

**REPORT TO: CHILDREN AND YOUNG PEOPLE'S SERVICES COMMITTEE ON  
20 AUGUST 2008**

**SUBJECT: SINGLETON INSPECTIONS OF PRE-SCHOOL CENTRES –  
PUBLISHED REPORTS FROM MAY 2008 – JUNE 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 May 2008 and June 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, during which the inspections took place, the focus areas were 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](http://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 4 **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.

The authority has a duty to provide a quality pre-school education place for every 3 and 4 year old whose parents wish it.

**(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 sections 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/20 August 2008/Singleton Inspections of Pre-School  
 Centres - Published Reports from May 2008 to June 2008

**APPENDIX 1**

**SINGLETON INSPECTIONS**

| Name of Pre-school Provider           | Date of Inspection |
|---------------------------------------|--------------------|
| Lilliput Play 'n' Learn Centre        | 20/02/08           |
| Moray Leisure Centre Childcare Centre | 03/03/08           |
| New Elgin Primary School Nursery      | 18/03/08           |

|                                |          |
|--------------------------------|----------|
| Pilmuir Primary School Nursery | 01/02/08 |
|--------------------------------|----------|

### **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 |
|--------------------------------|---------------------------|------------------------|
| Lilliput Play 'n' Learn Centre | 3                         | 0                      |

|                                       |   |   |
|---------------------------------------|---|---|
| Moray Leisure Centre Childcare Centre | 8 | 3 |
| New Elgin Primary School Nursery      | 1 | 0 |
| Pilmuir Primary School Nursery        | 2 | 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

### Lilliput Play 'n' Learn Centre

#### *Recommendations*

- The provider ensures that Portable Appliance Testing (PAT testing) of electrical equipment is undertaken at the earliest opportunity.

- The manager implements a staff review and monitoring procedure to enhance the procedures already established to ensure staff practices, training/skills are effectively meeting the needs of the children and service.
- The service needs to continue to review procedures to include the involvement of parents in the process of evaluation so that they can make a valid contribution towards improvement.

### **Moray Leisure Centre Childcare Centre**

#### *Recommendations*

- The nappy changing/toilet area adjacent to the crèche does not have the work surfaces used for storage and unused nappies are protected from contamination whilst being stored.
- Staff have access to infection control training/information as part of the on-going training programme to promote best practice.
- The management of snacks, namely drinks in the after school club is reviewed to ensure that there is not the potential for children to re-use each others tumblers to minimise the potential for cross infection.
- The service child protection policy should include a statement that the provider will follow the local area child protection guidelines.
- Parents and children to be made aware of the Protecting children and young people: The Charter and Framework for Standards documents.
- The provider should review and amend their policy statement in relation to the management of the service to address the matter of meeting the requirements of the Scottish Social Services Council (SSSC), registration of managers.
- A training and development policy should be developed to ensure that all staff, including new employees are aware of the procedure.
- The manager implements a staff review and monitoring procedure to enhance the procedures already established to ensure staff practices and training/skills are effectively meeting the needs of the children and the service.

#### *Requirements*

- The door alarm system must be robust to ensure that children are not able to exit the building undetected. (Timescale – within 1 week from issuing this report)

[Note – Anyone exiting the building triggers a sound and a flashing light in the building and an alarm at main reception. Engineers have been hired to increase the volume of the alarm in the childcare building.]

- The toilet facilities should be checked regularly for cleanliness and hand washing facilities and children appropriately supervised/monitored to ensure hand washing practices are correctly implemented. (Timescale – within 24 hours of the issuing of this report)

[Note – Playscheme staff now check the toilets regularly for cleanliness, towels and soap. A “cleaning sheet” which has to be signed every hour, is being implemented from the start of the new session.]

- Direct management support to staff, service users and parent/carers is improved to ensure that staff practice relating to the service provision is appropriate and managerial matters are dealt with at the earliest opportunity. (Timescale – 12 weeks from the issuing of this report)

[Note – The management structure has been changed. The Lead Practitioner now has responsibility for all services within the childcare building and is on the premises everyday. Matters can therefore be dealt with straight away.]

### **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.

### **Pilmuir Primary School Nursery**

#### *Recommendations*

- The Manager is to review the child protection policy to reflect 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  
A description of information to be recorded  
Arrangements to ensure staff awareness of child protection issues  
Appropriate phone numbers  
Arrangements for policy review  
Action to be taken should a child fail to arrive at the service.
- Training information is to be further developed. In order to achieve this, the following is to be implemented:  
The Manager is to develop a training programme  
The Manager is to develop a record of training attended  
Staff should keep their folder of 'Continual Professional Development' accessible within the nursery.