

**CARE AND SOCIAL SERVICES INSPECTORATE 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 – 02.04.2008**

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**CARE AND SOCIAL SERVICES INSPECTORATE WALES**

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<b>Name of setting:</b>	Castleton Baptist Church Playgroup
<b>Contact telephone number:</b>	01633 680047
<b>Person in charge:</b>	Elizabeth Jane Bradley
<b>Number of places:</b>	26
<b>Date of this visit:</b>	15 January 2008
<b>Dates of other relevant contact since last report:</b>	
<b>Date of previous report publication:</b>	5 January 2007
<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 and Social Services Inspectorate Wales (CSSIW) 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 contains information on how we inspect and what we find. The report is divided into eight distinct parts reflecting the broad areas of the National Minimum Standards.

CSSIW inspectors are authorised to enter and inspect a registered daycare setting at any time. Inspection enables CSSIW to satisfy itself that continued registration is justified. It also 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 Sessional Day Care.
- The registered provider's own Statement of Purpose

At inspection, (which are in the main unannounced) CSSIW tries to capture the views and experiences of service users by means of questionnaires for the parents/carers and any staff, engagement with children who use the setting as well as information drawn from the provider's own self-assessment. At any other time throughout the year visits may be made to investigate complaints and to respond to any changes in the service.

Readers must be aware that a CSSIW report is intended to reflect the findings of the inspector at a specific period in time. Readers should not conclude that the circumstances of the service are the same at all times.

The Registered Person is responsible for ensuring that the service operates in a way which complies with the service specific regulations. CSSIW will comment in the general text of the inspection report on their compliance. For those regulations which CSSIW believes to be key in bringing about change in the particular service, they will be separately and clearly identified in the requirement section.

As well as listing these key requirements from the current inspection, requirements made by CSSIW since the last inspection, which have been met and those which remain outstanding are included in this report. The reader should note that requirements made in last year's report which are not listed as outstanding have been appropriately complied with.

Where key requirements have been identified, the Registered Person is required under Regulation 3C (Compliance Notification) to advise in writing, the appropriate regional office of the completion of any action required by CSSIW.

The regulated service is also responsible for having in place a clear, effective and fair complaints procedure which promotes local resolution between the parties in a swift and

satisfactory manner, wherever possible. The annual inspection report will include a summary of the numbers of complaints dealt with locally and their outcome.

CSSIW may also be involved in the investigation of a complaint. Where this is the case CSSIW makes available publicly a summary of any matters it has been involved in together with any action taken by CSSIW.

Should you have concerns about anything arising from the inspector's findings, you may discuss these with CSSIW or with the Registered Person.

The Care and Social Services Inspectorate Wales is required to make reports on registered facilities available to the public. Most reports are public documents and will be available on the CSSIW website:

[www.cssiw.org.uk](http://www.cssiw.org.uk)

## **SUMMARY**

The inspection was unannounced following completion of a self assessment form by the supervisor and questionnaires completed by staff and parents. All of the required policies have been put into place and only revised documents were seen at this inspection. The inspection centred on the perusal of everyday records, observation of the care of the children and talking to the staff and children.

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 group is registered with the local education authority as a provider of pre school education for three year olds and also holds the Wales PPA Quality Assured Mark. The group offers two separate sessions each day for children aged 2½ to 5 years.

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 and children currently use this as a full group activity during part of the session. Children with special needs can be 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.

The supervisor and five assistants each have the CACHE level 3 in Childcare or playgroup practise or equivalent as required to work in a playgroup setting. Staff take additional training throughout the year through the Early Years Partnership. Three staff hold appropriate first aid qualification and the certificates are displayed in the entrance hall. One member of staff has attended Food Hygiene training during the last year, as recommended in last year's inspection report.

The supervisor has completed the safety checklist to confirm that all safety measures are in place. The group has a 'plan for the future' in place where views of staff and parents can be put into practice.

The playgroup currently meets all of the requirements of the Childminding and Day Care

Regulations (Wales) 2002. However, some amendments to policies and practises are required following the Amendment to this Regulation made on 1<sup>st</sup> January 2007, in order to continue to meet the regulations in full.

**CHOICE OF SERVICE**

**Inspector's findings:**

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

**Good practice recommendations:**

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**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 have been integrated into the group. There are currently no children with identified special needs attending.

There is a good relationship with the parents and they are encouraged to attend fund raising events and coffee mornings organised by the staff and committee.

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 a group activity 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 CSSIW.

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**Good practice recommendations:**

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**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 and play in the outside house. On the day of inspection all of the children used the garden as a full group activity.

During the last year, children have been taken out to the local Berry Hill Farm to pick apples in September and in November to find their Christmas tree in the woods and for the parents and children to undertake a Christmas treasure hunt. They went to a stable in December to practise their Nativity play. They have visited a Fire Station, Garden centre to buy a Mother's Day plant, a bluebell wood and the village shop to buy ingredients for lunch. They attended the WPPA Birthday Party in the Park and Bristol Zoo for a 'hands on' Mini Beast session.

They have had visits during the year from a baby, hairdresser, woman Police Officer, rabbits and ducks.

They held an Easter Bonnet morning, Circus Day for Red Nose Day where adults and children dressed up, a sports day in the summer and a gardening session for parents/carers and children and the children dressed up and celebrated St David's Day.

A book lending library has recently been introduced and the children are able to choose a book to take home.

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**Good practice recommendations:**

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**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 recently attended training on behaviour management. Three staff hold appropriate first aid qualification and the certificates are displayed in the entrance hall. One member of staff has enrolled on a first aid course for January 2008. 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. They sit in small groups at tables for their snack and children take turns to give out the biscuits and collect the cups. Throughout the year they will have food that is associated with the theme of the week. Food is stored in the fridge in the staff room. Specific dietary needs are written on the record sheets and displayed in the staff room for staff to be aware of them.

One member of staff has attended Food Hygiene training during the last year, as recommended in last year's inspection report.

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

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**New requirements from this inspection:**

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**Good practice recommendations:**

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**STAFFING**

**Inspector's findings:**

The supervisor and five assistants each have the CACHE level 3 in Childcare or playgroup practise or equivalent as required to work in a playgroup setting. Staff take additional training throughout the year through the Early Years Partnership and during the last year have taken training on the foundation phase, music, science, special educational needs, multicultural practise, creative work and observation and assessment.

All staff have a current enhanced disclosure from the Criminal Records Bureau, (CRB) and these are updated every three years. Two staff are currently in process of updating their CRBs. Staff details are all maintained in the register.

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**New requirements from this inspection:**

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**Good practice recommendations:**

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**CONDUCT AND MANAGEMENT OF THE SERVICE**

**Inspector's findings:**

There are 60 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. On the afternoon of the inspection there were several children present who had just started in the group, having recently turned 2½ years. These were seen to be generally settling-in to the group and joining in the activities with the other children. Staff were seen to be vigilant of individual needs.

There is a written policy on equal opportunities in the playgroup and children from other cultures attend the group. 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 31.03.08. The certificate is displayed in the entrance hall.

Parents' questionnaires are issued as part of the group's assessment and staff state that the group will act on parents' suggestions where this is possible. Staff talk to the children during sessions and notes are made which are transferred to record books. Seven of the parents' questionnaires issued as part of the inspection process were returned to CSSIW prior to the inspection. These all showed positive comments regarding the care that their children received. Additional comments included "*...the playgroup is a fantastic learning centre and (my child) looks forward to going every day which is a positive indicator of --- happiness*" and "*Both my child and I are made to feel very welcome on arrival. I have spent a couple of sessions over the last year with my child and have always found the environment warm, friendly, creative and informative.*"

Systems to review, monitor and improve quality of care and the need to report this review to parents and CSSIW were discussed. This is a new regulation which was brought about by the Amendment of the Childminding and Daycare (Wales) Regulations 2002 on 1<sup>st</sup> January 2007. This now needs to be put into place in the next year in order to continue to meet this requirement. However, the group has a 'plan for the future' in place where views of staff and parents can be put into practice.

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

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**New requirements from this inspection:**

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<b>Good practice recommendations:</b>

**COMPLAINTS AND PROTECTION**

**Inspector's findings:**

There are written policies on complaint procedure and child protection. No complaints have been received by the setting during the last year. The complaint procedure needs to be amended to include local resolution, formal consideration and timescales as detailed in the revised regulation of the Amendment of the Childminding and Daycare (Wales) Regulations 2002 on 1<sup>st</sup> January 2007.

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.

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**New requirements from this inspection:**

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**Good practice recommendations:**

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**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 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.

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 play area under supervision. The group are hoping to get funding for a covered, all weather outdoor area by the fire door to enable the children to have the outside classroom required by the foundation phase.

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 into 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. The group is awaiting permission from the local authority to make the children's hand washing area more 'early years' friendly with push taps and push button soap dispensers. The supervisor has completed the premises and safety checklist to confirm that all safety measures are in place.

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**Good practice recommendations:**

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