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Hamilton Pre-School  
Holymead Junior School Annexe  
Wick Road, Brislington  
Bristol  
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 09/12/2013. 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).

A monitoring visit was carried out on 16 September 2013 and you were 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 had the required form and was in the process of completing and submitted the form to Ofsted. A member of the committee had been identified to act as the nominated person for the committee.

You had reviewed the system for determining the suitability of staff and had made arrangements for criminal records checks to be completed. Suitability checks were in place for all but one member of staff and they were supervised at all times while the checks were on-going. You were 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 had set up jugs of water with cups at a low level table so that children could access water when they want rather than having to ask a member of staff to get them a drink.

The manager was due to attend training in October 2013 in relation to completing supervisions of staff and supporting their professional development. Annual

appraisals were planned and observations were planned to be made of staff working with children. Bi-annual personal development reviews were planned for all staff.

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

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

Regular team meetings were planned to review practice and identify future areas of development to improve the provision for all children.

The improvements that had been made and those that were planned following the inspection were still in their infancy and as a result a further monitoring visit was planned.

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

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

You had made good progress at the monitoring visit completed on 9 December 2013.

The committee members have all completed and submitted the relevant forms for Ofsted to carry out checks to determine their suitability and those checks are ongoing. You have not recruited any additional staff since the inspection however have planned how any future new staff will be recruited and vetted. One member of staff is not vetted at this stage as the Criminal Records check is still in progress.

Appraisals have been completed with staff and objectives have been set to support staff in their professional development; these objectives include helping individuals build in confidence and in supporting individuals in researching Forest School training.

Individual drinks bottles are accessible at all times for children; each child has their own bottle with their name and a picture of them attached to it so they can access their own drink at their convenience.

Staff have completed training in observations, planning and assessment and this has supported them in completing detailed observations of each day; these observations are used to plan individual learning activities for each child. Staff meet each day to evaluate the day and agree their next steps in supporting children's development towards the Early Learning Goals. The learning journals reviewed during the visit how that children are progressing and you are identifying the areas where they require additional support and planning activities to support the child in those areas.

Staff have completed safeguarding training and one member of staff has completed the training for the designated person for safeguarding. Staff demonstrated an awareness of the steps to follow should they have concerns of a safeguarding nature.

A full inspection will be completed.

### **Next steps**

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

- The setting has made good 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

Susan Gregory HMI  
National Director, Inspection Delivery