

Hamilton Bardrainney Day Care of Children

Hamilton Bardrainney Church Hall
80 Bardrainney Avenue
Port Glasgow
PA14 6HA

Telephone: 07932 594 522

Type of inspection:
Unannounced

Completed on:
26 November 2021

Service provided by:
Hamilton Bardrainney

Service provider number:
SP2003000834

Service no:
CS2003004125

About the service

This service has been registered since 1 April 2002.

Hamilton Bardrainney is a day-care of children service providing care for a maximum of 40 children who are aged from four to 16 years old who are attending or about to attend either primary or secondary school. Current registration enables the service to operate throughout the year, during term-time and holiday periods. The inspection was carried out over two days during term-time.

The service operates from Hamilton Bardrainney church hall, located within the Port Glasgow area of Inverclyde. Children have access to the main hall, a smaller room at the far end of the building, toilets and part of the grounds in the outdoor area.

The service is near to local amenities and bus routes. Children from a range of schools can attend, including Newark Primary, Saint Michael's, Saint John's and Saint Francis. Arrangements are in place for children to be collected from schools by staff, either by bus or by walking.

The service aims to "provide each child with enjoyable and challenging experiences which allow them to become successful learners".

We check services are meeting the principles of Getting it Right For Every Child (also known as GIRFEC). Set up by Scottish Government, GIRFEC is a national approach to working in a consistent way with all children and young people. It is underpinned by the principles of prevention and early intervention. The approach helps services focus on what makes a positive difference for children and young people - and what they can do to improve. GIRFEC is being woven into all policy, practice, strategy and legislation that affect children, young people and their families.

There are eight wellbeing indicators at the heart of GIRFEC. They are: safe; healthy; achieving; nurtured; active; respected; responsible; and included. They are often referred to as the SHANARRI indicators. We use these indicators at inspection, to assess how services are making a positive difference for children.

What people told us

Children were happy, busy and enjoying their play. They told us that they enjoyed coming to the service and they particularly liked playing 'hide and seek', and climbing trees outdoors.

We shared an online survey with the service and asked that they share it with parents - we received three responses. Parents told us that they were happy with the level of care their children received and commented positively about the level of communication they received. One parent commented, "there is a great level of communication".

Self assessment

The service had not been asked to complete a self-assessment in advance of the inspection. We looked at their own improvement plan and quality assurance paperwork. These demonstrated their priorities for development and how they were monitoring the quality of the provision within the service.

From this inspection we graded this service as:

Quality of care and support	4 - Good
Quality of environment	4 - Good
Quality of staffing	4 - Good
Quality of management and leadership	4 - Good

Quality of care and support

Findings from the inspection

The quality of care and support has been evaluated as good. Important strengths were identified with some areas for improvement.

Personal plans were in place for children attending the service. Children's achievements were recorded and linked to Getting it right for every child (GIRFEC) wellbeing indicators, and personal plans reflected children's views, needs and interests. Staff used the information to support children's development and provide them with stimulating play experiences. For example, one plan described a child's interest in ants and ant hills - staff had used this information to extend the child's knowledge and interest in the subject. The service should ensure personal plans are signed to reflect involvement with children where appropriate, and parents.

There were clear procedures in place to safeguard children. Accidents and incidents had been recorded and shared with parents, and staff were knowledgeable about the service's child protection procedures and their roles and responsibilities. This meant that they were well placed to take the appropriate action to keep children safe, supporting their health and wellbeing.

Following the last inspection, we made a recommendation that procedures for administering medication be reviewed to keep children safe. We found that medication was stored securely and clearly labelled with the child's name. Parental permission had been sought to administer medication. However, information recorded on one child's form did not reflect the instructions contained on the prescription label. This created a potential risk as procedures for the safe administration of emergency medication may not have been followed. The service should ensure medication procedures are regularly reviewed to highlight and address any inconsistencies (see area for improvement 1).

The snack provision had improved for children. Children enjoyed a healthy and nutritious snack, and they were involved in planning and creating their own menus. For example, we saw children making their own wraps and choosing from a selection of fresh fruit. Fresh drinking water was available throughout the session. Children's independence skills were encouraged through preparing their own snack. We made some suggestions about how this could be developed further.

Requirements

Number of requirements: 0

Recommendations

Number of recommendations: 1

1. The provider should ensure children's health and safety in relation to the administration of medication. In order to achieve this, they should ensure that effective quality assurance processes are in place.

This is to ensure that care and support is consistent with the Health and Social Care Standards which state "any treatment or intervention that I experience is safe and effective" (HSCS 1.24)

Grade: 4 - good

Quality of environment

Findings from the inspection

The quality of environment has been evaluated as good. Important strengths were identified with some areas for improvement.

Children experienced an environment that was clean, bright, and welcoming. Appropriate hygiene measures were in place to minimise the spread of infection helping keep children safe and healthy. For example, good ventilation within the hall, appropriate adult use of face coverings and good handwashing procedures. Parents felt the service had sufficient procedures in place to reduce the risk of Covid-19. One parent commented, "I feel the club complies with all Covid precautions".

Staff had consulted children about what they wanted to do at the club, and their likes and interests were recorded within their personal plans. As a result, children were engaged in a variety of play experiences that met their needs, such as drawing, painting, and building. We saw that the range of toys and materials on offer were based on children's interests. This supported children to make choices about what they wanted to play with. We suggested that the service introduce a pictorial catalogue of toys and resources that were stored away - this would enhance children's choice.

Children benefitted from regular fresh air and outdoor play. They told us that they could play outdoors every day and they enjoyed climbing trees and playing 'hide and seek'. Children's physical skills and emotional wellbeing were also supported indoors through team games such as hockey and football.

Risk assessments were in place to identify potential hazards and put protective measures in place, promoting a safe environment. Staff completed environmental checklists every day and reported maintenance issues to the church which were dealt with timeously. Individual emergency plans were for children when needed to support their health and wellbeing. Risk assessments and procedures should be developed further to ensure they give clearer guidance about managing potential incidents. This will support staff to take appropriate measures and keep children safe.

Requirements

Number of requirements: 0

Recommendations

Number of recommendations: 0

Grade: 4 - good

Quality of staffing

Findings from the inspection

The quality of staffing has been evaluated as good. Important strengths were identified with some areas for improvement.

Staff were warm, friendly, and kind. They worked well together to provide a welcoming atmosphere for children. One parent told us, "Staff are great with my child. He is encouraged to play with things he likes". Staff followed children's lead in their play and were responsive to their requests. For example, they played football and hockey with children when requested.

Staff were safely recruited, and appropriately registered with the Scottish Social Services Council (SSSC). The SSSC promote a high standard of practice from staff, which supports good outcomes for all children. An induction programme was in place to support new staff and job descriptions supported them to understand and carry out their roles. Staff were involved in devising job descriptions which supported a positive working environment.

Staff demonstrated a commitment to improvement. They engaged well with the inspection process and were keen to develop the service. Staff had undertaken core training to support them in their roles, for example first aid and child protection training. They should continue to develop their training plan to ensure ongoing professional development to meet children's needs.

Staff engaged in weekly meetings which allowed them to reflect on their practice, discuss good practice guidance, and plan play experiences for children. This allowed staff to identify areas for improvement, supporting positive outcomes for children.

Requirements

Number of requirements: 0

Recommendations

Number of recommendations: 0

Grade: 4 - good

Quality of management and leadership

Findings from the inspection

The quality of management and leadership has been evaluated as good. Important strengths were identified with some areas for improvement.

Since the last inspection, a new manager had been appointed and was supported by a senior project worker. They were keen to develop the service and engaged well with the inspection process.

Systems and processes were in place that helped staff identify what was going well and what could be improved. Staff felt supported by the manager and this helped them have a clear vision for improving the service. We found evidence that most requirements and recommendations made at the last inspection had been addressed. An improvement plan identified key areas for development, for example re-establishing relationships with children and families following the Covid-19 lockdown. The service should continue to develop the areas identified to ensure continued improvements are made.

Children benefitted from better care and play experiences because the team met regularly to discuss current issues, for example individual children's needs, good practice guidance relating to Covid-19, and their practice. Staff were becoming more confident in their roles and had increased their understanding of best practice. This supported positive outcomes for children.

The service was registered with the Care Inspectorate to provide a care service to a maximum of 40 children who were attending primary or secondary school. A condition of registration was that children should be always cared for by a minimum of two staff. During the inspection, we noted that only one member of staff attended each school to collect children. This was due to the low numbers of children attending the service. We asked the management team to apply for their registration certificate to be adjusted which would allow staff to work on their own when safe to do so. This should be supported by a robust risk assessment to ensure children's safety and parents and carers should be kept fully informed. The manager took immediate steps to address this.

Requirements

Number of requirements: 0

Recommendations

Number of recommendations: 0

Grade: 4 - good

What the service has done to meet any requirements we made at or since the last inspection

Previous requirements

Requirement 1

By 7 December 2018, the manager and staff must ensure the care and support needs of children are being effectively met. In order to achieve this, they must:

- (a) ensure there are appropriate personal plans in place for children, detailing their individual needs and how they are to be met;
- (b) these plans must be reviewed with parents/carers, or child if appropriate, at least once within every six month period, or more frequently when there are any significant changes to a service user's health, welfare and/or safety needs.

This is in order to comply with Regulation 5 of The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011 (SSI 2011/210).

This requirement was made on 29 November 2018.

Action taken on previous requirement

We found that personal plans were in place for children attending the service. They recorded children's interests and achievements based on the 'Getting it right for every child' (GIRFEC) wellbeing indicators.

Met - outwith timescales

Requirement 2

By 7 December 2018, the manager must make proper provision for the health, welfare and safety of service users. In order to achieve this, they must:

- (a) Ensure that risk assessments clearly identify the potential risks and what measures are in place to reduce, minimise or eliminate such risks.
- (b) Ensure that risk assessments are carried out for individual children when deemed appropriate to maintain their safety and the safety of others.

This is in order to comply with Regulation 4 (1)(a) of The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011 (SSI 2011/210).

This requirement was made on 29 November 2018.

Action taken on previous requirement

We found that environmental checklists were in place which supported staff to assess risks on a daily basis. These identified potential risks and the measures required to reduce risks.

Met - outwith timescales

Requirement 3

By 25 January 2019, in order to ensure that children and parents receive a service which has a culture of continuous improvement, the provider must ensure that more systematic and rigorous procedures for self-evaluation, auditing and monitoring of all areas of the service are developed. In order to achieve this, the provider should ensure:

- a) a monitoring calendar/planner is in place to assist with specific, clear and measurable targets
- b) the involvement of staff, children and parents/carers in quality assurance processes
- c) observation and reflection by the manager and staff.

This is in order to comply with the Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011, Scottish Statutory Instrument 2011 No. 210 10(1) & (2)(a)(b)(c) & (d) and 4 (1)(d) and to ensure that care and support is consistent with the Health and Social Care Standard which state 'I benefit from a culture of continuous improvement, with the organisation having robust and transparent quality assurance processes' (HSCS 4.19).

This requirement was made on 29 November 2018.

Action taken on previous requirement

Due to the reduced numbers of children attending the service, and a smaller staff team, the manager was able to observe staff practice regularly and offer informal feedback. Weekly meetings allowed the staff to reflect on their practice and plan improvements. Children's comments had been considered when planning improvements.

Met - outwith timescales

What the service has done to meet any recommendations we made at or since the last inspection

Previous recommendations

Recommendation 1

The provider should ensure children's health and safety in relation to medication. In order to achieve this, they should ensure:

- (a) that there are safe and effective procedures in place to direct members of staff employed in the provision of care in the care service on the action that must be taken when medication is required to be administered to a child: and
- (b) that staff are knowledgeable and competent in relation to the storage, administration and record-keeping of medication.

(c) that effective quality assurance processes are in place and monitored by management to ensure safe management of medication.

This is to ensure that care and support is consistent with the Health and Social Care Standards which state "any treatment or intervention that I experience is safe and effective" (HSCS 1.24)

This recommendation was made on 29 November 2018.

Action taken on previous recommendation

This recommendation has not been met. Please refer to the quality theme for care and support.

Recommendation 2

The provider should ensure that children are offered a healthy snack and that the quantity of treats is monitored. In order to achieve this, they should review their snack menu in line with good practice guidance such as 'Setting the Table'.

This is to ensure that care and support is consistent with the Health and Social Care Standards which state "I can choose suitably presented and healthy meals and snacks, including fresh fruit and vegetables, and participate in menu planning" (HSCS 1.33)

This recommendation was made on 29 November 2018.

Action taken on previous recommendation

The snack menu had been much improved. Snacks were healthy and children could access fresh fruit daily. This recommendation has been met.

Recommendation 3

Staff should consult with children about their likes and dislikes to ensure that they are provided with an appropriate environment, resources and equipment to meet their needs.

This is to ensure that the environment is consistent with the Health and Social Care Standards which state "I am able to access a range of good quality equipment and furnishings to meet my needs, wishes and choices" (HSCS 5.21).

This recommendation was made on 29 November 2018.

Action taken on previous recommendation

Staff had consulted with children about their likes and dislikes and used their comments to plan resources and activities. This was also recorded in children's personal plans. We saw that the activities on offer reflected children's interests. This recommendation has been met.

Recommendation 4

The service should devise an improvement plan which identifies key issues and describes how these issues will be met. It should also identify persons responsible for improvements and give timescales for improvement.

This is to ensure that care and support is consistent with the Health and Social Care Standards which state 'I benefit from a culture of continuous improvement, with the organisation having robust and transparent quality assurance processes' (HSCS 4.19).

This recommendation was made on 29 November 2018.

Action taken on previous recommendation

The service had devised an improvement plan which prioritised areas for development and how this would be met. We could see that it was a working document and staff told us they had been involved in devising the improvement plan. This recommendation has been met.

Recommendation 5

All staff should have a job description and remit which clearly sets out what their roles and responsibilities are, so that everyone has a clear understanding of their role. The provider, management and staff should review roles and responsibilities for all members of staff, linking in with the service's aims and values and the SSSC Codes of Practice. This review should include ensuring that the service only has persons who are appropriately registered involved in carrying out work in the provision of the care service for which such registration is required.

This is to ensure that care and support is consistent with Health and Social Care Standards which state "I am confident that people who support and care for me have been appropriately and safely recruited" (HSCS 4.24).

This recommendation was made on 29 November 2018.

Action taken on previous recommendation

We sampled staff files and saw that job descriptions were in place to support staff in carrying out their roles. All staff involved in the care of children were appropriately registered with the Scottish Social Services Council (SSSC). This recommendation has been met.

Complaints

There have been no complaints upheld since the last inspection. Details of any older upheld complaints are published at www.careinspectorate.com.

Enforcement

No enforcement action has been taken against this care service since the last inspection.

Inspection and grading history

Date	Type	Gradings	
31 Oct 2018	Unannounced	Care and support	3 - Adequate
		Environment	3 - Adequate

Date	Type	Gradings	
		Staffing Management and leadership	3 - Adequate 2 - Weak
15 Aug 2017	Unannounced	Care and support Environment Staffing Management and leadership	3 - Adequate 3 - Adequate 4 - Good 2 - Weak
4 Nov 2016	Unannounced	Care and support Environment Staffing Management and leadership	2 - Weak 3 - Adequate 2 - Weak 2 - Weak
16 Nov 2015	Unannounced	Care and support Environment Staffing Management and leadership	4 - Good 4 - Good 1 - Unsatisfactory 2 - Weak
30 Aug 2012	Unannounced	Care and support Environment Staffing Management and leadership	4 - Good 4 - Good 4 - Good 4 - Good
30 Nov 2010	Unannounced	Care and support Environment Staffing Management and leadership	4 - Good 4 - Good 4 - Good 4 - Good
30 Mar 2010	Unannounced	Care and support Environment Staffing Management and leadership	3 - Adequate 3 - Adequate 3 - Adequate 3 - Adequate
10 Mar 2009	Unannounced	Care and support Environment Staffing Management and leadership	3 - Adequate 4 - Good 3 - Adequate 3 - Adequate

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Contact us

Care Inspectorate
Compass House
11 Riverside Drive
Dundee
DD1 4NY

enquiries@careinspectorate.com

0345 600 9527

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