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Our Reference EY374097

Dear Mrs Sandra Iris White

### **Monitoring for provision judged as inadequate**

An Ofsted inspector, Cheryl Walker, 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 03/07/2013, we sent you a welfare requirements notice.

The notice required you to improve staff understanding of safeguarding procedures so that they can respond in a timely and appropriate way when inappropriate behaviour is displayed by other members of staff, or any other person working with the children; ensure the safeguarding policy includes the use of mobile phones and cameras; ensure that all staff receive effective induction training to help them understand their roles and responsibilities; implement effective systems to ensure that practitioners are suitable with specific regard to obtaining appropriate references for new staff; ensure the manager of the breakfast club holds at least a full and relevant level 3 qualification and at least half of all other staff hold at least a full and relevant level 2 qualification; ensure the named practitioner responsible for behaviour management has the necessary skills to advise other staff on behaviour issues and ensures that staff do not use or threaten any punishment which could adversely affect a child's well-being; improve the use of risk assessments to identify potential hazards related to the security of the premises and ensure children are well supervised at all times, and ensure records are easily accessible and available for inspection, with particular regard to certificates relating to safeguarding, staff qualifications and paediatric first aid.

In addition to the welfare requirements notice you were also issued with a notice to improve which asked you to ensure that regular staff appraisals are carried out to identify any training needs and secure opportunities for continued professional development for staff; ensure that children receiving childcare are kept safe from

harm (Childcare Register); ensure that no individual who is unsuitable to work with children has unsupervised access to a child receiving childcare (Childcare Register); implement 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 an enhanced Disclosure and Barring Service check (Childcare Register); undertake a risk assessment of the premises and equipment, immediately where the need for an assessment arises, and ensure that all necessary measures are taken to minimise any identified risks (Childcare Register); ensure that a child is unable to leave the premises without a person who is caring for children on those premises becoming aware of the child leaving (Childcare Register); ensure that at least half of all persons caring for children have successfully completed a qualification at a minimum of level 2 in a relevant area of work, and the manager has a qualification at a minimum of level 3 in a relevant area of work (Childcare Register); ensure that children's behaviour is managed in a suitable manner (Childcare Register); foster a culture of continuous improvement by developing the self-evaluation system to identify and address key weaknesses, and to include the views of staff, children and parents; and ensure all staff have suitable knowledge, understanding and skills to plan and support children's learning experiences, responding to each child's emerging needs and interests and guiding their development through warm, positive interaction.

The visit carried out on the 17 October 2013 found that most issues in the welfare requirements notice had been met. There were still outstanding issues in respect of staff qualifications, as there remained an insufficient number of qualified staff working at the setting. Not all documentation was available for inspection and a further action was raised in this regard. Most of the original actions had been met.

The visit carried out on 14 January 2014 found that progress had been made in respect of staffing. Suitably qualified staff have been employed and the provider is making use of agency staff whilst further recruitment takes place. Robust recruitment procedures have been followed to ensure staff are suitable for their role. The setting's policies and procedures with regard to safeguarding, recruitment and behaviour management have been reviewed and staff have been informed of the changes. A whistle blowing policy has been introduced. Some staff have attended workshops and training courses to increase their knowledge in these areas, enhancing their abilities to safeguard and protect the children and each other. All required documentation was on site.

You have taken over responsibility for staff induction to ensure staff are clear about their roles and a thorough process was seen to be in place for a new staff member. You have improved your understanding of appraisals and supervision has been introduced for staff, allowing any training needs or performance issues to be identified.

Children were seen to be engaged and interacted positively with their peers during the visit. Staff were able to discuss appropriate behaviour management strategies, which ensures consistent practice. All staff have now attended behaviour

management training and reviewed and revised the behaviour management policy. The setting are able to seek support from outside advisors with regard to behaviour issues and work with families to provide consistent support.

Children played safely in the outdoor area, as the risk assessment has been reviewed to ensure that they do not have unsupervised access to unsafe areas. Security has been improved, along with staff awareness of security issues, reducing the risk of children leaving the setting un-noticed or unwanted visitors being able to gain access.

Systems for planning are under review to ensure that they include a balance of child initiated activities and adult led activities. Children are able to choose different activities and make suggestions with regard to planned activities. The staff continue to make improvements to the running of the group to ensure that children's needs are met.

Having considered all the evidence, the inspector is of the opinion that the setting has taken prompt and effective action to address the points for improvement.

### **Next steps**

The next step will be further monitoring.

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

Lorna Fitzjohn  
National Director