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West Hoathly Community Pre-School
North Lane
West Hoathly
East Grinstead
West Sussex
RH19 4QG

Our Reference 113823

Dear Mr Christopher Mark Marriott

Outcome of monitoring visit for provision judged as inadequate

An Ofsted inspector, Esther Gray, carried out a monitoring visit of your provision on 06/11/2013. 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 notice to improve.

To improve the quality of care and education of the children you are required to: ensure information and records about children and staff are held securely and available to those who have a right or professional need to see them, ensure the recruitment process is robust and that staff qualifications are seen prior to employment, implement systems of self-evaluation by carefully monitoring the overall practice in order to drive forward improvement and evaluate the observations and assessment of each child and use this information to accurately identify their needs and plan for their next steps in their learning.

In addition a further action is required to be undertaken in respect of the General Childcare Register: implement effective systems to ensure that the manager of the later years provision and any person caring for, or in regular contact with, children is suitable to work with children; is of integrity and good character and has skills and experience and qualifications suitable for the work (compulsory part of the Childcare Register).

A response to the notice to improve was received by Ofsted. A monitoring visit was carried out on 6 November 2013 which found that some improvement had been made. However, due to changes in staffing and key person responsibilities more work was required to securely meet the actions raised. As a result a further notice to improve has been issued.

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

To further improve the early years provision the registered person should:

- ensure that parents are kept fully informed and notices are updated to ensure parents and carers are aware of changes to key person and progress in improvements to the range and type of activities and experiences provided for children 13/11/2013
- ensure the record of the names of the children being cared for on the premises, their hours of attendance and the names of each child's key person is consistently clear in the record 13/11/2013
- ensure public liability insurance is carried and that parents can refer to the up-to-date information 13/11/2013
- ensure that all staff receive induction training to help them understand their roles and responsibilities 13/11/2013
- improve the recruitment recording process to ensure full details and information about staff qualifications, identity checks and vetting processes that have been completed (including the criminal records disclosure, reference number, the date a disclosure was obtained and details of who obtained it) is consistently clear 13/11/2013

Overall effectiveness of the improvement and outcomes for children

Satisfactory progress has been made to ensure the improvements are made, which were identified at the inspection visit. The staff personnel files have been developed and records demonstrate how staff suitability and identity has been checked. They also provide evidence of staff qualifications, however, further improvement is required to show how the organisation committee ensure induction, interview and references are fully followed up. There is no readily available method to easily demonstrate how staff have been checked and by whom, although evidence is present that all staff have been checked and vetted.

The information shared with parents about the recent changes to the staff and their roles and responsibilities has not been made clear, as the notice board remains out-of-date. Key pieces of information, such as up-to-date first aiders on site and public liability insurance, is missing from the notice board. The record of adults in attendance demonstrates how adult to child ratio is maintained, however, does not consistently and effectively show where additional adult helpers or specialist staff attend part-time accurately. This fails to effectively safeguard children and adults in an emergency or if concerns arise about which adults were working with the children.

Some steps have been taken to make improvements to the learning environment,

demonstrating that there has been some evaluation made of what needs to be done to make the improvements. The change to key people working with children requires further embedding before a good evaluation can be made of any observations and assessments the staff have made of progress of children. The notice of action to improve will be reviewed before a further inspection is programmed.

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



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

Reply slip

Name and Address of setting:

West Hoathly Community Pre-School
 North Lane
 West Hoathly
 East Grinstead
 West Sussex
 RH19 4QG

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 that parents are kept fully informed and notices are updated to ensure parents and carers are aware of changes to key person and progress in improvements to the range and type of activities and experiences provided for children		
ensure the record of the names of the children being cared for on the premises, their hours of attendance and the names of each child's key person is consistently clear in the record		
ensure public liability		

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insurance is carried and that parents can refer to the up-to-date information		
ensure that all staff receive induction training to help them understand their roles and responsibilities		
improve the recruitment recording process to ensure full details and information about staff qualifications, identity checks and vetting processes that have been completed (including the criminal records disclosure, reference number, the date a disclosure was obtained and details of who obtained it) is consistently clear		

Name: _____

Signature: _____

Date: _____

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