



### DAY CARE VISIT – FILE REPORT

**NAME OF SETTING:** WAVELL DAYCARE CENTRE  
**SETTING ADDRESS:** BEETHOVEN STRASSE 27, 29303 BERGEN.  
**REGISTRATION ID NUMBER:** BFG02DC180  
**DATE:** 30 September 2011  
**TIME OF VISIT:** 09.00

<b>PRESENT</b>	Nicky Dorman	Early Years Officer Hohne Garrison
	Carol Rodgers	Manager Wavell Daycare Centre
	Lisa Rose	Deputy

#### **PURPOSE OF VISIT – person requesting visit and reason**

The purpose of the visit is to follow up and assess the measures taken by the setting to address the actions raised in the 'Notice of Action to Improve' following the last quality inspection visit which judged the quality and standards of care as inadequate.

#### **SUMMARY OF VISIT – points discussed and observed**

The visit covered discussions with the manager, deputy and staff and observations of documentation and snack time in the baby unit. Risks to children from the outside area have been removed and a new risk assessment system has been put in place to ensure all risks to children are identified and assessed. In addition, accurate records are now maintained of all children present at any period throughout the day.

The procedure for recording accidents and incidents has been improved and a 'good practice' manual has been developed and introduced into each individual class. The manual can be used by staff to clarify the correct system or procedure in place to deal with minor accidents or medical emergencies.

Health and hygiene procedures have been reviewed to ensure babies are protected from the risk of cross contamination. Individual flannels are now used to clean children's hands and faces in order to help them learn about personal hygiene. Staff are vigilant throughout the day by washing regularly their own hands and disinfecting surfaces used to serve food.

**SUMMARY OF POINTS AGREED – further action**

It was agreed by all present that the steps taken to improve the quality and standard of care are having a positive impact on the provision. No further actions needed.

However, the Early Years Officer reinforced the need to be informed British Forces Early Years Service (BFEYS) of any significant changes to the premises that may affect the space and the quality of childcare available to children.

Nicky Dorman  
Early Years Officer  
Hohne Garrison:

05 October 2011