Inspection report

Little Seedlings Playgroup
Day Care of Children
Mayfield & Easthouses Church Hall
Bogwood Court
Mayfield
Dalkeith EH22 5DG

Inspected by: Linda Smith
(Care Commission Officer)

Type of inspection: Unannounced

Inspection completed on: 27 September 2006
<table>
<thead>
<tr>
<th><strong>Service Number</strong></th>
<th>Little Seedlings Playgroup</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS2003011958</td>
<td></td>
</tr>
</tbody>
</table>

**Service address**

Mayfield & Easthouses Church Hall  
Bogwood Court  
Mayfield  
Dalkeith  
EH22 5DG

<table>
<thead>
<tr>
<th><strong>Provider Number</strong></th>
<th>Committee Of Little Seedlings Playgroup</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP2003002883</td>
<td></td>
</tr>
</tbody>
</table>

**Inspected By**

Linda Smith  
Care Commission Officer

**Inspection Type**  
Unannounced

**Inspection Completed**  
27 September 2006

**Period since last inspection**  
12 months

**Local Office Address**

Stuart House  
Eskmills  
Musselburgh  
EH21 7PB  
Lo-call 0845 600 8336
Introduction
Little Seedlings Playgroup was registered by the Care Commission in April 2002. The playgroup is registered to provide a care service to a maximum of 20 aged between 2 years and entry to primary school each session. The service operates on a Wednesday, Thursday and Friday between the hours of 9.30 am and 11.45 am.

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 Officer which considers complaints activity, changes in the provision of the service, the nature of notifications made to the Care Commission by the service, action taken upon requirements etc.

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

Basis of Report
During the unannounced visit, which took place on 27th September 2006, the Care Commission Officer spoke with the manager, member of staff, parents on duty, chairperson and children. The Officer also looked at a range of policies, procedures and records and spent time observing how staff members worked with children.

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 well-being
Standard 4: Engaging with children
Standard 7: A caring environment
Standard 10: Involving other services
Standard 12: Confidence in staff

The inspection also took into account the Regulation of Care (Requirements as to Care Services) (Scotland) Regulations 2002.

Action taken on requirements in last Inspection Report
No requirements were made at the last inspection.

Comments on Self-Evaluation
Not available at the time of writing this report.

View of Service Users
The children appeared happy and content in the care of the staff. They were purposefully occupied throughout the inspection.

View of Carers
Four parent's response forms were returned to the Care Commission. These were supportive of the service and any issues raised in these were discussed with the manager at the visit.
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

Through discussion with parents and staff, it was evident that positive relationships had been developed with parents. A range of communication opportunities existed for the exchange of information about children.

A range of policies and procedures were in place to support the health and well being of children. It was evident that staff had a good understanding of their role in protecting children.

Planned opportunities for children to learn about healthy lifestyles and relationships were provided through topic work. Good hygiene was promoted. Snacks were varied and healthy. Staff had revised the variety of snacks in line with the Scottish Executive document “Nutritional Guidance for Early Years”.

The service does not have use of the outdoor area. Staff give the children opportunities for exercise in the large hall. Children are taken on outings to local places of interest.

Staff were trained in first aid.

Areas for Development

The Care Commission Officer identified areas for development in relation to this standard:
There was no child protection policy.
See recommendation 1.
The service did not have a copy of the National Standards for Toothbrushing Programme.
See recommendation 2.

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

Strengths
Staff demonstrated knowledge of child development. They supported the children in their play and encouraged them to solve problems. It was clear that they knew the children well. They were responsive to individual needs. Children were welcomed warmly on arrival at playgroup.

Staff had obtained a copy of the Scottish Executive document “Birth to Three”.

Throughout the inspection, staff were observed encouraging the children to express their views and to talk about their own experiences individually and in small groups.

Information about the children’s interests and routine was gathered from the parents prior to the child attending the group. A settling in procedure was in place. News was exchanged with parents informally on a daily basis.

Parents commented positively about staff interaction with children.

**Areas for Development**

No areas for development were identified.

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

**Strengths**

Staff created a warm caring atmosphere for the children and many of the activities promoted cooperative play.

The children were encouraged to respect each other, to take turns and to share. Good manners were promoted.

Positive behaviour was promoted. Clear boundaries were set and children clearly understood what was expected of them with regard to behaviour.

It was evident that staff worked well as a team and that they had developed positive relationships with children and parents.

Parents were encouraged to be involved in the nursery through helping with topic work, outings and fund-raising.

A complaints policy was in place and it included contact details for the Care Commission.

**Areas for Development**

No areas for development were identified.

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

Links had been developed with other agencies, support services and community groups including health visitors, speech and language therapists, social work and education psychologists.

The playgroup is a member of the Scottish Pre-school Play Association and Midlothian Association of Play.

**Areas for Development**

No areas for development were identified.

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

**Strengths**

Staff were qualified and committed to ongoing training.

Staff had a copy of the Scottish Social Services Councils Codes of Practice.

Appropriate adult: child ratios were confirmed on the day of the inspection.

An audit of the provider's safer recruitment policies and procedures has been carried out by the Care Commission and these were deemed to be satisfactory.

**Areas for Development**

The Care Commission Officer identified an area for development in relation to this standard:
Staff were not familiar with the Scottish Socials Services Codes of Practice.
See recommendation 3
Enforcement
No enforcement action has been taken against this service since the last inspection.

Other Information
Current public liability insurance is in place.

The Care Commission has received change of chairperson form and change of committee forms.

A new manager is in place. The Care Commission has received a new manager's form and a new certificate will be issued.

Requirements
No requirements were made at this inspection.

Recommendations
Recommendation 1.
It is recommended that a child protection policy be put in place and shared with parents.
Standard 3
Recommendation 2
It is recommended that a copy of the National Standards for Toothbrushing Programme be obtained.
Standard 3

Recommendation 3
It is recommended that staff become familiar with the Scottish Social Services Councils Codes of Practice and the registration requirements.
Standard 12

Linda Smith
Care Commission Officer