

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 8 January 2010

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Care and Social Services Inspectorate Wales

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Name of setting:	Castleton Baptist Church Playgroup
Contact telephone number:	01633 680047
Registered Person/Responsible Individual	Teresa Morris and Rev Roger Foster
Person in charge:	Elizabeth Jane Bradley and Susan Smith
Number of places:	26
Date of this visit:	10 December 2009
Dates of other relevant contact since last report:	
Date of previous report publication:	2 April 2008
Inspected by:	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

Summary

The inspection was unannounced following completion of a self assessment form, (hereafter called the SAF), by the supervisor and questionnaires completed by staff and parents. All of the required policies had 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 is an established playgroup in the Marshfield area. 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 held the Wales PPA Quality Assured Mark. At the time of the inspection, there were 65 children on the register and 26 children were able to attend each session. The group offered two separate sessions each day for children aged 2½ to 5 years.

The main room was organised into different play areas and the children were free to choose their activities. There was a small quiet room off the main room which was used for the book corner and the computer. The garden was totally enclosed and children currently used this as a full group activity during part of the session. There was a good range of equipment for the children. The room was decorated with large pictures and children's work. The inspection took place just before Christmas and most activities were based on a Christmas theme.

The supervisors, five assistants and relief staff each had the CACHE level 3 in Childcare or Diploma in Playgroup Practise or equivalent as required to work in a playgroup setting. Staff took additional training throughout the year for the Foundation Phase through the Early Years Partnership. Four staff held appropriate first aid qualifications and the certificates were displayed in the entrance hall. One part time member of staff had attended Food Hygiene training.

The manager had conducted a review of the service in July 2009. Following this, a report had been written. Risk assessments were in place and had been reviewed in September 2009. The supervisor completed the premises and safety checklist on the SAF to confirm that all safety measures were in place.

At the time of inspection, all of the requirements of the Childminding and Day Care Regulations (Wales) 2002 and the associated amendments had been met in full.

Choice of service

Inspector`s findings:

There was a comprehensive booklet for parents to read prior to their child starting at Castleton Baptist Church. This had been updated since the last inspection and a revised copy had been sent with the SAF. Playgroup notices, including the registration certificate, staff qualification certificates and Public Liability Insurance certificate were all displayed in the entrance hall of the premises.

Contracts were completed before the placement started and were signed by both parents and the playgroup supervisor.

The manager had conducted a review of the service in July 2009. They had held small group activities and discussed preferences with the children. Some parents had completed questionnaires. Following this, the manager had written a report detailing the views of the children, parents, staff and the link teacher, an assessment of the service and an action plan for the following year.

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:

Children visited the playgroup with their parents for coffee mornings prior to starting in the group and parents completed an "All about me" form for their children. New children normally started in September and January and were initially offered two afternoon sessions. A small group of older children also attended these sessions and this was found to help to settle the younger children into the routine of the playgroup session. Children with special needs had been integrated into the group. There were currently no children with identified special needs attending.

There was a good relationship with the parents and they were encouraged to attend fund raising events and coffee mornings organised by the staff and committee. Over £1000 had been raised for new equipment in the last year. The playgroup had a website with details of the group and photographs of activities. Newsletters were sent out to parents every half term. Children's development records were available for parents to see and scrapbooks of children's work were completed throughout the year.

The register was taken as a group activity as soon as all of the children had arrived and as a formal activity at snack time. Accident records were countersigned by parents and stored in a file. All records were available for inspection by CSSIW.

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Quality of life

Inspector`s findings:

A good range of equipment was available for the children. The room was well laid out and children were able to choose their activities. There was a separate quiet room with books in a cosy corner and a computer. The inspection took place just before Christmas and most activities were based on a Christmas theme. The home corner had been turned into a nativity stable with nativity costumes including the animals, glitter Christmas tree decorations, glittery play dough baking, winter wonderland in the sand tray, painting large Christmas shapes and the children went around the grounds and garden carol singing. The outside play area was accessed through the fire door. The children who were able to ride around the track on tricycles and play in the outside house. On the day of inspection all of the children played in the garden as a full group activity. Since the last inspection, children had been taken out to Wentwood to find their Christmas tree, Bristol Zoo, to a Garden Centre to buy plants for the garden and to a local farm for a pumpkin party. They were accompanied by a parent for all outings. They have had visits during the year from a fireman, a dance teacher, nurse and Tufty Lady. They had taken part in charity events and had a pedal push for Childline, Red Nose Day party and donated the food from their harvest festival to the Salvation Army. A book lending library was available for children and parents and the children were 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:

The children were seen to be well behaved and well mannered in the group. Behaviour management was said to be dealt with by distraction and time out. Staff had attended training on behaviour management.

Four staff held appropriate first aid qualifications and the certificates were displayed in the entrance hall. The two playgroup supervisors had enrolled on a course to update their training but had to cancel due to health problems. They planned to enrol on a course in the new year. It was not normal practise for the playgroup to administer medication to a child. A new policy had been written on Swine Flu.

Children usually had milk and a plain biscuit for their snack. They sat in small groups at tables for their snack and children took turns to give out the biscuits and collect the cups. Throughout the year they had food that was associated with the theme of the week. The day after the inspection, the children were having a Christmas dinner. Food was stored in the fridge in the staff room. Specific dietary needs were written on the record sheets and displayed in the staff room for staff to be aware of them.

One part time member of staff had attended Food Hygiene training during the last year.

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Good practice recommendations:

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Staffing

Inspector`s findings:

The supervisors, five assistants and relief staff each had the CACHE level 3 in Childcare or Diploma in Playgroup Practise or equivalent as required to work in a playgroup setting. Staff took additional training throughout the year for the Foundation Phase through the Early Years Partnership.

All staff had a current enhanced disclosure from the Criminal Records Bureau, (CRB) and these were updated every three years. Staff details were all maintained in the register. New staff taken on since the last inspection had previously worked in the group as a volunteer and therefore no references had been taken up.

Staff supervision took place every term and formal staff appraisal was completed in January.

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Good practice recommendations:

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Conduct and management of the service

Inspector`s findings:

At the time of the inspection, there were 65 children on the register and 26 children were able to attend each session. Only children over the age of 3, who will start school the following September attended the morning sessions. Staff were seen to be vigilant of individual needs.

There were several children attending whose first language at home was not English or Welsh. They were learning English by mixing with the other children in the group.

They had celebrated Chinese New Year, Divali, Christmas, St David's Day and Harvest. Public Liability Insurance was maintained through Wales PPA and this was valid to 31.03.10. The certificate was displayed in the entrance hall.

Two parents' questionnaires issued on behalf of CSSIW as part of this inspection were returned. These all showed positive comments regarding the care that their children received. Additional comments included: *“Excellent setting and care provided. This is my 5th child to attend. All have loved their time at playgroup.”*

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Good practice recommendations:

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Complaints and protection

Inspector`s findings:

No complaints had been received by the setting since the last inspection.
 Most staff had received child protection training and were said to be aware of the procedures to follow if child abuse was suspected. Details of contacts in Social Services were included in the Child Protection policy.

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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 was organised into different play areas and the children were free to choose their activities. There is a small quiet room off the main room which was used for the book corner and the computer.

A member of staff supervised the main door when children arrived and left to ensure that all children were accompanied by an adult. The garden was totally enclosed with a gate leading into the school grounds/car park area. Children were only allowed to use this play area under supervision. The group continued trying 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 was a good range of equipment which was in good condition for the children and suitable for their age and stage of development.

Since the last inspection, push button taps have been fitted in the children`s wash basins and an independent light switch in the toilets.

Risk assessments were in place and had been reviewed in September 2009. One parent commented on the slippery nature of the ramp from the fire door into the garden which staff were seen to be vigilant of.

The supervisor completed the premises and safety checklist on the SAF to confirm that all safety measures were in place.

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