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Clarendon Nursery
Garston Old Road
Liverpool
L19 9AF

Our Reference EY435216

Dear Mrs Karen Margaret Donnelly

Outcome of monitoring visit for provision judged as inadequate

An Ofsted inspector, Joan Isabel Madden, carried out a monitoring visit of your provision on 09/04/2013. 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 03/01/2013, we sent you a notice to improve.

The notice to improve asked the provider to: ensure that a daily record of the hours children attend is kept and that it includes every child present; ensure there is always a member of staff on duty, who holds a full and relevant level 3 qualification; ensure staff and managers understand their roles and responsibilities by providing induction training and regular appraisals; make use of on-going observation and assessment of each child's progress against all seven areas of learning; taking account of their starting points, age and stage of development and use this information to identify the next steps in their learning; provide an action plan which identifies how effective systems to ensure that the individual needs of all the children are met. In this instance, the arrangements for the organisation and the management monitoring of plans for improvement.

Having considered all the evidence at the monitoring visit on 9th April 2013 the inspector is of the opinion that at this time the setting is making inadequate improvement overall.

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

Overall effectiveness of the improvement and outcomes for children

At the monitoring visit the inspector reviewed the five actions set at the inspection that was carried out on 3 January 2013.

The inspector established there are systems in place for recording children's attendance and hours. However, it was noted that there were gaps in the records. For example, on 8 April 2013 the children's hours had not been recorded. The provider accepted this and was advised that as registered person it was her duty to ensure the setting is meeting the requirements for Early Years Foundation Stage (EYFS).

On the day of the visit the inspector found that the setting was meeting the ratio and qualifications requirements for staff. However, the provider was unable to demonstrate that this is consistently the case as records are not robustly maintained. For example, no staff were recorded as present on 8 April 2013 and only one staff member was recorded as present on the day of visit. Again the provider agreed with these findings and was advised that she should monitor the systems in place and be aware if they are being robustly maintained.

As a result of the evidence gathered a new action has been raised relating to the recording of the attendance of children and staff.

The inspector reviewed the procedures for staff induction and found that new staff read the policies and procedures for the nursery and there is information on the main duties of staff. However, there was nothing in place for specific roles, such as, managers or deputy managers. In interviews staff were vague about their specific roles and responsibilities. The system for induction needs to be developed and made more meaningful for individual roles and responsibilities. As this was an action raised at the last inspection this has now been raised to a welfare requirement notice.

The inspector reviewed the staff appraisal system and found that since the inspection the senior staff had introduced a method for recording appraisals. However, it was found to be a very basic appraisal with no meaningful objectives set or met. Throughout the visit it became obvious that staff development needs are not recognised in their appraisals. For example, staff were found to lack knowledge and confidence in working with Development Matters. There is no reference to this or the ability of staff to deliver EYFS including learning and development. The system does not identify next steps for staff. In reality the appraisal system has very value. As this was an action raised at the last inspection this has now been raised to a welfare requirement notice.

The inspector assessed the action related to learning and development and found that although there were completed observation sheets on children these did not lead anywhere. Where next steps were identified on the observation sheet they did not feed into planning. Planning sheets were very vague, just listing activities. In each child's folder was a sheet divided into seven areas of learning that noted children's starting points. However, these were merely dated and did not link to any observations. There is no linked system for observations, assessing and planning and no links are made to Development Matters or similar guides. In discussion with staff, it was found that their knowledge of EYFS was insecure. When asked basic questions on learning and development in the main they were unable to answer confidently. They are however motivated and willing to develop systems. A revised action relating

to learning and development has been set.

The inspector assessed the response to the action relating to children's individual needs and found there are no clear systems in place for ensuring the individual needs of children are met. Although children are assigned a key person there is no evidence that the system effectively meets children's individual needs. A revised action relating to meeting children's needs through the key person system has been set.

Next steps

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

- The setting has made progress in addressing the points for improvement. The next visit will be a further monitoring visit.

If you have any further queries please contact us on the number at the top of this letter.

Yours sincerely

Susan Gregory HMI
National Director, Inspection Delivery



For the attention of: Compliance, Investigation and Enforcement Team.

Reply slip

Name and Address of setting:

Clarendon Nursery
 Garston Old Road
 Liverpool
 L19 9AF

ACTIONS

Please complete the box below to show what you have done in order to meet the action required:

Action Required	Action Taken	Date Completed
ensure the systems for recording the hours of attendance for children and staff are accurately and robustly kept to be able to demonstrate that the requirements for qualification of staff and staff to child ratios are consistently met (Information and records 3.75)		
ensure that all staff receive induction training to help them understand their individual roles and responsibilities (Staff qualifications, training support and skills 3.18)		
develop the key person system to ensure that		

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every child's learning and care is tailored to meet their individual needs, by informing parents of the name of the key person and explaining their role. engage and support parents in guiding their child's development at home (Key Person 3.26)		
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Name: _____

Signature: _____

Date: _____

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