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29/05/2009

K@Boom Before and After School  
Club and Holiday Club  
St. Francis Centre  
Sycamore Road, Bournville  
Birmingham  
West Midlands  
B30 2AA

Our Reference 509380

Dear Ms Nadine Smith

### **Outcome of monitoring visit for provision judged as inadequate**

An Ofsted inspector, Esther Gray, carried out a monitoring visit of your provision on 26/05/2009. This visit follows on from your inspection where the provision was judged to be inadequate.

### **Outcome of the visit**

As a result of our inspection on 02/03/2009, we sent you a welfare requirements notice.

The notice required you to demonstrate how you ensure an effective safeguarding children policy and procedure is implemented. This must include the procedure to be followed in the event of an allegation being made against a member of staff and must also ensure that all members of staff understand the safeguarding policy and procedure, in order to safeguard and promote children's welfare. You were also required to ensure that the risk assessment identifies aspects of the environment that need to be checked on a regular basis and maintain a record of these particular aspects and when and by whom they have been checked and take all reasonable steps to ensure hazards to children are kept to a minimum, in order to ensure there are suitable premises, environment and equipment.

In addition to the welfare requirements notice you were also issued a notice to improve. This notice required you to ensure procedures for recruiting and vetting staff are effective, this refers to keeping a record of the dates when Criminal Record Bureau disclosures are obtained, in addition to the unique reference numbers and using evidence from the checks, including health, to evidence how decisions of staff suitability are made. The notice also required you to: ensure all adults looking after children have appropriate training skills and knowledge, this refers to developing knowledge of the Early Years Foundation Stage and providing induction training for new staff that includes matters such as child protection; demonstrate how an



effective policy for administering medicines will be implemented, including effective management systems to support individual children with medical needs; obtain prior written permission for each and every medicine from parents before any medication is given; ensure that the necessary information from parents in advance of a child being admitted to the provision is obtained, including who has legal contact and who has parental responsibility for the child; provide information to parents about policies and procedures including equality of opportunity and child protection and ensure children and their families are assigned a key person, enabling staff to respond effectively to their needs and ideas and to make sure that children are cared for appropriately.

Having considered all the evidence, the inspector is of the opinion that at this time the setting is making good improvement overall.

### **Overall effectiveness of the improvement and outcomes for children**

Since the previous monitoring visit the provider has made good progress in improving health and safety for all children and the programme of learning for younger children at the setting. Senior staff have undertaken training on the Early Years Foundation Stage and child protection. There is an appointed person to ensure children are suitably safeguarded and who has the responsibility for sharing knowledge about child protection procedures to be followed with staff, which meet the local requirements. The recruitment and vetting process is also being improved.

A full assessment of all risks at the setting continues to be updated as initial steps to safeguard children moving between the school and the setting have been successfully implemented. A decision about which doors and entrance to be used in future is being further assessed. Children are required to link up to a rope-linked system of loops to ensure their safety when moving from school to the setting each day. The assessment of which doors to use will minimise the risks involved in children moving around the car park area at the entrance to the setting. Supervision of children has been tightened with a more effective deployment of staff and children are not using the lower ground floor room, for example, unless a suitable adult is present. Further assessment is being made in relation to a roof refurbishment programme, which is soon to take place. Consequently, children are safeguarded by the risk assessment system.

All the necessary records and documents are in place for the safe and efficient management of the setting and to meet the needs of the children. Key staff are appointed to each child and family, which allows children to become confident in that member of staff in whom they can confide if they are worried or concerned in any way. Families have a person to refer to on a daily basis to share significant information about the care of their child. The systems for gaining permission and recording accidents and incidents have significantly improved and children's well-being is safeguarded as a result of the improved systems for recording when medication is administered with parents permission.

Staff have a programme of training which they are undertaking which, along with the very close links they have forged with the neighbouring school, is enabling them to deliver a programme of education for the younger children and meet the learning and development requirements of the Early Years Foundation Stage as part of the play they enjoy at the setting. Staff have greater confidence because of the improved systems they have devised and the training they are receiving which has enabled them to evaluate their own progress as a result.

### **Next steps**

Having considered all the evidence the inspector is of the opinion that at this time:

- The setting has made good progress in addressing the points for improvement. The next visit will be a full inspection.

I hope that you have found the visit helpful in promoting improvement in your setting. If you have any further queries please contact us on the number at the top of this letter.

Yours sincerely

A handwritten signature in black ink, appearing to read "R Shippam".

Roger Shippam  
Director, Children