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Starfish Kids at St Andrews
St Andrews Church Hall
Church Road
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Our Reference EY449169

Dear Mr Darren Murphy

Monitoring for provision judged as inadequate

An Ofsted inspector, Heather Allen, monitored your provision on 14/01/2014 following your inspection where the provision was judged to be inadequate.

Outcome of monitoring

As a result of our inspection on 04/11/2013, we sent you a welfare requirements notice.

The welfare requirements notice had a completion date of 10 January 2014 and required you to implement a robust policy and procedure for administering medication, with particular regard to recording each time medicine is administered to a child and informing parents and/or carers on the same day, or as soon as reasonably practical.

You were also sent a notice to improve. The notice to improve, with a completion date of 9 January 2014, required you to complete nine actions with regard to the Early Years Register as follows: ensure there is a named deputy in place who is capable and qualified to take charge in the manager's absence; develop and implement effective supervision systems to evaluate the provision and foster a culture of continuous improvement to improve outcomes for children; ensure staff promote the good health of children with particular attention to providing a safe and hygienic area for them to eat their food; ensure a well understood policy, and procedures, is implemented for assessing any risks to children so that risks are removed or minimised, with particular attention to the outside area; ensure that furniture and equipment are safe, clean and fit for purpose, in particular the tables, chairs and foam mats; provide appropriate provision and furniture to give children opportunities to relax or play quietly; ensure there is a first aid box with appropriate content for use with children; provide opportunities for children to lead their own play and learn to explore with particularly attention to the organisation and storage of outside equipment; and ensure records are made easily accessible and available,

with particular reference to records of vetting processes completed and criminal records disclosures.

Further actions were also issued in relation to the compulsory and voluntary parts of the General Childcare Register. These reflect the same actions raised on the Early Years Register. In addition, the notice to improve for the compulsory and voluntary parts of the General Childcare Register also required you to ensure the behaviour of children over the age of eight years does not have a negative effect on younger children.

On 14 January 2014, an inspector carried out a monitoring visit to check the progress you were making in meeting the actions raised at inspection. Through observation, discussion and scrutiny of documentation used at the setting during the monitoring visit, the inspector is of the opinion that at this time you are making satisfactory improvement overall in addressing the areas for improvement.

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

At the monitoring visit on 14 January 2014 the inspector found that no medication had been given to children since inspection. However, steps have been taken to safeguard children in the event that medication or first aid treatment is needed. The procedures for the administration of medication have been reviewed and talked through with all staff. A new form has been introduced which requires the signatures of two members of staff when medication is administered. Three new first aid boxes have been purchased and staff have checked the contents to ensure they comply with health and safety requirements and that bandages are sealed and sterile.

A deputy is currently being trained in managerial duties and is studying for a level 3 qualification so that he will be capable and qualified to take over in the absence of the manager. An appraisal and training programme has now been implemented for all staff. Staff are given extra responsibilities so that they gain experience and improve their knowledge and understanding of the Early Years Foundation Stage. Records of vetting processes were not kept on the premises at the time of the monitoring visit. These were made available, although some records were in different locations and not easily accessible. A further check will be carried out at the next monitoring visit to ensure that records of vetting processes are easily accessible and available. Checks on some new members of staff had not yet been completed. The inspector was advised that staff who have not had checks completed are not left unsupervised with children.

All staff have been involved in reviewing risk assessments. Staff were seen to be vigilant in ensuring the safety of children during school pick ups. Children behaved responsibly when walking the short distance from school to the setting. They listened to staff explaining how to walk sensibly and keep safe. A daily risk assessment is carried out both indoors and outdoors before children arrive. Steps have been taken to ensure furniture and equipment are safe, clean and fit for purpose. Foam mats have now been cleaned, new tables ordered and clean table clothes used during

Our Reference EY449169

snack time. Children were seen to enjoy sitting down for a nutritious snack and having the opportunity to socialise during snack time. A cosy corner with cushions was well utilised by children wishing to relax or read.

There were no children present in the early years age group during the monitoring visit. Older children participated in a range of activities both indoors and outdoors, with play in both areas constantly supervised. Children were able to choose whether they wished to play indoors or outdoors and were able to self select resources in both areas. In addition, staff organised activities which children could choose to participate in, such as arts and crafts activities.

The next visit is to be a further monitoring visit to assess whether improvements have been sustained.

Next steps

The next step will be further monitoring.

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

Yours sincerely

Lorna Fitzjohn
National Director

Actions

Action	Due date	Closed date
ensure a well understood policy, and procedures, is implemented for assessing any risks to children so that risks are removed or minimised, with particular attention to the outside area	18/01/2014	14/01/2014
ensure that furniture and equipment are safe, clean and fit for purpose, in particular the tables, chairs and foam mats	18/01/2014	14/01/2014
ensure there is a first aid box with appropriate content for use with children	18/01/2014	14/01/2014
ensure staff promote the good health of children with particular attention to providing a safe and hygienic areas for them to eat their food from.	18/01/2014	14/01/2014
ensure there is a named deputy in place who is capable and qualified to take charge in the manager's absence	18/01/2014	14/01/2014
develop and implement effective systems to evaluate the provision and foster a culture of continuous improvement to improve outcomes for children	18/01/2014	14/01/2014
provide appropriate provision and furniture to give children opportunities to relax or play quietly	18/01/2014	14/01/2014
provide opportunities for children to lead their own play and learn to explore with particular attention to the organisation and storage of outside equipment	18/01/2014	14/01/2014
ensure records are made easily accessible and available, with particular reference to records of vetting processes completed and criminal records disclosures.	18/01/2014	14/01/2014
put into place effective systems to ensure any person caring for children is suitable to work with children; including through obtaining an enhanced Disclosure and Barring Service check and undertaking other checks (compulsory part of Childcare Register)	18/01/2014	14/01/2014

Our Reference EY449169

put into place effective systems to ensure any person caring for children is suitable to work with children; including through obtaining an enhanced Disclosure and Barring Service check and undertaking other checks (voluntary part of Childcare Register)	18/01/2014	14/01/2014
ensure a risk assessment is undertaken of the premises and equipment and all necessary measures are taken to minimise any identified risks (compulsory part of the Childcare Register)	18/01/2014	14/01/2014
ensure a risk assessment is undertaken of the premises and equipment and all necessary measures are taken to minimise any identified risks (voluntary part of the Childcare Register)	18/01/2014	14/01/2014
ensure the premises and equipment used for the purposes of childcare are safe and suitable for children (compulsory part of the Childcare Register)	18/01/2014	14/01/2014
ensure the premises and equipment used for the purposes of childcare are safe and suitable for children (voluntary part of the Childcare Register)	18/01/2014	14/01/2014
ensure the behaviour of children over the age of eight years do not have a negative effect on younger children (compulsory part of the Childcare Register)	18/01/2014	14/01/2014
ensure the behaviour of children over the age of eight years do not have a negative effect on younger children (voluntary part of the Childcare Register)	18/01/2014	14/01/2014
ensure a record is held of any medication administered, including the date and circumstances and who administered it (compulsory part of the Childcare Register)	18/01/2014	14/01/2014
ensure a record is held of any medication administered, including the date and circumstances and who administered it (voluntary part of the Childcare Register).	18/01/2014	14/01/2014