

These gave carers the opportunity to comment on how the service performed in relation to care and support, environment, staffing and management and leadership.

Information from the care standard questionnaires can be found in this report.

Parents, who took part in the inspection, told us that they were very happy with the service, and felt their children’s needs were being met. They said they were kept informed thought the service had a positive impact on the care their children received.
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: 4 - 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 performance of the service was very good for this statement. The service met all aspects and provided very good opportunities for children and their families to influence the care and support the children receive, the environments the children use, the work of the staff and management and leadership.

We looked at how children and families are involved and observed the children at play. We spoke with staff, parents, and management and considered information written and verbally presented.

Parents and children are consulted through various methods. Their views and suggestions are actioned.

Discussions with the children are held to get their views, they are consulted about resources, toys, equipment, the environment and staffing, they take an active part in making decisions for example in how to make the nursery better.

Children knew the daily routine. During the inspection they informed that it was tidy up time and time to go outside. They changed toys and equipment to suit their needs, knew where resources were kept and were confident in asking for more. They particularly enjoyed the dressing up clothes, sleigh and the house corner. The floor books we reviewed showed that they had been consulted, contained their ideas, suggestions and photos and demonstrated various experiences children had participated in. The floor books and mind maps we read demonstrated that the staff had followed up and responded effectively to their suggestions and comments.

During free play the children directed and determined their own play, the layout and experiences provided opportunity for choice and enabled them to make decisions. The children were confident, able and enthusiastic.
A partnership with parents’ strategy is in place and parents have attended workshops, open days, meetings, helped in the nursery, and gave ideas, suggestions and responses, through various methods. They take part in home link initiatives such as the story sacks and the lending library. Recently they have completed evaluations about the effectiveness of the overall service, these were linked to specific themes and provided verbal and written feedback in for example about policies and procedures and the curriculum. They are involved and give their views to improve the service. Parents can join the nursery parents committee and the school parents’ council; minutes of these meetings are kept and displayed. A meeting room is available in the primary school.

Parents and carers who took part in the inspection told us they wanted more home link activities to complete with their child at home and this had been addressed. They also suggested ways to improve congestion at arrival and collection times and this was managed well by the staff. They were extremely happy with the service and explained how they were involved.

In the care standards questionnaires returned to us parents said “Overall I am happy with the staff who run the nursery”.
“I am very happy with the high quality care and education my child receives”.

Children and parents influenced the care and support the children receive, the environments they used and the work of the staff. Opportunities to involve children and parents had a positive impact on service development.

Areas for improvement
See the areas of improvement and recommendations in:
- quality theme one, quality statement three,
- quality theme two, quality statement two.

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
At this inspection, we found that the performance of the service was good for this statement. The service met most aspects in relation to meeting the health and welfare needs of children effectively. We looked at physical activity, and emotional well-being, medication and accident and incidents and related records kept by the service. We observed the children at play and spoke with staff, parents, children, and management. We considered information written and verbally presented to us.
The children had access to outdoor activities that provided them with access to fresh air and energetic physical play. They played outdoors within a secured gated area. Children were taken out in groups and they enjoyed being outside. They also use the school gym hall.

We observed children using their skills, this included moving freely between activities and carrying out activities independently. The layout, resources, and staff contributed positively in creating an environment that encouraged independence. Children played freely at their own pace, made decisions and applied choice. They were motivated and happy in the staffs care. We found that experiences were enjoyable and stimulating for the children. Staff supported the children in their decisions. Children were encouraged to share their views and opinions.

The children planned their own learning and daily experiences. We heard staff encourage the children to decide what they wanted to do. This was effective in encouraging children to set their own targets and evaluate their own progress.

We found the service had promoted a wide range of healthy living initiatives. This ranged from good dental care, outdoor learning, to ideas for supporting early literacy at home. The benefit of taking part and promoting these areas had provided children and families using the service with information on making healthy life choices.

Personal plans for each child had been devised. Achievements are celebrated and a star of the week award is given.

Procedures are in place where emergencies occur; risk assessments are completed, incident accident books kept and the information recorded was relevant and included all those involved. First aid boxes were checked and the contents were fit for purpose. Medication is stored appropriately and documentation supports this.

In questionnaires returned to the service parents wrote:
"My child loves and enjoys nursery”.
"The staff are caring and understanding”.

Areas for improvement
We reviewed the information recorded on the administration of medication forms. Medication administered over a period of time should be reviewed every 28 days with the parent. Their signature and date should be recorded confirming the review. See recommendation one.

We reviewed 20 accidents and 15 incidents and related documentation and found that:
- no times were recorded on 3 accident forms and 1 incident form,
- 2 incident forms did not contain a date,
- most accidents and incidents occurred in the morning,
- 12 incidents were behaviour related,
- only the information on the accidents and incidents forms was audited but not the actual occurrences, next steps were recorded but there was nothing robust to bring about change,
- minutes of meetings demonstrated that staff were aware of incidents and accidents and discussions had occurred,
- personal written plans did not yet demonstrate changes or strategies relating to children’s health, welfare and safety needs.

See recommendation two

See quality theme two, quality statement two about extending children’s independence.

Grade awarded for this statement: 4 - Good

Number of requirements: 0

Number of recommendations: 2

Recommendations

1. Medication administered over a lengthy time period should be reviewed every 28 days with the parent and a signature and date sought and recorded.
   National care standards for early education and childcare up to the age of 16, standard 3, health and well-being.

2. Staff should review the level of accidents and incidents and ensure all information is recorded; strategies should be in place to reduce these. Staff should involve the children and ensure the outcomes for children improve. They should review the room layout, routine and consider for example group topics responsive to individual needs. Behaviour strategies should be linked to personal written plans. Written plans should demonstrate how the health, welfare and safety needs of children are being met.
   National care standards for early education and childcare up to the age of 16, standard 3, health and well-being and standard 14, well managed service.
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
We found that the performance of the service was very good for this statement. The service met all aspects and provided very good opportunities for children and their families to influence the care and support the children receive, the environments the children use, the work of the staff and management and leadership. We looked at how children and families are involved and observed the children at play. We spoke with staff, parents, and management and considered information written and verbally presented.

The strengths recorded under quality theme one, quality statement one were considered when grading this quality statement.

Areas for improvement
See the areas of improvement and recommendations in:
- quality theme one, quality statement three,
- quality theme two, quality statement two.

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
At this inspection, we found that the performance of the service very good for this statement. The nursery premises met all aspects in relation to providing a safe environment where children are protected. We looked at infection control procedures, lighting and heating systems and viewed the premises and how they were being used. We also considered how independent the children were in their environment.
Children enjoyed snack time this was unrushed, they helped themselves and cleared up. Staff were trained in food hygiene and good hygiene practice was in place. A water cooler was available for children’s use. Children revisited snack throughout the session. Healthy eating is promoted and tooth brushing occurs.

The playroom and surrounding areas were clean and schedules showed materials and resources are cleaned regularly. The playroom is attractive and bright and the children were confident in this environment. Children moved freely around their own room, they accessed a range of activities and experiences. Children sought staff’s assistance and were able to influence their own learning, how they spent their time, who they played with, and where they played. We saw the children choose from the trays around the room, they moved around the room freely to access what resources were available for them. Children have direct access to the toilets, the outdoors and open area. The premises are new and staff and the children had recently moved in. During the inspection the home link area was used as parents were making Christmas crafts and the nursery children took part in this.

In the care standards questionnaires returned to us parents wrote:
“There are always lots of activities and crafts to take home”.
“All of my children have thoroughly enjoyed nursery life”.

Parents sign children into and out of the service and come into the playroom at arrival and collection times. Photographs of the staff who worked in the nursery were displayed. Security systems are in place. There was adequate heating and lighting and the premises were aired. There were good examples of children’s work. Staff knew at all times how many children were being cared for.

Areas for improvement
Children’s independence in the environments they use should be extended. They should be:
able to use outdoors as they do inside, this area is currently identified by staff as an area of improvement,
be further involved in risk assessment,
set up and prepare snack,
sign into the service,
set up the playroom
be involved in setting the routine.
See recommendation one.

Grade awarded for this statement: 5 - Very Good
Number of requirements: 0
Number of recommendations: 1
Recommendations

1. Children’s independence in the environment’s they use should be extended. National care standards for early education and childcare up to the age of 16, standard 5, quality of experience.
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 performance of the service was very good for this statement. The service met all aspects and provided very good opportunities for children and their families to influence the care and support the children receive, the environments the children use, the work of the staff and management and leadership. We looked at how children and families are involved and observed the children at play. We spoke with staff, parents, and management and considered information written and verbally presented.

The strengths recorded under quality theme one, quality statement one were considered when grading this quality statement.

Areas for improvement
See the areas of improvement and recommendations in:
- quality theme one, quality statement three,
- quality theme two, quality statement two.

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
At this inspection, we found that the performance of the service was very good for this statement. The service had met all aspects in relation to a professional, trained, and motivated workforce, which operates to National Care Standards, legislation and best practice. We looked at staffs communication and interaction with children, staff awareness and knowledge of the children in their care, and how staff shared practice
and implemented new initiatives.

All staff employed had gained the relevant qualifications or were working towards gaining the relevant qualifications. All staff were registered with the relevant professional body such as Scottish Social Services Council (SSSC) or the General Teaching Council (GTC).

Staff were motivated and committed to provide a quality service. Staff observe, and consult with the children to inform planning. Staff were informed about children’s interests and development. They were motivated and happy in the staffs care. The care routines in place were appropriate. We observed staff interacting with the children. We found them to be caring, considerate and had a professional manner at all times. The children were confident and at ease communicating with them. Staff knew the children and parents well and this was a strength of the service. This resulted in having an ethos of working in partnership and created a welcoming and friendly working environment. We concluded that the staff and children had formed positive relationships.

The staff team had attended in-service days focused on reviewing and developing the service they provided. Staff carried out additional roles and created the eco-committee, parents group, and health promotion group. Staff are aware of how to move the service forward and self-evaluate their own practice against guidance to improve.

Parents who took part in the inspection spoke highly of the staff and were satisfied with the service they provided. The told us they felt informed, involved, and particularly liked continuity in the key staff that cared for their children.

In the care standards questionnaires returned to us parents wrote: “The staff are superb with both children and parents”.

Areas for improvement
See the areas of improvement and recommendations in:
- quality theme one, quality statement three,
- quality theme two, quality statement two.

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
We found that the performance of the service was very good for this statement. The service met all aspects and provided very good opportunities for children and their families to influence the care and support the children receive, the environments the children use, the work of the staff and management and leadership.

We looked at how children and families are involved and observed the children at play. We spoke with staff, parents, and management and considered information written and verbally presented.

The strengths recorded under quality theme one, quality statement one were considered when grading this quality statement.

Areas for improvement
See the areas of improvement and recommendations in:
- quality theme one, quality statement three,
- quality theme two, quality statement two.

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
At this inspection, we found that the performance of the service was very good for this statement. The service met all aspects in ensuring quality assurance systems and processes involved children, parents, staff and stakeholders.

Parents and children were encouraged to give their views, opinions and suggestions
both in writing and verbally. They were involved in events and initiatives and influenced the service they received. Documentation supported the work of the staff and demonstrated the views of people who use the service. We found staff could demonstrate how outcomes for children, parents, and themselves had improved following the use of the quality assurance systems already in place. The staff team were realistic about the strengths and how they wanted to progress. Staff had attended a variety of training and transferred this knowledge to provide specific care related to children’s needs.

Priorities and targets to progress the service have been identified and agreed. Staff self evaluate their practice on an on-going basis. Appraisals and staff meetings are held regularly and demonstrated how staff and management take the service forward. Monitoring of staffs work occurs.

Staff and management team review and evaluate staff practice through the improvement plan, meetings and observations and through using various documentation and guidance. Personal plans for each child had started to be devised based on the principles of getting in right for every child. Care inspectorate guidance was in use and action plans were in place for improvement. Staff carried out additional roles including working with parents, ICT with primary six pupils and developing the lending library.

Staff and the management team meet with outside agencies to support review and take forward best learning for children that require additional support.

In the care standard questionnaires returned to us, a high percentage of parents said they along with their child had been involved in developing the service.

Areas for improvement
As the service moves forward staff should prioritise what they want to progress such as maintaining strengths in the service, putting in place strategies to deal with behaviour and extending children’s independence.

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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<th>Quality of Environment - 5 - Very Good</th>
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<th>Quality of Staffing - 5 - Very Good</th>
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<th>Quality of Management and Leadership - 5 - Very Good</th>
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## 6 Inspection and grading history

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<th>Gradings</th>
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<td>14 Jan 2011</td>
<td>Unannounced</td>
<td>Care and support: 4 - Good; Environment: Not Assessed; Staffing: Not Assessed; Management and Leadership: 5 - Very Good</td>
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<tr>
<td>9 Dec 2009</td>
<td>Unannounced</td>
<td>Care and support: 4 - Good; Environment: 3 - Adequate; Staffing: 4 - Good; Management and Leadership: 3 - Adequate</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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