

**REPORT TO: CHILDREN AND YOUNG PEOPLE'S SERVICES COMMITTEE ON
2 DECEMBER 2009**

**SUBJECT: SINGLETON INSPECTIONS OF PRE-SCHOOL CENTRES –
PUBLISHED REPORTS FROM OCTOBER 2009 TO NOVEMBER
2009**

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 the Care Commission which were published between October 2009 and November 2009. These were:

Findochty Primary School Nursery, Findochty
Garmouth & Kingston Pre-school Group, Garmouth
Keith Play Centre Ltd, Keith
Kinloss Primary School Nursery, Kinloss
Millbank Primary School Nursery, Buckie
Portgordon Primary School Nursery, Portgordon
Portknockie Nursery, Portknockie
St. Gerardine Primary School Nursery, Lossiemouth
St. Thomas R. C. Primary School Nursery, Keith

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 The Regulation of Care (2001) Act (the Act) is the underpinning legislation for all regulatory activities of the Care Commission (CC) including Daycare of Children's Services (singleton inspections). Such services which offer an element of pre-school education funded by the local authority are also subject to inspection by Her Majesty's Inspectorate of Education (HMIE). The Act states that the CC and HMIE will inspect services where relevant in an integrated manner (integrated inspections).

3.2 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.

3.3 Inspections by the CC are now more targeted, and focus more on people who use services and their carers in an attempt to improve services in Scotland.

3.4 From April 2008 providers are inspected against a framework of Quality Themes and Statements. The Quality Themes are:

- Quality of care and support
- Quality of environment or information
- Quality of staffing
- Quality of management and leadership

3.5 The CC will grade services and publish these grades as part of their duty to provide information to the public about the quality of care services.

The six point grading scale:

6	excellent
5	very good
4	good
3	adequate
2	weak
1	unsatisfactory

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 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 9 **Singleton Inspection** reports received. The list of providers is attached as **Appendix 1**. The Gradings, **Recommendations** and **Requirements** arising from the report are summarised in **Appendix 2**. A copy of the report is available in the Members' Library.

4. SUMMARY OF IMPLICATIONS

(a) Single Outcome Agreement/Service Improvement Plan

- (i) The report is relevant in relation to Local Priority 6 – Young People (Early Years) within the Single Outcome Agreement, and

- (ii) Action Area 6 – Early Years Framework in the Service Improvement 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)

None

(d) Consultations

Senior Officers in Educational Services, Deborah Brands, Principal Accountant, and Alistair Stobie, Principal Solicitor (Litigation and Licensing), have been consulted and are in agreement 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
Background Papers:
Ref: DMD/JR/Reports/Children and Young People's Services Committee/2 December 2009/Singleton Inspections of Pre-School Centres - Published Reports from October 2009 to November 2009

APPENDIX 1**SINGLETON INSPECTIONS**

Name of Pre-school Provider	Date of Inspection
Findochty Primary School Nursery	23/04/09
Garmouth & Kingston Pre-school Group	23/06/09
Keith Play Centre Ltd	27/05/09
Kinloss Primary School Nursery	28/05/09
Millbank Primary School Nursery	10/06/09
Portgordon Primary School Nursery	23/04/09
Portknockie Nursery	29/06/09
St Gerardine Primary School Nursery	17/04/09
St Thomas R. C. Primary School Nursery	30/06/09

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
Findochty Primary School Nursery	1	0
Garmouth & Kingston Pre-school Group	0	0
Keith Play Centre Ltd	10	1
Kinloss Primary School Nursery	2	0
Millbank Primary School Nursery	0	0
Portgordon Primary School Nursery	0	0
Portknockie Nursery	2	0
St Gerardine Primary School Nursery	1	0
St Thomas R. C. Primary School Nursery	0	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 gradings, recommendations and requirements made to providers**Findochty Primary School Nursery***Gradings*

Quality of Care and Support	4	Good
Quality of Environment or Information	4	Good
Quality of Staffing	4	Good
Quality of Management and Leadership	4	Good

Recommendations

- The service should continue to explore and develop ways in which they can routinely involve parents, carers and children in assessing and improving the service. These should include all of the quality themes, the quality of care and support, the quality of environment, quality of staffing and quality of management.

Requirements

- None

Garmouth & Kingston Pre-school Group*Gradings*

Quality of Care and Support	5	Very good
Quality of Environment or Information	5	Very good
Quality of Staffing	5	Very good
Quality of Management and Leadership	5	Very good

Recommendations

- None

Requirements

- None

Keith Play Centre Ltd*Gradings*

Quality of Care and Support	3	Adequate
Quality of Environment or Information	4	Good
Quality of Staffing	3	Adequate
Quality of Management and Leadership	3	Adequate

Recommendations

- The service should further develop opportunities for parents, carers and children to participate in assessing and improving the quality of care and to ensure all parents and carers are aware of the opportunities to become actively involved within the service.
- The Service Provider should review and update the current child protection policy as detailed within this report.
- The Staff and Service Provider must ensure that the care and educational needs of all children attending are met.
In order to achieve this the service should:
 - (i) – Provide support and training to all staff in behaviour management.
 - (ii) – Develop educational programmes which are appropriate to the needs of the children attending.
 - (iii) – Introduce individual care programmes for children, paying particular attention to children who require additional support.
- The Service Provider should further develop communication methods to ensure parents/carers are provided with appropriate information about the service and their child's learning and development.
- The Service Provider should ensure clear information is displayed regarding staff on duty during each session.
- The Service Provider should introduce and record a formal induction programme for all new staff. Records of these along with up to date training records must be maintained by the service.
- The Service Provider should ensure that training is directed towards individual staff development to best meet the needs of staff and children.
- The Service Provider should produce and provide staff with clear information about individual roles and responsibilities of staff within the service.
- The Manager and Service Provider should further develop formal monitoring practices for all staff within the service.
- The Manager and Service Provider should further develop opportunities for all staff, parents, carers and children to be more actively involved in the quality assurance and development of the service.

Requirements

- The Service Provider must obtain and keep records of two references and a declaration of mental and physical fitness for each member of staff.
(Timescale: Within 8 weeks of the publication date of this report.)

Kinloss Primary School Nursery*Gradings*

Quality of Care and Support	4	Good
Quality of Environment or Information	4	Good
Quality of Staffing	4	Good
Quality of Management and Leadership	3	Adequate

Recommendations

- The service needed to consider developing a participation strategy to provide a range of options for children, parents and carers to become involved in identifying areas for improvement and to develop the service.
- The manager and staff needed to fully consider how they were going to involve children in the evaluation of service provision and delivery and enable them to make a meaningful contribution to service improvement.

Requirements

- None

Millbank Primary School Nursery*Gradings*

Quality of Care and Support	5	Very good
Quality of Environment or Information	5	Very good
Quality of Staffing	5	Very good
Quality of Management and Leadership	5	Very good

Recommendations

- None

Requirements

- None

Portgordon Primary School Nursery*Gradings*

Quality of Care and Support	5	Very good
Quality of Environment or Information	5	Very good
Quality of Staffing	5	Very good
Quality of Management and Leadership	4	Good

Recommendations

- None

Requirements

- None

Porknockie Nursery*Gradings*

Quality of Care and Support	4	Good
Quality of Environment or Information	4	Good
Quality of Staffing	4	Good

Quality of Management and Leadership	4	Good
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Recommendations

- The Committee/Manager should ensure that all requests for references are followed up and alternative references sought, where necessary. Should verbal references be sought in the first instance they should be recorded as part of the recruitment process.
- The Committee/Manager should ensure that a medical questionnaire is completed by all candidates as stated in the service recruitment policy.

Requirements

- None

St Gerardine Primary School Nursery*Gradings*

Quality of Care and Support	4	Good
Quality of Environment or Information	4	Good
Quality of Staffing	4	Good
Quality of Management and Leadership	3	Adequate

Recommendations

- The manager and staff should develop and put in place opportunities for parents/carers and children, to be involved in the assessment and improvement of the quality of management and leadership of the service.

Requirements

- None

St Thomas R. C. Primary School Nursery*Gradings*

Quality of Care and Support	5	Very good
Quality of Environment or Information	5	Very good
Quality of Staffing	5	Very good
Quality of Management and Leadership	5	Very good

Recommendations

- None

Requirements

- None