

## INSPECTION PROCESS FOR SESSIONAL CARE AND FULL DAY CARE

### Policy and Procedure

#### Requirement to Inspect

Article 130 of the Children (NI) Order 1995 gives Trusts a duty to inspect domestic premises in which childminders are working and non-domestic premises where day care for children aged under twelve is being provided, at least once per year. Article 130(5) requires the Trust to notify each registered person in advance that the inspection is being carried out. Trusts may also decide to make unannounced inspections with no advance warning.

#### Policy

Sessional Day Care and Full Day Care for children under the age of 12 is registered in accordance with the requirements specified in

- The Children (NI) Order 1995,
- The Children Order Regulations and Guidance Vol 2 Family Support, Childminding and Day Care
- Childminding and Day Care for Children Under Age 12- Minimum Standards July 2012. Likewise, Sessional Day Care and Full Day Care for children under the age of 12 will be inspected in accordance with the above legislation and Standards.

The purpose of inspection is

- To enable the Trust to satisfy itself that children are appropriately cared for and services are being provided to an acceptable standard
- To provide reassurance to parents
- To ensure that the facilities provided are in accordance with the information held on the register
- To maintain minimum Standards and encourage providers and childminders to work towards raising Standards
- To ensure that the children are well cared for and that the standard of care provided is acceptable having regard to their needs, including their religious persuasion, racial origin and cultural and linguistic background.

The Children (NI) Order gives the person carrying out the inspection power to examine the premises, the children, the arrangements for their welfare and the records which registered persons are required to keep under the provisions of Article 126(e) of the Children (NI) Order 1995 and the Childminding and Day Care for Children Under age 12-Minimum Standards July 2012.

## Procedure

### ***Prior to Inspection***

1. Two months prior to an inspection being due, the Social Work Manager identifies which facilities are due for inspection. This is carried out with assistance from the team secretary who will print off the list of facilities from Soscare (or new IT system). The inspection takes place within a calendar year of the previous inspection or initial registration.
2. The Social Work Manager allocates the inspections to the inspecting staff and provides a list of the allocations to the team secretary. The inspections should, if possible not be carried out by staff who have responsibility for registration and support of the facility.
3. The team secretary records the name of the inspector on Soscare.
4. The team secretary sends out a self-evaluation form to include the staffing information form to include the Staffing Information Form to the registered person accompanied by the following.
  - i) Letter from the inspector explaining the requirement on the registered person to complete the self-evaluation form and giving a date for the form to be returned. The letter will also give a four week period in which the inspection will take place and a list of the documentation that will be required on the day of inspection. The letter will state that if the person in charge is not available on the day of inspection, the inspection will still take place.
  - ii) Leaflet entitled "Understanding Your Inspection".
  - iii) Staff questionnaires to be returned to Trust directly from the staff.
  - iv) Inspection Notification poster.
5. Team secretary records date of inspection on Soscare.
6. Team secretary records receipt of the documentation from the registered person on Soscare.
7. The Inspector randomly selects the names of an appropriate number of children who attend the facility, based on the number of registered places in order that questionnaires can be sent to parents. In Full Day Care there should be a minimum of 3 questionnaires per room and in sessional there should be a minimum of 50% of the registered places.
8. Team secretary sends out parental questionnaires with a letter of explanation and a stamped addressed envelope. Parents should be advised that they can complete the questionnaires anonymously. A date for return should be given.

9. If information is not returned by the setting in a timely fashion, this should be followed up by the inspector/admin.
10. Team secretary checks the staff list provided against the list of recorded vetting clearance letters held on file.
11. Team secretary carries out Soscare checks on all staff, records on file and advises inspector of outcome. Any issues of concern may need to be addressed immediately with the registered person or individual concerned. Any issues should be dealt with by the link social worker.
12. Inspector reads all returned documentation and makes notes of specific areas that need discussed at inspection.
13. The inspector reads and makes notes of any relevant information supplied by other agencies/stakeholders. These may include health visitors or early years advisors but may not be necessary if dialogue is ongoing throughout the year. Follow up phone conversations may be required.
14. The inspector engages with the link social worker and records any issues arising.
15. The inspector reads the previous inspection report, or registration report if a first inspection, taking specific note of any actions that were to be taken following the previous inspection and any complaints/issues arising since the last inspection/registration.

### ***Number of Inspections to be carried out***

A Registered Person holding one Registration Certificate should have one Inspection, complete one Self Evaluation Form and receive one Report. This remains the same if the facility provides different types of care.

A Registered person holding two or more Registration Certificates on different sites should have a separate Inspection for each site, completing one Self Evaluation Form for each site and receive a separate Report for each site. (When completing the Self Evaluation Report the registered person must clearly identify the staff group and children for each facility).

A Sessional group who provides a morning session and an afternoon session for the same age group of children should receive one Inspection using one Self Evaluation Form and receive one Report. The inspector should spend an equal amount of time in each session during the inspection assessing the care provided to the children.

## ***Inspection Visit***

Inspections of Sessional facilities will be carried out by one inspector and will take approximately one and a half days to complete. This includes preparation, the inspection visit and report writing. The inspection visit is likely to take four hours. Inspections of Full day Care facilities will be carried out by one or two inspectors depending on the size of the facility and any complex issues known and at the discretion of the team manager. These inspections will take approximately two to three days to complete. This includes preparation, the inspection visit and report writing. The inspection visit is likely to take between four and eight hours which may be a half day, full day or on consecutive days.

Inspectors will adhere to the Early Years Code of Conduct.

Inspectors will focus on the Quality Areas for inspection agreed by their Trust for that year, insuring that all four sections of the Childminding and Day Care Standards for Children under the age of 12 are inspected on a four yearly cycle and the action plan from the previous year is inspected each year. An example of a Quality Area is Quality of Care or Quality of Physical Environment.

It is not necessary that each sector is inspected under the same Quality Area in the Standards in the same year. Each sector may be divided up to cover all Quality Areas to ensure that the workload of the Early Years Team is similar each year. **The Standard on Safeguarding must be inspected yearly.**

1. On arrival at the facility the inspector will show their ID and introduce themselves to the registered person/manager and explain the format of the inspection. This should also be done briefly on entering any room and meeting different staff.
2. The inspector advises the registered person/manager of the inspection schedule.
3. During the inspection the inspector will:
  - a) Talk to the registered person/manager, parents, children and staff
  - b) Check registration details and assess compliance with and understanding of the requirements of registration
  - c) Follow through on previous recommendations and progress made
  - d) Focus on the agreed Quality Areas of inspection
  - e) Address any issues that arise during the inspection that are not part of the agreed Quality Areas.

- f) Time should be built in for observations of each room. Whilst professional judgement should be used it is expected that in Full Day Care this should be approximately 30 minutes in each room and approximately 90 minutes in a sessional facility. However this will vary depending on the Quality Area inspected. It is important that children are seen at each inspection even if the Quality Area does not dictate this.
  - g) Acknowledge examples of good practice and draw attention to any perceived weaknesses
  - h) Complete the inspection form
4. At the conclusion of the inspection, oral feedback should be given to the registered person/manager/committee chair with particular emphasis given to areas of good practice, areas for improvement and non-compliance of registration. Those who receive the feedback should be clear about what happens next in relation to process for receiving the inspection report and any requirements that must be complied with immediately. Any issue of significant concern should be followed up in writing by the inspector within 24 hours of the inspection. Written correspondence on how they plan to follow through on these issues should be received from the Registered Person and returned to the inspector by return.

### ***Following Inspection***

1. Inspector records confirmation on Soscare that the inspection took place.
2. Inspector completes a draft report within 10 working days of the inspection which includes information from the self-evaluation form, the inspection form, Trust records, staff questionnaires, parental questionnaires and any relevant information provided by other agencies/stakeholders. Support for completion of this report will be provided by the team secretary.
3. The draft report is forwarded to the Social Work Manager for approval.
4. The draft report is sent to the registered person within 20 working days of the inspection. The registered person is asked to sign and return the report within 10 working days using a freepost arrangement. The registered person will be asked to check the report for factual accuracy. Professional opinion/decisions can only be challenged through the Trusts complaints procedure. If the draft report is not returned within 10 working days, the inspector should proceed to the final report.
5. The Inspector makes any necessary changes to the report and the report will then be noted at the Early Years panel who will consider the Social Work Manager recommendations to confirm ongoing registration (full day care only).

6. The final report is issued within 10 working days of the draft report being returned. The registered person will be asked to provide an action plan on any recommendations. Team secretary records date of issue on soscare and notes expected date of Action Plan which should be within four weeks of receipt of the report.
7. If any conditions of registration are to be varied, imposed or removed, or if there have been non-compliance of registration at inspection, the link social worker takes this forward to the Early Years Panel.
8. The link social worker is responsible for the follow up of any agreed actions/non-compliance.
9. Team secretary files report and stores file.

### **Glossary of Terms**

- Link Social Worker - this is the person who may visit your facility throughout the year, who you contact for advice and who carries out ongoing vetting
- Social Work Manager - this is the person who manages the Early Years Team
- Sector - this term includes all registered childcare provision
- Soscare - this refers to the computer system that records all information on your registration and inspection