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31/08/2010

Topkidz @ Dundale "The Kabin"  
Dundale Infants School  
Bettys Lane  
TRING  
Hertfordshire  
HP23 5DJ

Our Reference EY371821

Dear Mrs Modupe Balogun

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

An Ofsted inspector, Lorraine Meldrum Sunter, carried out a monitoring visit of your provision on 24/08/2010. 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 notice to improve.

As a result of the inspection you were issued with a notice to improve. The actions raised under the Early Years Foundation Stage Welfare Requirements were: 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 including undertaking sensitive observational assessments in order to plan to meet young children's individual needs, Organisation; implement effective systems to ensure that any person caring for, or in regular contact with children are suitable to do so and keep records of information to demonstrate to Ofsted that checks have been done, Suitable people; ensure an effective safeguarding policy, which includes procedures to be followed in the event of an allegation being made against a member of staff is in place and ensure all staff understand the safeguarding policy and procedure, Safeguarding and promoting children's welfare; ensure half of all staff hold a full and relevant level 2 qualification and all adults looking after children have appropriate qualifications, training, skills and knowledge, Suitable people; ensure there is a named deputy who is able to take charge in the absence of the manager, Suitable people; ensure at least two adults are on duty in a setting at any time when children are present, Suitable people; take the necessary steps to safeguard and promote the welfare of children through ensuring children are kept safe when on outings (this refers to children travelling in taxis from neighbouring schools to attend the After School Club), Safeguarding and promoting children's welfare; ensure each child in the Early Years Foundation Stage is assigned a key person, Organisation and maintain records for the safe and efficient management of



the setting and to meet the needs of children to include accurate records of attendance, Documentation.

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 12 January 2010 satisfactory progress has been made following the issue of the Notice to Improve. An appropriately qualified and experienced deputy is now in place who worked with the manager for a few sessions as an induction before the end of the Autumn term. The adverse weather prevented the after school club opening as planned for the New Year, the 12 January was the first day that the club was able to run. Following discussion between the staff team planning based on children's interests was prepared for the first session. Numbers of children attending were lower than usual as one of the schools using the club was still not open. The provider has arranged additional time for the manager and the deputy to work together to prepare the longer term planning and assessment to meet the needs of the children attending. A Topkidz settling in form is now in place to enable the staff to gather relevant information about the child before they attend. A balance of appropriate resources and games were available for selection on the first day of opening with some children preferring to relax in the quieter area when they had finished their tea. Staff records have been updated with the details of the deputy manager and appropriate action has been taken by the provider to ensure all staff have an enhanced Criminals Records Bureau (CRB) Disclosure in place. Training dates have been booked for those members of staff who need to update their first aid certificate and their safeguarding training.

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 ever 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. Appropriate safe guarding contact numbers are in place within the club if there are any concerns. Necessary steps will be taken to ensure the safety of the children when they are collected by taxi from the various schools as appropriately qualified and suitable staff holding a clear CRB disclosure will collect the children at all times. All children within the Early Years age group will be assigned a key worker to ensure they feel settled and secure in the club. The provider is fully aware that the children's attendance records must be accurately recorded which includes precise time of arrival and departure.

The children enjoyed chatting with their friends and the staff about their news from Christmas and their play in the snow during a relaxed tea time session. The staff were on hand to support the children in their play by looking at books together, assisting with a cutting activity and joining in with their skipping game.

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

A second monitoring visit was held on 23 March 2010, satisfactory progress has been made. The provider continues to work closely with the Young in Herts, Early Years Consultant who has identified some action points for the group to work on and has assisted the provider in putting together a full set of Topkidz policies. 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. All regular staff have now either completed their first aid and their safeguarding training or are booked on a course during April 2010. On the day of the monitoring visit one member of staff was appropriately qualified, however the two play assistants present were both unqualified. All of the staff that were present hold a clear enhanced Criminal Records Bureau (CRB) disclosure, although not all of the staff travelling with children in a taxi on the day of the visit hold an appropriate first aid qualification.

The staff team are re-organising the play room set up to provide different areas of play for children. Additional resources have been purchased for the home corner and a trolley to house the creative materials which enables the children to self select. A designated area has been cordoned off for physical play to help reduce any impact physical play may have on the quieter play areas. The tables set out for snack time have been moved nearer the kitchen to enable children to become more independent and to be included in the serving of the food and clearing away.

Weekly planning focuses on the areas of learning but this needs to be in place before the session commences so the full range of activities can be ready for the children when they arrive at the setting. Sensitive observations and settling in forms for the children in the Early Years age group are in place, these include children's interests and how these interests can be further developed. Next steps from the observations now need to be taken forward into the planning. Every child in the Early Years age group has been assigned a key worker to help the child become familiar with the setting and to feel safe and confident within it.

The monitoring will continue to ensure that all actions are fully met and to ensure the progress can be sustained.

From the evidence gathered at the third monitoring visit on 16 June 2010 satisfactory progress has been made. An appropriate range of resources and activities had been planned and readily available for children on their arrival to the provision. Children's choices of play and activities identified through the half termly observations of the children are included in the weekly planning. As it was a warm evening the children had the choice of free flow play from the hall into the immediate outside play area. All physical play is now encouraged outside to enable additional

space for different areas of play indoors. This also ensures that children who prefer quieter activities are not distracted or disturbed by the more boisterous play. The group of children also enjoyed a session of play in the school's playground using the various on site apparatus. The staff readily joined in with the children's play and talked enthusiastically about a local event which many of the children were taken part in after they left the club. A water jug and beakers were taken with the group to the playground and made available to the children during their play to ensure they stayed hydrated. Numbers of children were counted before the group left the hall and before they returned to their base to maintain the children's safety.

All staff now have their own copy of the Topkidz policies and sign to say they have read them. Both members of staff present hold a clear enhanced Criminal Records Bureau (CRB) disclosure, had recently completed a Designated Person Safeguarding training session and hold a paediatric first aid certificate. A third member of staff is present on some sessions during the week to enable pick ups from the various school sites. There was insufficient evidence from the staff file to show that all staff who collect children in a taxi hold an appropriate first aid certificate or that half of the staff hold a level 2 qualification when working in a team of three. Staff do ensure that relevant personal details of the children such as, contact details, a note of any allergies a child may have are taken with the member of staff when collecting the children to help safeguard the child if an incident occurred. Records of attendance are accurately recorded and the named first aider on site recorded in the register.

The children are encouraged to be independent and readily help to pack away the resources or clear away after tea. Support is still ongoing from the Young in Herts, Early Years Consultant with another meeting planned in July 2010. The provider also has an end of year meeting with the school head to feed back and discuss the children's year within Topkidz.

One more monitoring visit will be planned to ensure all actions are fully met and that all progress can be sustained.

At the monitoring visit of 24 August 2010 satisfactory progress was seen to be made and sustained by the provider. The visit was during the two weeks of the school holidays when Topkidz was operating. Both staff present were suitably qualified. From October the deputy manager will work full time in the provision. She holds a current 1st Aid certificate therefore any member of staff collecting children in a taxi will hold a relevant 1st Aid certificate as well as the person remaining on site. One other member of staff has to update her 1st Aid training and is due to complete this in September.

Once the deputy manager works full time there will always be sufficient qualified staff to meet the requirement that half the staff must hold a level 2 qualification. Numbers of children attending tend to be lower in September, therefore the provision will have some flexibility with staffing arrangements. One member of staff will commence her level 3 qualification in September and another member of staff continues to work towards her level 2 qualification. All staff records are organised in a file and easily accessible. Records of children's

attendance are mainly completed correctly.

A much wider scope of activities are available to the children due to the cupboards at the back of the room being re-arranged. More shelving has been added and resources have been organised so that children are able to select various activities including pieces of equipment to take outdoors.

The children returned from a 'bear hunt' in the school grounds and settled down enthusiastically to play table games with a member of staff. A variety of appropriate activities were also available for the children to choose from. During the holiday period Topkidz has concentrated more on creative and physical play with a greater emphasis on free choice. A session of making potions was much enjoyed and other activities including spaghetti, dough, flour, water and rice have been equally successful. Outdoors children have taken part in rounders, looking for 'bear caves' and nature walks as well as other forms of physical play. The staff appear to enjoy these as much as the children.

Water, juice and fruit were freely available for children to help themselves to. Lunchtime is a social event with staff sitting at the table with the children engaging in conversation.

Staff will shortly commence activity planning for the new term focussing on EYFS. Each child in the early years age group will be assigned a key worker to plan for and encourage their development.

Overall, the provider has made satisfactory progress in addressing the points for improvement. The next visit will be a full inspection.

### **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

