

**REPORT TO: CHILDREN AND YOUNG PEOPLE'S SERVICES COMMITTEE ON
17 FEBRUARY 2010**

**SUBJECT: SINGLETON INSPECTIONS OF PRE-SCHOOL CENTRES –
PUBLISHED REPORTS FROM DECEMBER 2009 TO JANUARY
2010**

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 December 2009 and January 2010. These were:

Double Decker Playgroup, Duffus
Milne's Primary School Nursery, Fochabers
Playmates Pre-5 Centre, Forres

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

- 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 3 **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**. Copies of the reports are 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 Acting 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/17 February 2010/Singleton Inspections of Pre-School Centres - Published Reports from December 2009 to January 2010

ITEM:

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APPENDIX 1

SINGLETON INSPECTIONS

Name of Pre-school Provider	Date of Inspection
Double Decker Playgroup, Duffus	23/06/09
Milne's Primary School Nursery, Fochabers	21/04/09
Playmates Pre-5 Centre, Forres	02/10/09

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
Double Decker Playgroup	2	0
Milne's Primary School Nursery	0	1
Playmates Pre-5 Centre	1	2

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.

Double Decker Playgroup, Duffus*Gradings*

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

Recommendations

- Risk assessments should be developed further and in particular to the outside area in relation to the gravelled area, the concrete steps and any trip hazards there may be.
- The toilet door should be adjusted in order that it protects children's privacy and dignity, but is appropriate to the age and height of the children.

Requirements

- None

Milne's Primary School Nursery, Fochabers*Gradings*

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

Recommendations

- None

Requirements

- The provider must at all times comply with the Conditions of Registration on the Certificate of Registration. These can only be changed by application to vary the conditions. (Timescale: immediately when required.)

Playmates Pre-5 Centre, Forres*Gradings*

Quality of Care and Support	5	Very good
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Quality of Environment	4	Good
Quality of Staffing	2	Weak*
Quality of Management and Leadership	5	Very good

Recommendations

- It is recommended that the service should develop its recruitment and selection policy to ensure that the application procedure includes an application form, CV or letter of application. As per:

SSSC Code of Practice – Employer

- Make sure people are suitable to enter the workplace
- 1.1 Using rigorous & thorough recruitment & selection processes etc
- 1.2 Check criminal records & relevant registers
- 1.3 Seeking & providing reliable references

Requirements

- It is a requirement that the service develops its procedure to include seeking 2 references for new employees, including 1 from previous employer. (No timescale given)
- It is required that the service's recruitment procedure includes written information about whether the candidate is physically and mentally fit. (No timescale given)

* Refers to the appointment procedures rather than the quality of the staff in post.