

**REPORT TO: EDUCATION AND SOCIAL SERVICES COMMITTEE ON
9 APRIL 2008**

**SUBJECT: SINGLETON INSPECTIONS OF PRE-SCHOOL CENTRES –
PUBLISHED REPORTS FROM JANUARY 2008 – FEBRUARY
2008**

BY: DIRECTOR OF EDUCATIONAL SERVICES

1. REASON FOR REPORT

- 1.1 The purpose of this report is to ask Education and Social 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 January 2008 and February 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 Education and Social 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 at Educational Services 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 7 **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/Education and Social Services Committee/
 9 April 2008/Singleton Inspections of Pre-School Centres - Published
 Reports from January 2008 - February 2008

APPENDIX 1**SINGLETON INSPECTIONS**

Name of Pre-school Provider	Date of Inspection
Burghead Primary School Nursery	15/01/08
Double Decker Pre-school Centre, Duffus	30/10/07
Magic Roundabout Childcare Centre (Fochabers)	30/10/2007

Newmill & District Playgroup	18/12/2007
Playmates Pre-5 Centre, Forres	14/12/2007
Portknockie Playgroup	05/11/07
Seafeld Primary School Nursery	10/01/08

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
Burghead Primary School Nursery	0	0
Double Decker Pre-school Centre, Duffus	3	0

Magic Roundabout Childcare Centre (Fochabers)	6	2
Newmill & District Playgroup	2	0
Playmates Pre-5 Centre, Forres	2	0
Portknockie Playgroup	5	0
Seafield Primary School Nursery	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

Double Decker Pre-school Centre

Recommendations

- The provider is to ensure that child protection procedures are appropriate and effectively implemented. In order to achieve this the provider is to:

review the child protection policy and include the following:

a statement that the provider will follow the Area Child Protection Committee guidelines
a description of the staff responsibilities
a statement of what the provider/manager will do if there are suspicions of abuse
a statement in relation to arrangements to ensure staff awareness of child protection issues.

obtain an updated version of the Area Child Protection Committee guidelines

maintain and keep all records in relation to child protection issues and store securely within the centre

- The provider should ensure that all staff attend child protection training and that all staff are aware of the Children's Charter and Framework Standards.
- Registration of the manager and staff with the Scottish Social Services Council is to commence and an action plan is to be developed to identify manager and staff training needs for registration with the Scottish Social Services Council.

Magic Roundabout Childcare Centre (Fochabers)

Recommendations

- The provider/manager to ensure that children are appropriately supervised and to ensure that there is an on-going training programme regarding infection control.
- The service child protection policy should be updated to reflect the following key areas:
the name and telephone number of the contact agency
a description of the information to be recorded
a statement that the provider will follow the local area child protection guidelines
the staff, parents/carers and where appropriate the children should be made aware of its contents
- Parents and children to be made aware of the protecting children and young people: The Charter and Framework for Standards documents.
- The views of children and parents/carers should be taken into account following the opportunity for consultation, to help develop active and energetic play.
- The service to ensure that the training and development policy informs staff how to access training and also states how it will be evaluated.
- A system to ensure suitability of training should be put in place and methods of assessing appropriate implementation of training should take place.

Requirements

- The service provider/manager should access current information relating to infection control to promote best practice which is then reflected in the service policies and procedures. (Timescale – 1 month from receipt of this report)
- To ensure that two references are obtained for the candidate prior to employment, one of which should be the previous employer. (Timescale – On receipt of this report)

Newmill & District Playgroup

Recommendations

- Child protection procedures needed to be updated and implemented. In order to achieve this:

The manager should review the Centre's child protection policy/statement to reflect the key areas specified:

A description of the staff/manager responsibilities

A statement of what the 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

- A written programme of training is to be developed and implemented.

Playmates Pre-5 Centre

Recommendations

- Child protection procedures needed to be updated and implemented. In order to achieve this:

The manager should review the Centre's child protection policy/statement to reflect the key areas specified:

A description of the staff/manager responsibilities

A statement of what the 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

The manager and staff are to update their child protection training.

- A training or learning and development policy is to be developed and implemented

Portknockie Playgroup

Recommendations

- The service child protection policy should be updated to reflect the following key area:

The name and telephone number of the contact agency

- Parents and children to be made aware of the Protecting children and young people: The Charter and Framework for Standards documents

- The views of children and parents/carers should be taken into account, following the opportunity for consultation, to help develop active and energetic play.
- The service to ensure that the training and development policy informs staff how to access training and also states how it will be evaluated.
- Whilst staff had access to training it was not clear that all staff members had regular supervision/monitoring to identify the individual training needs. A monitoring system, 1-1 supervision should be established for all staff members to ensure individual training needs are met.

Seafeld Primary School Nursery

Recommendations

- Infection control procedures need to be further developed to address changing outdoor footwear.