

**NATIONAL ASSEMBLY FOR WALES**  
**CARE STANDARDS INSPECTORATE FOR WALES**

**CHILDREN ACT 1989**  
**(as amended by the Care Standards Act 2000)**

**INSPECTION REPORT**  
**SESSIONAL DAY CARE**

**Castleton Baptist Church Playgroup**

Marshfield School  
Marshfield Road  
Marshfield  
Newport  
CF3 2UW

**DATE OF PUBLICATION 5 January 2007**

**You may reproduce this report in its entirety. You may not reproduce it in part or in any abridged form and may only quote from it with the consent in writing of the National Assembly for Wales.**

**CARE STANDARDS INSPECTORATE FOR WALES**

South East Wales Regional Office  
6th Floor  
Civic Centre  
Pontypool  
Torfaen  
NP4 6YB

01495 761200

01495 761239

<b>Name of setting:</b>	Castleton Baptist Church Playgroup
<b>Contact telephone number:</b>	01633 681521
<b>Person in charge:</b>	Elizabeth Jane Bradley
<b>Number of places:</b>	26
<b>Date of this visit:</b>	6 December 2006
<b>Dates of other relevant contact since last report:</b>	
<b>Date of previous report publication:</b>	
<b>Inspected by:</b>	Marilyn Jones

## GUIDELINES ON INSPECTION

### INTRODUCTION

This report has been compiled following an inspection of the daycare setting undertaken by the Care Standards Inspectorate for Wales (CSIW) under the provisions of the Children Act 1989 as amended by the Care Standards Act 2000 and associated Regulations.

The primary focus of the report is to comment on the quality of care and protection experienced by the children.

The report is divided into eight parts reflecting the broad areas of the National Minimum Standards with a record made of the findings of inspection. An overall conclusion of the registered provider's compliance with the Child Minding and Day Care (Wales) Regulations 2002 is recorded.

CSIW inspectors are authorised to enter and inspect a registered daycare setting at any time. The inspections are mainly unannounced. However, prior information on the service, children, any staff who work there and other essential information is obtained from the registered provider within a self-assessment form. In addition, CSIW tries to find the best way of recording service users' experience of the service, and questionnaires for the parents/carers as well as a range of activities with children form an important part of the inspection. At any other time throughout the year visits may be made to investigate complaints and in response to changes the registered provider may have made.

Inspection enables CSIW to satisfy itself that continued registration is justified. It ensures compliance with:

- The Children Act 1989 (as amended by the Care Standards Act 2000) and associated Regulations, while taking into account the National Minimum Standards for Child Minding.
- The registered provider's own Statement of Purpose

During the inspection inspectors will:

- spend time with the children and seek to engage them in conversation and/or activities
- satisfy themselves that the operation of the service is consistent with the terms of its registration certificate
- see all of the accommodation
- satisfy themselves that all records are being properly maintained

Readers must be aware that the report is intended to reflect the findings of the inspector during a specific inspection period. Readers should not conclude that the circumstances of the service are the same at all times; sometimes services improve and conversely, sometimes they deteriorate. The National Minimum Standards are technical and detailed in nature and CSIW does not closely examine all aspects of these standards on each visit.

If an aspect of the service falls short of the standard required to meet the regulations, CSIW will make requirements on the service to make improvements. The report clearly indicates any such requirements made by CSIW. This includes those made by CSIW since the last inspection report which have now been met, any that remain outstanding and any new requirements from this recent inspection.

The reader should note that requirements made in last year's report which are not listed as outstanding have been appropriately complied with. The report will also comment on aspects of the service that are found to be positive.

Registered providers should make each report available to current or prospective parents / carers. If you have concerns about anything arising from the inspector's findings, you may wish to discuss these with the CSIW or with the registered provider.

The Care Standards Inspectorate for Wales is required to make reports on registered facilities available to the public and reports on daycare settings (other than childminders) are available on the National Assembly website.

[www.csiw.wales.gov.uk](http://www.csiw.wales.gov.uk)

## **SUMMARY**

Castleton Baptist Church playgroup has been an established playgroup in the Marshfield area for many years. It moved in September 2005 to purpose built premises in the school grounds. The main room is organised into different play areas and the children are free to choose their activities. There is a small quiet room off the main room which is used for the book corner and the computer. The garden is totally enclosed.

Children with special needs are integrated in to the group.

There is a good range of equipment which is in good condition for the children and suitable for their age and stage of development. As the playgroup is the sole user of the premises, equipment can be left out. The room is decorated with large pictures and children's work. There are currently many items on display that the children have made for Christmas.

The supervisor and two assistants each have the CACHE level 3 in Childcare and one member of staff is currently working towards this. Staff take additional training throughout the year through the Early Years Partnership.

There are written policies on all aspects of the running of the group. Staff previously used their own vehicles to take children out locally, but with the new car seat laws are unable to do this now.

The supervisor has completed the safety checklist to confirm that all safety measures are in place.

The playgroup meets all of the requirements of the Childminding and Day Care Regulations (Wales) 2002. There is one good practice recommendation made in the body of this report.

**CHOICE OF SERVICE**

<b>Inspector's findings:</b>
Castleton Baptist Church Playgroup has a comprehensive booklet for parents to read prior to their child starting. Playgroup notices, including the registration certificate, staff qualification certificates and Public Liability Insurance certificate are all displayed in the entrance hall of the premises. Contracts are completed before the placement starts, which are signed by both parents and playgroup supervisor.

**Requirements made since the last inspection report which have been met:**

Action required	When completed	Regulation number

**Requirements which remain outstanding:**

Action required (previous outstanding requirements)	Original timescale for completion	Regulation number

**New requirements from this inspection:**

Action required	Timescale for completion	Regulation number

<b>Good practice recommendations:</b>

**PLANNING FOR INDIVIDUAL NEEDS AND PREFERENCES**

**Inspector's findings:**

Parents complete an "All about me" form for their children, in order to help the settling in period. New children normally start in September and January and are initially offered two afternoon sessions. A small group of older children also attend these sessions and this helps to settle the younger children into the routine of the playgroup session.

Children with special needs are integrated into the group and there are currently two children with special needs attending with one child having one to one support one session a week.

There is a good relationship with the parents and they are encouraged to attend fund raising events and coffee mornings organised by the staff. Children's development records are available for parents to see and scrapbooks of children's work are completed throughout the year. Newsletters are sent out to parents every half term.

The register is taken as soon as all of the children have arrived. Accident records are countersigned by parents and stored in a file. All records were available for inspection by CSIW.

**Requirements made since the last inspection report which have been met:**

Action required	When completed	Regulation number

**Requirements which remain outstanding:**

Action required (previous outstanding requirements)	Original timescale for completion	Regulation number

**New requirements from this inspection:**

Action required	Timescale for completion	Regulation number

**Good practice recommendations:**

--

**QUALITY OF LIFE**

**Inspector's findings:**  
 A good range of equipment is available for the children. The room is well laid out and children are able to choose their activities. There is a separate quiet room with books in a cosy corner and a computer. The outside play area is accessed through the fire door. This is purpose built for the children who are able to ride around the track on tricycles. On the day of inspection the children used the garden for carol singing.  
 During the last year, children have been taken out to the local Berry Hill Farm to find their Christmas tree in the woods and in September to go apple picking and to the sweetcorn and pumpkin fields. They have visited a working farm to see the cows being milked and been to a garden nursery. They have walked to the local shop to buy ingredients for lunch and had a picnic in the woods. They have had visits from the Tufty Lady, Fireman, hairdresser and anaesthetist. They held a sports day in the summer. They have recently donated gifts to fill shoeboxes for Christmas for children abroad.

**Requirements made since the last inspection report which have been met:**

Action required	When completed	Regulation number

**Requirements which remain outstanding:**

Action required (previous outstanding requirements)	Original timescale for completion	Regulation number

**New requirements from this inspection:**

Action required	Timescale for completion	Regulation number

**Good practice recommendations:**

**QUALITY OF CARE AND TREATMENT**

**Inspector's findings:**  
 There are written policies in place on health care, medication and behaviour management. One member of staff attended training during the last year on behaviour management. Five staff hold appropriate first aid qualification and the certificates are displayed in the entrance hall. It is not normal practise for the playgroup to administer medication to a child.  
 Children usually have milk and a plain biscuit for their snack. Throughout the year they will have food that is associated with the theme of the week and on the day of inspection they had a taster of Christmas pudding ingredients - sultanas, currants and brown sugar and some Christmas pudding. Food is stored in the fridge in the staff room. Specific dietary needs are written on the record sheets and displayed for staff to be aware of them.

**Requirements made since the last inspection report which have been met:**

Action required	When completed	Regulation number

**Requirements which remain outstanding:**

Action required (previous outstanding requirements)	Original timescale for completion	Regulation number

**New requirements from this inspection:**

Action required	Timescale for completion	Regulation number

**Good practice recommendations:**

### STAFFING

**Inspector's findings:**  
 The supervisor and two assistants each have the CACHE level 3 in Childcare and one member of staff is currently working towards this. Staff take additional training throughout the year through the Early Years Partnership and during the last year have taken training on Special Needs, Teaching Talking, Outdoor play, Multi Cultural, Foundation Phase, Marking to Writing, Creativity in the Early Years, Music in the Early Years, Observation and Assessment and Behaviour. Most staff have taken Child Protection training. All staff have a current enhanced disclosure from the Criminal Records Bureau, (CRB) and these are updated every three years. Staff details are all maintained in the register.

**Requirements made since the last inspection report which have been met:**

Action required	When completed	Regulation number

**Requirements which remain outstanding:**

Action required (previous outstanding requirements)	Original timescale for completion	Regulation number

**New requirements from this inspection:**

Action required	Timescale for completion	Regulation number

**Good practice recommendations:**  
 That at least one member of staff takes Food Hygiene training.

**CONDUCT AND MANAGEMENT OF THE SERVICE**

**Inspector's findings:**

There are 77 children on the register and 24 children were present on the day of inspection. The pre-school children are able to attend three morning sessions and if they want an additional session this must be in the afternoon when there are also 2½ year olds attending. Only children over the age of 3, who will start school the following September attend the morning sessions.

There is a written policy on equal opportunities in the playgroup and children from other cultures attend. On the day of inspection, a child whose father was from Romania had celebrated St Nicholas Day and very excitedly told the other children all about in during circle time. During the year a grandmother had visited playgroup to talk about Milawi and the children donated stationery and pens and pencils that they sent over there. They have celebrated Chinese New Year, Divali, Christmas, St David's Day and Harvest. Public Liability Insurance is maintained through Wales PPA and this is valid to 31.03.07. The certificate is displayed in the entrance hall.

Parents' questionnaires are to be issued in January. The group will act on parents' suggestions where possible. Only a very small portion of the parents' questionnaires issued as part of the inspection process were returned. These all showed positive comments regarding the care that their children received. Parents had chosen the setting due to its good name, recommendation and having used the facility with older siblings. Comments included "I have always been hugely impressed with the range of activities available to the children" and "it has a lovely friendly atmosphere".

**Requirements made since the last inspection report which have been met:**

Action required	When completed	Regulation number

**Requirements which remain outstanding:**

Action required (previous outstanding requirements)	Original timescale for completion	Regulation number

**New requirements from this inspection:**

Action required	Timescale for completion	Regulation number

**Good practice recommendations:**

**COMPLAINTS AND PROTECTION**

<p><b>Inspector's findings:</b></p> <p>There are written policies on complaint procedure and child protection. No complaints have been received by the setting during the last year.                  Most staff have received child protection training and are aware of the procedures to follow if child abuse is suspected. Details of contacts in Social Services are included in the Child Protection policy.</p>
---

**Requirements made since the last inspection report which have been met:**

Action required	When completed	Regulation number

**Requirements which remain outstanding:**

Action required (previous outstanding requirements)	Original timescale for completion	Regulation number

**New requirements from this inspection:**

Action required	Timescale for completion	Regulation number

<p><b>Good practice recommendations:</b></p>   
--

### THE PHYSICAL ENVIRONMENT

**Inspector's findings:**

Castleton Baptist Church playgroup has been an established playgroup in the Marshfield area for many years. It moved in September 2005 to purpose built premises in the school grounds. The main room is organised in to different play areas and the children are free to choose their activities. There is a small quiet room off the main room which is used for the book corner and the computer.

A member of staff supervises the main door when children arrive and leave to ensure that all children are accompanied by an adult. The garden is totally enclosed with a gate leading in to the school grounds/car park area. Children are only allowed to use this under supervision.

There is a good range of equipment which is in good condition for the children and suitable for their age and stage of development. New equipment was purchased when the playgroup moved in to its new venue. As the playgroup is the sole user of the premises, equipment can be left out. The room is decorated with large pictures and children's work. There are currently many items on display that the children have made for Christmas. The supervisor has completed the safety checklist to confirm that all safety measures are in place.

**Requirements made since the last inspection report which have been met:**

Action required	When completed	Regulation number

**Requirements which remain outstanding:**

Action required (previous outstanding requirements)	Original timescale for completion	Regulation number

**New requirements from this inspection:**

Action required	Timescale for completion	Regulation number

**Good practice recommendations:**