

**REPORT TO: CHILDREN AND YOUNG PEOPLE'S SERVICES COMMITTEE ON
11 JUNE 2008**

**SUBJECT: SINGLETON INSPECTIONS OF PRE-SCHOOL CENTRES –
PUBLISHED REPORTS FROM MARCH 2008 – APRIL 2008**

BY: DIRECTOR OF EDUCATIONAL SERVICES

1. REASON FOR REPORT

- 1.1 The purpose of this report is to ask Children and Young People's Services Committee to scrutinise and note the singleton inspections of pre-school centres by Her Majesty's Inspectorate of Education (HMIE) and the Care Commission which were published between March 2008 and April 2008.
- 1.2 This report is submitted to Committee in terms of Section D (1) of the Council's Administrative Scheme relating to exercising the functions of the Council as Education Authority.

2. RECOMMENDATION

- 2.1 It is recommended that Children and Young People's Services Committee scrutinises and notes the contents of this report.**

3. BACKGROUND

- 3.1 From April 2003, pre-school centres underwent an annual inspection. Two out of every three of these were to be a Singleton Inspection by the Care Commission and one an Integrated Inspection by Her Majesty's Inspectorate of Education (HMIE) jointly with the Care Commission. Integrated Inspections have been reported to Committee since May 2005.
- 3.2 From April 2007 HMIE and the Care Commission have been carrying out a revised, more proportionate model of integrated inspection. The key purposes are to:
- Build on the inspection information of all pre-school centres from April 2003 to March 2007 and reduce the frequency of inspection of pre-school education
 - Reintegrate nursery classes with HMIE primary school inspections
 - Inspect pre-school provision more proportionately to the need of the service
 - Identify and share best practice in pre-school provision
 - Continue to use the combined expertise of HMIE, Associate Assessors (AAs) and Care Commission Officers (CCOs).
- 3.3 The cycle for integrated inspections now follows the same cycle as for primary schools, currently a 7-year generational one. The frequency of follow-through visits will be decided either on the basis of the quality of provision evaluated during integrated inspections, or to assess authority evaluations, or to provide intelligence for HMIE about good practice. It may also take account of Care Commission information on complaints and requirements.

- 3.4 The cycle of singleton inspections will normally be every two years for services for 3-5 year old children unless specific weaknesses have been identified or complaints received.
- 3.5 The Care Commission select national care standards and focus areas to reflect national initiatives and issues, in singleton inspections. For the period April 2007 – March 2008 the focus areas are Active Play, Infection Control, Protecting People and the Scottish Social Services Codes and Staff Training.
- 3.6 In Singleton Inspections the report is written in terms of Strengths, Areas for Development, Enforcement (powers to enforce change or to close a service) and Other Information. The action points are given as **Requirements** (enforceable action required of a service provider in order to comply with current legislation, usually within a timescale) and **Recommendations** (proposed actions to be taken to improve the quality of the service but which would not be subject to enforceable action).
- 3.7 Following publication, inspection reports are available through pre-school centres, the Care Commission and online at www.carecommission.com.
- 3.8 The pre-school centre is asked to complete an action plan indicating how it will address the main findings of the report. The authority will give guidance and support, as appropriate, to both school nursery classes and partner providers of pre-school education. **Appendix 1** provides more details on the procedure following a Singleton Inspection.
- 3.9 During this reporting period there were 10 **Singleton Inspection** reports received. The list of providers is attached as **Appendix 1**. The **Recommendations** and **Requirements** arising from the reports are summarised in **Appendix 2**. Copies of the reports are available in the Members' Library.

4. SUMMARY OF IMPLICATIONS

(a) Corporate Development Plan/Community Plan/Service Improvement Plan

This report meets the stated aims of the Educational Programme of the Corporate Plan.

(b) Policy and Legal

The Regulation of Care (Scotland) Act 2001 set up the Care Commission to register and inspect all the services regulated under the Act including nursery classes and playgroups.

(c) Resources (Financial, Risks, Staffing and Property)

There are no immediate Financial, Staffing, Environmental or Sustainable Development implications arising from this report.

(d) Consultations

Members of the Senior Management Team within Educational Services, Jim Gibson, Quality Improvement Officer, Deborah Brands, Principal Accountant and Karen Wiles, Principal Solicitor, Legal Services have been consulted and agree with the relevant section of the report.

5. CONCLUSION

5.1 That the Committee scrutinises and notes the contents of this report.

Author of Report: Sheena Duffus, Quality Improvement Officer, Pre 5
 Background Papers:
 Ref: DMD/JR/Reports/Children and Young People's Services
 Committee/11 June 2008/Singleton Inspections of Pre-School
 Centres - Published Reports from March 2008 to April 2008

APPENDIX 1

SINGLETON INSPECTIONS

Name of Pre-school Provider	Date of Inspection
Ark Childcare Ltd, Mosstowie	22/01/08
Dufftown Pre-school Centre	30/01/08
Keith Primary School Nursery	30/01/08
Knockando Playgroup	17/01/08

Little Acorns Childcare Centre, Kinloss	05/02/08
Moray Steiner School Kindergarten	15/01/08
New Elgin Primary School Nursery	18/03/08
RAF Lossiemouth Childcare Centre	15/01/08
Tomintoul Primary School Nursery	14/02/08
Torridon Pre-school Nursery & Out Of School Care	07/02/08

Procedure Following a Singleton Inspection

The pre-school centre is asked to prepare an action plan indicating how they will address the main findings of the report, and to share the plan with parents and carers.

APPENDIX 2

Summary of numbers of recommendations and requirements made to providers.

Provider	Number of Recommendations	Number of Requirements
Ark Childcare Ltd, Mosstowie	3	2
Dufftown Pre-school Centre	2	1

Keith Primary School Nursery	2	0
Knockando Playgroup	1	0
Little Acorns Childcare Centre, Kinloss	4	0
Moray Steiner School Kindergarten	5	0
New Elgin Primary School Nursery	1	0
RAF Lossiemouth Childcare Centre	3	0
Tomintoul Primary School Nursery	1	0
Torrison Pre-school Nursery & Out Of School Care	1	0

In Singleton Inspections the report is written in terms of Strengths, Areas for Development, Enforcement (powers to enforce change or to close a service) and Other Information. The action points are given as **Requirements** (enforceable action required of a service provider in order to comply with current legislation, usually within a timescale) and **Recommendations** (proposed actions to be taken to improve the quality of the service but which would not be subject to enforceable action).

The authority gives guidance and support as appropriate to all providers and is satisfied that they are robustly addressing the recommendations and requirements in the reports.

Details of recommendations and requirements made to providers

Ark Childcare Ltd

Recommendations

- The provider to review its child protection policy/statement and procedure and ensure it is effectively implemented and that it includes the following:
A statement that the provider will follow the local Area Child Protection Guidelines
A description of the staff/manager responsibilities

A statement of what the provider/manager will do if there are suspicions of abuse

Arrangements to ensure staff awareness of child protection issues

Appropriate telephone numbers of the Social Work Department and Police

Contact the appropriate authorities timeously following any incident/allegation.

- The risk assessment in relation to the outdoor areas is to be further developed to identify key risks and should be maintained separate to the parents' signing in and out sheet.
- The Manager and staff to improve the pace and balance of activities provided to ensure that the needs of all children are met more effectively.

Requirements

- Infection control policies, procedures and training is to be further developed. In order to achieve this the provider must:
Develop the animal/pets policy to make reference to hand hygiene and outline emergency procedures to deal with any animal/pet associated injuries or allergic reactions
The health and safety policy to contain information in relation to cleaning of toys and play equipment, exclusion periods for communicable diseases and the management of spillages
Provide foot operated bins or sanganic bins for the hygienic disposal of nappies
Potties to be stored appropriately and out of children's reach
Staff to access information in relation to infection control
Staff to attend appropriate infection control training.
(Timescale – Within three months of this report)
- A robust and safe recruitment procedure to be effectively implemented. In order to achieve this the provider must:
Ensure that Disclosure Scotland checks are carried out and completed prior to the individual commencing employment.

Dufftown Pre-school Centre

Recommendations

- The Chairperson and Committee are to ensure that an appropriate person is identified as the child Protection Co-ordinator.
- The manager and/or chairperson, in consultation with staff, should develop systematic and robust procedures to formally monitor and evaluate all aspects of the service.

Requirements

- A policy and procedure on staff training and development must be designed and implemented.

Keith Primary School Nursery

Recommendations

- Staff, children and parent/carers should be made aware of the protecting children and young people: children's charter and the framework standards for child protection.
- The service establishes an annual training programme which meets the needs of individual staff members and children using the service and it incorporates the evaluation and effectiveness of the training provided.

Knockando Playgroup

Recommendations

- The provider should review its child protection policy/statement to reflect the following key areas in respect of child protection:

A statement that the provider will follow the local area child protection guidelines

A description of the staff/manager responsibilities

A statement of what the provider/manager will do if there are suspicions of abuse

A description of information to be recorded

Arrangements to ensure staff awareness of child protection issues

Appropriate phone numbers

Arrangements for policy review.

Little Acorns Childcare Centre

Recommendations

- To ensure the floor covering in the baby room is stain resistant appropriate to the needs of the service users.
- To enhance infection control procedures the manager should discourage the use of outdoor footwear in the baby room.
- The child protection policy needed to be updated and reviewed to include the following information: a description of the manager's responsibilities; a description of information to be recorded; appropriate phone numbers; arrangements to ensure children/young people have access to independent support/advice as appropriate.
- To provide younger children with a wider range of natural resources/materials to promote their sensory development.

Moray Steiner School Kindergarten

Recommendations

- The service should enhance handwashing procedures by replacing the bars of soap with a liquid version.
- The service needed to ensure room temperatures were monitored and maintained at 65° F/18° C.
- The service needed to update the child protection policy to include the following specific information: appropriate phone numbers of the local social work department and Grampian Police.

- The service needed to obtain a copy of the 'North east of Scotland Child Protection Committee' guidelines.
- To obtain copies of the children's charter and the framework standards for child protection and make available to all staff.

New Elgin Primary School Nursery

Recommendations

- Information in relation to training is to be further developed. In order to achieve this:

A programme of training should be developed and implemented. Staff should ensure that certificates for training attended are accessible and available within the nursery.

RAF Lossiemouth Childcare Centre

Recommendations

- The centre needed to review procedures to improve the involvement of parents in the process of evaluation in order to make a full contribution to the life and work of the service.
- Effective use should be made of skills and ideas from staff to enhance the overall quality of children's experiences to ensure all individual needs and interests were being fully met.
- The centre needed to review procedures to effectively monitor the quality of work of each member of staff.

Tomintoul Primary School Nursery

Recommendations

- To further develop the written information on infection control for staff guidance to ensure safe and hygienic procedures were followed if children were having contact with pets or animals.

Torridon Pre-school Nursery & Out Of School Care

Recommendations

- Infection control procedures in relation to nappy changing and the use and management of potties were to be further developed with the use of non-seamed disposable gloves.