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23/06/2010

Topkidz @ Grove Road  
Grove Road Primary School  
Grove Road  
TRING  
Hertfordshire  
HP23 5PD

Our Reference EY373294

Dear Mrs Modupe Balogun

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

An Ofsted inspector, Maureen East, carried out a monitoring visit of your provision on 08/06/2010. 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 19/11/2009, we sent you a welfare requirements notice.

This notice required you to demonstrate that risk assessments are effective by reviewing, on a regular basis, all aspects of the environment with which children may come into contact that need to be checked, Early Years Foundation Stage Welfare Requirement, Suitable premises, environment and equipment and that the key person assigned to children within the Early Years Foundation Stage enables children to become familiar with the provision and to feel confident and safe within it, developing a genuine bond with the child and offering a settled, close relationship, Early Years Foundation Stage Welfare Requirement, Organisation.

As a result of the inspection you were also issued with a notice to improve. The actions raised under the Early Years Foundation Stage Welfare Requirements were: implement an effective safeguarding children policy and procedure. The provider must ensure that all members of staff understand the safeguarding policy and procedure including the procedure to be followed in the event of an allegation being made against a member of staff, Safeguarding and promoting children's welfare; ensure that least one person who has a current paediatric first aid certificate is on the premises at all times when children are present. First aid training must be approved by the local authority and consistent with guidance set out in the Practice Guidance for the Early Years Foundation Stage, Safeguarding and promoting children's welfare; ensure that adults looking after children, or having unsupervised access to them, are suitable to do so and keep records to demonstrate to Ofsted that



the checks have been done, including the number and date of issue of the enhanced CRB Disclosure, Suitable People; name a deputy who is able to take charge in the absence of a manager, Suitable People and plan and organise systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs. This refers to providing equipment and resources that are sufficient, challenging and interesting and that can be used in a variety of ways, Organisation.

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

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

From the evidence gathered at the first monitoring visit on 19 January 2010 satisfactory progress has been made following the issue of the Welfare Requirement Notice and the Notice to Improve. The provider has put in appropriate measures to ensure children's safety takes priority at all times. Written risk assessments now include any action taken to address a risk and the provider is aware to include any new potential risk if it were to occur including the outdoor area if this is in use by the club. All current staff hold an enhanced Criminals Records Bureau (CRB) Disclosure. All children within the Early Years age group have been assigned a key worker to ensure they feel settled and secure in the club.

The provider is working closely with the Young in Herts, Early Years Consultant, in particular, to update the club's policies. The safeguarding policy has been given high priority and this updated version will include a step by step process of what to do if an allegation is made against a member of staff. Once this is in its final version it will be shared with all managers of the Topkidz group and all staff. The provider has recently attended an appropriate safe guarding training session and training dates have been booked for those members of staff who need to update their first aid certificates to ensure that at least one person who holds a current paediatric first aid certificate is on the premises at all times. Procedures are in place to recruit a suitably qualified deputy manager to ensure consistency within the staff team. Good use has been made of available space and resources which ensured well managed and fun activities. The children enjoyed making pasta print pictures and dressing up to put on an impromptu concert. Tea time was a social occasion and the children were keen to be chosen as helpers to give out the bowls or to pour out the drinks. The hall was used for team and circle games to encourage physical play. Planning is now in place to ensure children receive a challenging and enjoyable experience across all areas of Learning and Development and a Topkidz settling in form is now in place to enable the staff to gather relevant information about the child before they attend.

Another monitoring visit will be carried out to ensure that proposed plans to meet the notices have been carried out and that the progress made at this early stage can be sustained.

A second monitoring visit was held on 25 March 2010, satisfactory progress has been

made. Daily tick lists are still in place to carry out risk assessments, however the provider is working closely with the Young in Herts, Early Years Consultant to produce a more detailed risk assessment when using the outdoor play area with the children. This is still in its draft stage but meanwhile new procedures have been put in place, such as taking the children out in smaller groups with two members of staff and using cones to distinguish the children's play area to ensure the children's safety and security within this open plan outdoor area.

All children within the Early Years Foundation Stage (EYFS) have been assigned a key worker, the staff can demonstrate that they know the children well and plan activities that they know the children will enjoy. The children were settled and focused in their play during the visit, having access to a full range of age appropriate resources.

A full set of Topkidz policies are now in place. The policies have been shared with all the managers and deputies from the Topkidz out of school provisions to ensure consistency. The safeguarding policy includes what to do if there is any allegation made against a manager or the provider. Any allegation made about a member of staff has been recorded under the staff discipline section. The provider intends to link these two sections more closely to ensure clarity. Two of the regular play assistants have attended recent first aid training and now hold an appropriate first aid certificate. All of the staff present during the visit hold an enhanced Criminal Records Bureau disclosure which ensures children are safeguarded. Arrangements are still ongoing to provide a suitably qualified deputy manager who can take charge in the absence of a manager to ensure consistency within the staff team. Further training is planned for the summer months for the staff team to cover elements of the EYFS and quality play.

Additional resources have been purchased since the last visit which include board games, construction and creative materials. The children were enjoying purposeful play, concentrating for lengthy periods while making Easter cards or pictures. Others were focused on calculating the appropriate score with one of the staff using a popular board game. Physical play was available outdoors and in the school hall. The out of school session was well managed and well organised which allowed the children to have fun within their familiar surroundings.

One further monitoring visit will be carried out to ensure that proposed plans to meet all the notices have been carried out and that the progress made can be fully sustained.

The final monitoring visit took place on 8 June 2010 and from the evidence gathered during the visit satisfactory progress has been made. The provider is preparing to move the provision to an alternative site on the school premises as from the start of the Autumn term 2010. The alternative site has been inspected by Ofsted and includes a secure outside play area. The provider is aware of carrying out a full risk assessment before use. On the day of the visit outside play was well managed and well supervised within the designated area to ensure children's safety. The daily risk assessment had been carried out before the children arrived which included the

outside area.

All children present within the Early Years Foundation Stage (EYFS) have been assigned a key worker, the staff can demonstrate that they know the children well. Activities are planned on a weekly basis but readily adapted on the day if the children initiate their own ideas or suggestions. The children are happy and settled and enjoy their time at the club.

A permanent deputy manager is now in place, she is suitably qualified and experienced. She has recently attended leadership training provided by the Hertfordshire Early Years support team to further develop her skills. All creative activities are now planned and prepared by the deputy and the children were engrossed and excited during the visit in preparation for the World Cup. They made flags which represented the different countries participating in the football tournament copying the correct design from a book and world cups out of card and shiny paper.

All staff have their own copy of the group's policies and demonstrate an awareness of safeguarding children within the provision. All staff are suitably checked with a named qualified first aider working with the children. Since the last monitoring visit some of the staff have attended a session run by the Young in Herts, Early Years Consultant on Extending Play to help the team provide and encourage purposeful and fun play for the children at Topkidz.

The monitoring visits are now complete and a full inspection will now be planned.

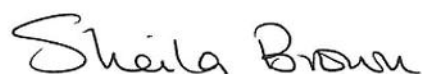
### **Next steps**

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

- The setting has made satisfactory 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 that reads "Sheila Brown".

Sheila Brown HMI  
National Director, Inspection Delivery

