Inspection report

Machanhill Primary School Nursery Class
Day Care of Children

Machanhill Primary School
Machanhill
Larkhall ML9 2HG

Inspected by: Linda Hanlin
(Care Commission Officer)
Type of inspection: Unannounced
Inspection completed on: 6 November 2006
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<th><strong>Service Number</strong></th>
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<th><strong>Service address</strong></th>
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| Machanhill Primary School  
| Machanhill  
| Larkhall  
| ML9 2HG |

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<tr>
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<td>SP2003003481</td>
<td>South Lanarkshire Council</td>
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| Linda Hanlin  
| Care Commission Officer |

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<tr>
<td>6 November 2006</td>
<td>14 months</td>
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<th><strong>Local Office Address</strong></th>
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| Princes Gate  
| 60 Castle Street  
| Hamilton ML3 6BU |
Introduction
Machanhill Primary School Nursery Class was registered with the Care Commission on 1st April 2002. The service operates daily sessions from 9.00am to 12.00 noon and 1.00pm to 4.00pm, Monday to Friday throughout school term time. The service is registered to care for 40 children aged from 3 years to those not yet attending primary school. An overall total of 62 children are currently registered with the service.

The nursery is based in a portacabin within the grounds of the school. Children have the use of two linked playrooms as well as a fully enclosed outside play area. The portacabin has a secure entry system and is well maintained throughout. A safe, enclosed outdoor play area provides stimulating play opportunities for the children.

The nursery aims to provide a caring, safe environment and to support children and their families. The service offers play and educational opportunities to meet the individual needs of children.

Basis of Report
This service was inspected after receiving a Regulation Support Assessment (RSA) to determine what level of support was necessary. The RSA is an assessment undertaken by the Care Commission Officer which considers: complaints activity, changes in the provision of the service, nature of notifications made to the Care Commission by the service, action taken upon requirements.

This service was required to have a low level of support that resulted in an inspection based on inspection themes and any recommendations and requirements from previous inspections, complaint or other regulatory activity.

Before the visit the service was sent notice that an unannounced inspection would take place and details of how to access and update their annual return and self evaluation.

During the visit which took place on 6 November 2006, the Care Commission Officer spoke with the Head teacher, Nursery teacher, staff members and children. The Care Commission Officer did not look at the full range of policies, procedures and records as these had been checked at previous inspections and any issues addressed. The following were checked.

- Complaints procedure
- Health and Safety Policy
- Attendance Register
- Accident and Incident Records
- Snack menus

Time was spent observing how staff members worked with the children. The condition of the premises and how the areas were used was also examined.

The Care Commission Officer took all of the above into account and reported on whether the service was meeting the following National Care Standards for Early Education and Childcare up to the age of 16:
Standard 3: Health and wellbeing
Standard 4: Engaging with children
Standard 7: A Caring Environment
Standard 10: Involving other services
Standard 12: Confidence in staff

A particular emphasis was placed on the following themes and documents:

Child Protection
Birth to Three (published by the Scottish Executive- learning and teaching Scotland)
Nutritional Guidance (published by the Scottish Executive – Healthier Scotland)
Scottish Social Services Council’s Codes of Practice
Safer Recruitment

**Action taken on requirements in last Inspection Report**
There were no requirements made in the last inspection report.

**Comments on Self-Evaluation**
The service had completed the self-evaluation and themed inspection documents on-line. A wide range of useful information had been provided

**View of Service Users**
The children spoken with enjoyed the activities offered to them. They were taking part in various activities including arts and crafts. The children spoke confidently with the Care Commission officer about how they enjoyed coming to nursery and meeting their friends and about their favourite toys and activities that they took part in.

The children were observed to be happy and familiar with the routine of the nursery. They were confident in their approach to activities and when interacting with staff.

**View of Carers**
Ten questionnaires were returned to the Care Commission from parents using the service. These gave parents the opportunity to comment on how the service provided privacy, dignity, choice, safety, equality and diversity, and realising potential. Three parents were spoken with during the inspection. All thirteen parents were very happy with the overall service provided. Parents who responded to the questionnaires commented that “their child really enjoys nursery and is very fond of the key workers” “happy with the way staff take care of my child” and that “staff are very nice and approachable”. Parents were very happy with the activities provided and commented about how well staff new their child and treated them with respect and as an individual.

Parents were very happy with the range of play materials and equipment to support their child’s development and learning. A safe, hygienic environment was provided for their children.

Parents indicated they were aware of the Complaints Procedure and Child Protection Policy.
Regulations / Principles

Regulation:

Strengths

Areas for Development

National Care Standards

National Care Standard Number 3: Early Education and Childcare up to the age of 16 - Health and Wellbeing

Strengths

Staff had a clear understanding of their roles and responsibilities in protecting children. A child protection policy, procedure and recording system was in place. Information on the nursery’s child protection policy was shared with parents. The Depute Head teacher was the designated Child Protection Officer for the nursery. Staff had been provided with an in-house briefing on child protection in August, 2006. The service had introduced procedures for monitoring children’s absence.

Children were encouraged to adopt good hygiene practices. They were encouraged to wash their hands at appropriate times. Children were provided with varied opportunities to learn about healthy lifestyles through topic work and visits from the oral hygienist. Children cleaned their teeth during each nursery session and this was carried out following appropriate procedures. Training had been provided and staff had obtained a copy of the new Standards for Nursery and School Tooth brushing Programme 2006. A method of recording each child’s tooth brushing episode had been implemented.

All staff displayed a good awareness of healthy eating and nutrition and were familiar with the new nutritional guidance document. Healthy snacks and drinks were provided for children taking account of their dietary requirements. Cold drinks were available throughout the day and posters on healthy eating were displayed within the nursery. A daily snack menu was displayed for parents. Three staff members were trained in food hygiene.

Parents commented in the questionnaires that they were very happy with the snacks provided. The nursery was working towards the Bronze Award for Health Promoting Schools.

The range of policies and procedures developed included Health and Safety, Infection Control and Fire and Emergency procedures which were clearly displayed around the building. Detailed records were kept of risk assessments and fire drills. Appropriate methods for the safe storage and recording of medicines administered to children were in place. The appointed First Aider for the nursery was based in the school. The nursery had plans in place to ensure that all nursery staff received First Aid training in the near future.
Areas for Development

None identified at this inspection

National Care Standard Number 4: Early Education and Childcare up to the age of 16 - Engaging with children

Strengths

The theme relating to this standard focused on the Birth to Three curriculum document. As Machanhill Primary School Nursery Class cares for children from three years to school age this recent guidance does not apply to this service and therefore had not been implemented. However, through discussion, it was evident that nursery staff were knowledgeable of the Scottish Executive’s Birth to Three publication.

Staff members were observed to warm and caring in their approach and listened well to children. Staff responded to them through praise and encouragement.

This standard was not inspected in detail as the service had demonstrated that they met all elements of this standard in previous inspections.

Areas for Development

None identified at this inspection

National Care Standard Number 7: Early Education and Childcare up to the age of 16 - A Caring Environment

Strengths

Parents were supplied with a nursery handbook which contained a range of service information. Feedback was given to parents through personal daily contact. Monthly newsletters provided parents with further information and a range of leaflets were displayed and available to them. The nursery operates a key worker system and parents stated that they were very happy with the level of communication given to them.

Displays were very effective and provided parents with a wide range of photographic evidence of activities and projects undertaken at the nursery.

A range of policy statements which promote the importance of positive behaviour, equal opportunities and partnership with parents had been developed. Staff demonstrated a good awareness of their role in implementing the policies and procedures.

The children were observed to be happy and familiar with the nursery routine. Staff had created a caring and supportive environment and focused on meeting children’s individual needs. Children were considered in decisions relating to activities and encouraged to make choices for themselves. They were encouraged to share and respect each other.
Areas for Development

None identified at this inspection

National Care Standard Number 10: Early Education and Childcare up to the age of 16 - Involving other Services

Strengths

The nursery continued to maintain well developed links with other nurseries, schools and local community groups. A range of support services and external agencies visited the nursery giving both the children and their parents an opportunity to access information relevant to their needs.

Transition documents detailing children’s progress were passed to feeder primary schools and this information was also shared with parents.

Staff were aware of the regulatory role of the Care Commission.

Areas for Development

None identified at this inspection

National Care Standard Number 12: Early Education and Childcare up to the age of 16 - Confidence in Staff

Strengths

Staff members were aware of the Scottish Social Services Council and had been issued with individual copies of their Code of Practice. They were aware of the need to register with the SSSC.

An effective system for identifying and monitoring staff development was in place. Staff have had the opportunity to attend a range of courses throughout the year.

Staff : child ratios were in accordance with the National Care Standards.

Areas for Development

“An audit of South Lanarkshire Council’s safer recruitment policies and procedures has been carried out by the Care Commission resulting in four undernoted recommendations highlighted in this report.”

1. A copy of the memo from the Occupational Nurse confirming fitness should always be placed in files. National Care Standards, SSSC – Employer (see Recommendation 1).
2. Two references including one from previous employer should be on file for all new Council employees. The acceptability of the practice of taking up only one reference for internal appointments should be clarified in written procedures. National Care Standards, SSSC – Employer (see Recommendation 2).

3. Records should indicate whether Disclosure Scotland checks were at enhanced level. National Care Standards, SSSC – Employer (see Recommendation 3).

4. Where applicable copies of certificates should be kept on file to verify any qualifications listed on the application form. National Care Standards, SSSC – Employer (see Recommendation 4).

“It is suggested that best practice is followed by undertaking Enhanced Disclosure Scotland checks for staff appointed to their present post before April 2002. Consideration should also be given to introducing a system for re-checking Enhanced Disclosure Scotland checks. National Care Standards, SSSC – Employer.”
Enforcement
There has been no enforcement action taken against this service.

Other Information
None

Requirements

Recommendations

A recommendation is a statement setting out proposed actions to be taken by the service provider aimed at improving the quality of service (based on good practice and professional judgement) but which would not be subject to enforcement action if not actioned.

An audit of South Lanarkshire Council’s safer recruitment policies and procedures has been carried out by the Care Commission resulting in the four undernoted recommendations highlighted in standard 12 of this report."

1. A copy of the memo from the Occupational Nurse confirming fitness should always be placed in files. National Care Standards, SSSC – Employer.

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3. Records should indicate whether Disclosure Scotland checks were at enhanced level. National Care Standards, SSSC – Employer.

4. Where applicable copies of certificates should be kept on file to verify any qualifications listed on the application form. National Care Standards, SSSC – Employer.

An action plan has been received from South Lanarkshire Council which addresses the above four recommendations and areas for development for the safer recruitment theme detailed in this report."

Linda Hanlin
Care Commission Officer