

Early Years Inspection Report

Sessional & Full Day Care

QUALITY OF CARE

Name of Service:	Bumbles Playstation
Address of Service:	Rosetta Primary School
	21-23 Knockbreda Road
Post Code:	Belfast
Telephone No:	BT6 0JA
	02890645545

Type of Service (please tick as appropriate)	Full Day Care	Play-group	Crèche	After School	Other (please advise)
	x				
	Private	Not for Profit			
	x				

	Age Range	Number of Children Registered for	Number of Children Present	Number of Staff Present
Room 1	3-4yrs	16	10	2
Room 2				
Room 3				
Room 4				
Room 5				
Room 6				

Name of Inspector:	Gail Young
Date of inspection:	6 th December 2013

The following inspection was carried out by the Early Years Team,
Belfast Health & Social Care Trust

Under the Children (NI) Order 1995 settings are required to be registered with their local Trust if they provide a service as a day nursery, crèche, playgroup, out of school club or holiday club.

The Trust is then required to inspect the setting at least once per year. The setting is required to adhere to the requirements of their registration certificate and to the Childminding and Day Care for Children under Age 12 - Minimum Standards. The Standards contain a number of Quality Areas. The Standards can be downloaded at www.dhsspsni.gov.uk

This inspection report relates to the Quality Area of **Care**

CONTACT DETAILS

Early Years Teams – Belfast HSC Trust Area

124 Stewartstown Road
Belfast
BT11 9JQ

Date of previous inspection:	12 th November 2012
Opening hours:	7.45-9am & 1.30-5.45pm
Days open:	Monday - Friday

Progress from previous Action Plan – Information supplied on Self Evaluation Form

Criteria to be met to comply with the Minimum Standards from last inspection held on 12.11.12 in relation to General Inspection

- | | |
|-----|---|
| (a) | • All criteria to be met to comply with the Minimum Standards have been completed |
|-----|---|

Recommendations for improvement from last inspection held on 12.11.12 in relation to General Inspection

- | | |
|-----|--|
| (b) | • All recommendations to be met to comply with the Minimum /standards have been completed. |
|-----|--|

Progress from previous Action Plan – Evidence gained at Inspection

Criteria to be met to comply with the Minimum Standards from last inspection held on 12.11.12 in relation to General Inspection

- | | |
|-----|---|
| (a) | • All criteria to be met to comply with the Minimum Standards have been completed |
|-----|---|

Recommendations for improvement from last inspection held on 12.11.12 in relation to General Inspection

- | | |
|-----|---|
| (b) | • All recommendations for improvement have been completed |
|-----|---|

Quality of Care

1.1 *Children are safeguarded through systems and practices that are consistent with the Regional Child Protection Policies and Procedures.*

Inspectors Comments

- The Child Protection Policy does not include the updated Emergency Duty Team's contact details. There is no evidence to show that the policy was reviewed in the past year.
- All staff have up to date child protection training. It was noted that staff are aware of the child protection policy and procedures as well as practices to keep children safe. Parents are made aware of the child protection policy at the information meeting and through the welcome pack. Policies are also available online.
- A policy is in place for Intimate/Personal Care and parents are informed through discussion at the information session. Parents also sign a consent form for staff to care out intimate care procedures.
- The ICT/E-Safety, Photograph and Mobile Phone policies are in place and staff have signed this off when read.
- It was found that parents give written parental consent for children to be photographed and that the use of photographs is explained.
- This group do not have CCTV.
- It was found that parents provide named person details for collections on the registration form and these details are kept in the playroom.
- A Whistleblowing Policy is in place which does not include the designated person's contact details.
- Through discussion it was evident that staff are aware of who the designated child protection officer is and how to contact them. It was also found that a designated officer is available during opening hours. The contact details are made available in the child protection policy and through the notice board. The Manager completed designated officer training in 2011.
- On the day of inspection it was found that at least two members of staff were on duty at all times and that staff/child ratios were adhered to. It was evidenced that all members of staff are vetted through the Trust.

Criteria to be met to comply with the Minimum Standards

- The Child Protection Policy must be updated to include the Emergency Duty Team's contact details.
- The Child Protection policy must be reviewed annually, dated and signed.
- The Whistleblowing Policy must be updated to include the designated officers contact details.

Recommendations for improvement

None

1.2 Children's well-being is promoted and their care, developmental and play needs are met.

Inspectors Comments

- It was noted on the day of inspection that staff-child interactions were appropriate. Staff presented as active in the children's play and the children were noted to play at the different areas (creative, imaginative and floor play). It was observed that children approached staff easily and confidently and that staff engaged with the children warmly and affectionately. Staff regularly praised and encouraged the children and listened to the children's requests. The children were clearly interested in the activities provided and the children appeared to play well together. Staff were observed using calm tones, good eye contact and positive facial expressions. It was noted that children independently accessed activities stored at low level and that a buffet snack table was in operation. The children were allowed to pour their own drink, thereby increasing independence. A good range of age appropriate resources are available and the children's artwork was clearly displayed around the room.
- Weekly planning of activities is in operation and the children's ideas and interests are included in planning. Staff observe the children's development and introduce activities to progress development in identified areas. Staff record observations and evaluate the children's progress when necessary. The manager reported that although observations take place and that they are recorded, observations are not prioritised in this group as it is an after school service for preschool children that attend other groups. Staff also give parents daily verbal feedback and meet with parents in a private manner to address issues and to promote confidentiality.
- In relation to physical play the school hall and the outdoor area is available. The children play games and play ball games daily.
- It was noted that carpeted area with cushions is provided so that children can rest/relax independently.
- The manager advised that staff talk to children in an age appropriate manner to encourage language skills. Also there is good range of age appropriate books available.

Criteria to be met to comply with the Minimum Standards

- Written observations must be completed regularly by staff.

Recommendations for improvement

None

1.3 *The overall health & wellbeing of the child is promoted and safeguarded.*

Inspectors Comments

- On the day of inspection the premises were clean and hygienic, the children were observed washing their hands after toileting and gloves are used in the kitchen in the preparation of snack. No tooth brushing was observed.
- It was found that written cleaning rotas are in place
- There is a policy on Infection, Prevention and Control which is informed by the PHA Standard on infection control.
- It was evidenced that parents are informed of this policy in the policy booklet.
- It was found animals are not brought onto the premises and if the children attend trips where they have access to animals parents give written consent.
- It was noted that this facility is registered with Environmental Health for food safety and that all requirements have been met.
- It was evidenced that there is a policy for the Management of Medicines which reflects the Minimum Standards 2012.
- It was noted that parents have given written permission for medicines to be administered for each sick period.
- It was observed that the medicine cabinet is inaccessible to children and there is a First Aid box in place which is compliant with the Health & Safety (First Aid) Regulations (NI) 1982. The first aid box was last checked on 17/6/13 and signed by staff. All staff have up to date First Aid training and Vicky Stewart is the first aider for this group.
- It was found that a First Aid policy; Accident Policy; Managing Emergencies policy and Smoking policy are in place.
- It was noted that the children do not have their own bed linen, hairbrush or toothbrush. However it was also noted that this group do not sleep.
- The manager advised that staff apply sunscreen and sun hats in warm weather with written parental consent. Written parental consent was evidenced. Staff also ensure that children wear coats, hats, gloves and scarves in cold weather when outside.

Criteria to be met to comply with the Minimum Standards

- Children must have their own hairbrush and toothbrush on site.

Recommendations for improvement

None

1.4 Children's safety is promoted at all times ensuring that proper precautions are taken to prevent accidents and minimise risks to them.

Inspectors Comments

- It was evidenced that the group comply with relevant Health & Safety regulations and guidance and firearms legislation.
- Staff have not had any formal training in relation to health and safety.
- There was no evidence to suggest that the group have registered with Environmental Health for health and safety.
- It was found that a comprehensive health and safety risk assessment of the premises has been carried out and that it has been reviewed within the last years
- It was found that daily written checks are not undertaken inside and outside before each session.
- It was noted that a visitors book is available and through discussion it was found that children are never left alone with visitors and that staff supervise at all times.
- There is no evidence of a written fire risk assessment of the premises.
- The manager advised all staff had received information on fire safety although there was no evidence to support this.
- It was noted that this group carry out regular fire drills and record these. It was also noted that fire equipment is checked annually and that there is a policy on the evacuation of the setting.
- There is evidence to suggest that soft furnishings are flame retardant and compliant with BSEN Standards; there is also evidence that safety glass conforms to BSEN Standards.
- It was found that records are kept about vehicles in which children are transported which includes insurance details and named drivers.
- There is a policy on the transport of children and this is based on the Minimum Standards 2012. It was found that parents have given written permission for children to travel in vehicles owned or used by the setting.
- It was evidenced that Employers and Public Liability Insurance is up to date.
- There is a policy on how to deal with Safety Emergencies.
- It was noted that all windows in the playroom are up high and out of reach of the children and that there are no septic tanks, ponds or pools on the premises.
- It was found that staff are never under the influence of any substance that would impair judgement whilst in charge of children.
- It was noted that the tap in the room has cold water only. The children do not have access to the kitchen.
- It was observed that the Fire Evacuation policy is on the noticeboard so that staff and children are aware of the arrangements for evacuation.
- It was noted that cleaning materials and hazardous substances are

stored out of reach and sight of the children and that staff clean the room at the end of the session only. It was evidenced that cleaning materials are used in compliance with COSHH regulations.

- It is evidenced that no alcohol is permitted on the premises.
- It was found that electrical appliances and fittings conform to safety requirements. The school does not use gas.
- It was noted that all cord blinds are shortened and inaccessible and that all floor coverings are even and in good condition.

Criteria to be met to comply with the Minimum Standards

- The group must register with Environmental Health for health and safety.
- Staff must undertake health and safety training.
- A valid fire risk assessment must be carried out by management.
- Daily checks must be carried out and recorded before and after each session.
- Staff must undertake Fire Safety training.

Recommendations for improvement

None

1.5 Children are provided with a wide variety of nutritious foods and drinks that will contribute to their health, growth & development.

Inspectors Comments

- On the day of inspection a Food and Drink policy was in place and parents are made aware of this in the welcome letter. This policy is in keeping with the Minimum Standards 2012.
- It was found that snack menus have been developed in compliance with advice contained within 'Nutrition Matters for the Early Years'. A policy on menu planning is in place and the snack menu is displayed on the notice board. A record of the group's snack menu is stored electronically.
- It was found that the group is compliant with guidance issued by Environmental Health regarding the safe handling and preparation of food.
- It was noted that parents have given written information regarding the dietary, cultural and religious requirements of their children.
- On the day of inspection it was observed that fresh drinking water is available within the room for children to access water at any time.
- It was observed that a designated snack table is in place and that a rolling buffet system is in operation. The children were supervised by the staff and it was further noted that they were allowed to pour their own drink.
- It was evidenced that relevant staff have completed Level 2 Food Hygiene.

Criteria to be met to comply with the Minimum Standards

None

Recommendations for improvement

None

1.6 *There is consistency in the use of positive strategies to establish acceptable patterns of behaviour and to promote children's well-being, self-esteem and development.*

Inspectors Comments

- On the day of inspection it was apparent that there was a good range of resources available which were age appropriate and stimulating. Resources were stored at low level so that children could access them independently and staff interacted with the children positively. Staff were observed offering children age appropriate explanations regarding behaviours and the children accepted these explanations thereby diffusing any potential incidents. All staff were observed to be warm and attentive towards the children and they were clearly tuned into the children's individual needs.
- A policy on Behaviour Management and Bullying is in place but parents do not receive a copy of this.
- On the day of inspection staff conducted themselves as role models and interacted with the children with respect and patience. They were observed facilitating the children's interests regularly and praise was given throughout the inspection.
- Through discussion, strategies for managing negative behaviours included positive reinforcement to encourage good behaviours. In the event of negative behaviours children are given age appropriate explanations and are encouraged to say 'sorry'. Children can also be placed on the cushions for a short period to reflect on their behaviour.
- This is an out of school setting for preschool children and therefore they are not involved in the development of acceptable patterns of behaviour in the group.
- Through discussion it was found that the group are keen to access training on promoting positive behaviour.
- It was observed that behaviour management methods used in the group are age appropriate and positive.
- There are currently no behaviour management plans in place for individual children as the present group of children are well settled.
- It was noted that an incident book is available and that recordings are satisfactory.
- The manager advised that good behaviour of children is shared with parents during daily verbal feedback.

Criteria to be met to comply with the Minimum Standards

- Parents must receive a copy of the management policy and sign off when read.
- Written records must be kept of behaviour management strategies used for individual children in the future

Recommendations for improvement

- Staff would benefit from undertaking positive behaviour training.

1.7 Providers work in partnership with parents to meet the needs of children both individually and as a group.

Inspectors Comments

- It is evidenced that a Statement of Purpose is not in operation.
- It was observed that children's files contain all relevant information.
- The manager advised that staff communicate with parents daily at the end of the session. Parents can also phone or email the group.
- Information about individual children's needs is recorded on the registration form and transferred onto the daily register for staff to access.
- A Partnership with Parents policy is in place and it was observed that parent's complete annual evaluations in relation to the quality of service. The group encourage parent's participation by inviting them to the Christmas and summer parties.
- Through discussion it was found that the building has disability access and that the group would access an interpreter if required. .

Criteria to be met to comply with the Minimum Standards

- A Statement of Purpose must be developed.

Recommendations for improvement

None

1.8 The setting actively promotes equality of opportunity and inclusion for all children and their parents and positively values diversity.

Inspectors Comments

- An Admissions policy is in place but is not contained within a Statement of Purpose.
- It was observed that rules are consistent and apply to all children and staff so that difference is not made. The group has an adequate range of resources to promote positive images of minority groups and those with additional needs.
- The manager advised and evidence showed that all staff have equal access to training and development options and that all potential staff members complete the same application form and interview process.

Criteria to be met to comply with the Minimum Standards

- A Statement of purpose is to be developed, containing the Admissions policy.

Recommendations for improvement

None

1.9 *The inclusion, welfare and development of children who have additional needs are actively promoted, based on appropriate assessment.*

Inspectors Comments

- It was found that each child has an observation book although there is no individual care plans for current children.
- A Confidentiality policy is in place. The manager reported that a child's right to privacy is respected through discreet discussions with parents, the promotion of confidentiality and the secure storage of records.
- The manager advised that parents are consulted about their child's needs as appropriate and those changes or extra resources needed would be made available to meet unmet need.
- An Additional Needs policy is in place and is contained in the policy booklet.
- Through discussions it appears that this group can provide extra resources to meet the needs of children with additional needs

Criteria to be met to comply with the Minimum Standards

- Written records to be kept for any individual care planning (including discussions with parents and relevant agencies as well as referrals).

Recommendations for improvement

Were there issues arising at inspection that are required to be dealt with that were not part of the Quality Area inspected?	Yes	
	No	x
<i>If yes, please comment and if necessary add to recommendations from the inspection</i>		

Complaints/Concerns since Last Inspection

(Delete as appropriate)

- No complaints/concerns have been expressed about this setting since the last annual inspection.

Staff Questionnaires

(a)	A total of 2 questionnaires were sent to staff.
(b)	A total of 2 questionnaires were returned by the time of writing this report.
(c)	The majority of staff responses indicate that they feel equipped to carry out their role in the setting.
(d)	1 staff member felt special needs training would improve their ability to carry out their role.
(e)	The following comments were made by staff ' Policy updates are emailed to me'

Parental Questionnaires	
(a)	A total of 4 questionnaires were sent out to parents.
(b)	A total of 1 questionnaire was returned by the time of writing this report.
(c)	The majority of parental responses indicate that they feel their children are well cared for in the setting.
(d)	The majority of parental responses indicate that they feel the setting is managed well.
(e)	No parent felt that any areas were only adequate or poor
(f)	The following are some of the comments made by parents 'Not sure who the designated child protection officer is'

Recommendations from this Inspection	
(a)	<p>Criteria to be met to comply with the Minimum Standards</p> <ul style="list-style-type: none"> • The Child Protection Policy must be updated to include the Emergency Duty Team's contact details. • The Child Protection policy must be reviewed annually, dated and signed. • The Whistleblowing Policy must be updated to include the designated officers contact details. • Written observations must be completed regularly by staff. • Children must have their own hairbrush and toothbrush on site. • The group must register with Environmental Health for health and safety. • Staff must undertake health and safety training. • A valid fire risk assessment must be carried out by management. • Daily checks must be carried out and recorded before and after each session. • Staff must undertake Fire Safety training. • Parents must receive a copy of the management policy and sign off when read. • Written records must be kept of behaviour management strategies used for individual children in the future • A Statement of Purpose must be developed (to include Admission policy) • Written records to be kept for any individual care planning (including discussions with parents and relevant agencies as well as referrals).
(b)	

	<p>Recommendations for Improvement</p> <ul style="list-style-type: none">• Staff would benefit from undertaking Positive Behaviour training	
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Inspectors Additional Comments (if applicable)

Bumbles Day Nursery is located in a large detached house on Knockbreda Road, in the Rosetta area of South Belfast. The group also has three out of school rooms in adjacent Rosetta Primary School. Bumbles playstation accommodates pre-school children coming in after nursery- approximately 11 - 5.45pm Monday to Friday. All aspects of health and safety are overseen by the B E L B / Rosetta Primary School.

Name of Inspector:	Gail Young
Signature:	
Date Report Completed:	13 th December 2013

Social Work Manager:	Carolyn Rainey
Signature:	
Date:	