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Hamilton Pre-School  
Holymead Junior School Annexe  
Wick Road, Brislington  
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BS4 4HP

Our Reference 106967

Dear Mr Simon Barrie Adams

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

An Ofsted inspector, Sarah Haylett, carried out a monitoring visit of your provision on 16/09/2013. 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 20/06/2013, we sent you a welfare requirements notice.

The welfare requirements notice required you to improve staff knowledge of child protection issues so they can put in place and implement a policy and procedures to safeguard children and include the action to be taken in the event of an allegation being made against a staff member. It is an offence to fail to meet a welfare requirements notice.

Ofsted also issued a notice to improve that asked you to:

put in place effective systems to ensure that practitioners are suitable to work with children, to include vetting processes and a Criminal Records Disclosure check;

develop staff's knowledge of the learning and development requirements in order to observe children to understand their level of achievement, interests and learning styles and use this information to plan challenging experiences in all areas of learning and to ensure they are ready for school;

put in place arrangements for reviewing, monitoring and evaluating the achievement of all children, particularly those with special educational needs and/ or disabilities and those who learn English as an additional language in order to help them reach their full potential and narrow any achievement gaps;

ensure fresh drinking water is available and accessible at all times;

put in place appropriate arrangements for the supervision of staff and carry out regular staff appraisals to identify training needs and secure opportunities for continued professional development;

foster a culture of continuous improvement by reflecting on practice and identifying strengths and areas for development that will bring about continued improvements to the provision for all children;

put in place effective systems to ensure that the registered person and any person caring for, or in regular contact with, children is suitable to work with children which must include obtaining a disclosure and barring check, and is of integrity and good character (compulsory part of the Childcare Register);

put in place effective systems to ensure that the registered person and any person caring for, or in regular contact with, children is suitable to work with children which must include obtaining a disclosure and barring check, and is of integrity and good character (voluntary part of the Childcare Register).

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**

A monitoring visit was carried out on 16 September 2013 and you are making satisfactory progress.

Although you had verbally informed Ofsted about changes in the committee, you were not aware that this had to be in writing and that each committee member needed to complete a form to enable Ofsted to carry out checks to determine their suitability. Each member of the committee has the required form and is in the process of completing and submitted the form to Ofsted. A member of the committee has been identified to act as the nominated person for the committee.

You have reviewed the system for determining the suitability of staff and have made arrangements for criminal records checks to be completed. Suitability checks are in place for all but one member of staff and they are supervised at all times while the checks are on-going. You are in the process of reviewing the recruitment procedure and the manager explained that any applicants will have to complete application forms and will be interviewed prior to references and criminal records checks being completed.

You have set up jugs of water with cups at a low level table so that children can access water when they want rather than having to ask a member of staff to get them a drink.

The manager is due to attend training in October 2013 in relation to completing supervisions of staff and supporting their professional development. Annual appraisals are planned and observations will be made of staff working with children. Bi-annual personal development reviews are planned for all staff.

Staff have been booked on training in November 2013 in relation to observations, planning and assessment; it is envisaged this will help you develop the staff group's understanding of the Learning and Development requirements. Staff have set up systems for making daily observations of children to inform planning; however, as yet planned activities are not evaluated. Staff are making observations to help them assess children's next steps in learning once children have settled back after the summer holidays. You have sought advice from the local authority in relation to supporting children with additional needs and a visit is planned in relation to this. Staff have researched how to support children with English as an additional language and are considering strategies in this area.

Safeguarding training has been planned for all staff and the safeguarding policy has been reviewed and amended. The designated person for safeguarding will be attending specific training for this role. The manager understands the process to follow should an allegation be made against a member of staff and the policy states that the appropriate agencies, such as Ofsted and the Local Authority Designated Officer for Safeguarding, should be notified of any such allegations without delay.

Regular team meetings will be used to review practice and identify future areas of development to improve the provision for all children.

The improvements that have been made and those that are planned following the inspection are still in their infancy and as a result a further monitoring visit will be completed.

### **Next steps**

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

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

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

Susan Gregory HMI  
National Director, Inspection Delivery