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South Street Out Of School Club  
South Street Primary School  
South Street  
BRISTOL  
BS3 3AU

Our Reference EY368406

Dear Mrs Sally Elizabeth Davis

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

An Ofsted inspector, Sarah Haylett, 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 actions you were set are included at the end of this letter.

The welfare requirements notice required you to:

ensure the risk assessment is reviewed and updated on a regular basis so that this identifies any risks in all aspect of the environment and how those risks will be removed or minimised;

record information about staff identity checks and vetting processes that have been completed; and

assign a key person to each child to tailor care to their individual needs.

We also issued a Notice to improve that asked you to take the following actions to meet the requirements of registration:

develop staff skills and knowledge of the Early Years Foundation Stage to support children's welfare, learning and development;

ensure that alongside the member of staff with a level 3 qualification, at least half of all other staff present hold a full and relevant level 2 qualification;

maintain records so that these are easily accessible and available for Ofsted and to share information with parents and carers, as appropriate;

develop understanding about managing behaviour so that a named person has the necessary skills to advise other staff on behaviour issues and to access expert advice if necessary;

extend the policy for equality of opportunity to cover the name of the special educational needs coordinator;

make available to parents and/or carers details about how to contact Ofsted; and

ensure all staff are trained to understand their safeguarding policy and procedures and have up to date knowledge of safeguarding issues.

At the monitoring visit completed on 14 January 2014, you had not taken prompt and effective action to improve.

A key person system had been implemented and discussed with parents, records were available for inspection and information about how to contact Ofsted had been made available to parents. You have also reviewed the documentation relating to the administration of medication to ensure that all required records are maintained.

You have amended the policy for equality of opportunity to include the name of the special educational needs coordinator. You also plan to seek further guidance in this area to ensure children with additional needs are effectively supported.

You have not yet completed checks to ensure that all members of staff are suitable and you are not robust in ensuring that unvetted individuals are not left unsupervised with children. For example when collecting children from their classroom or when vetted staff leave the room.

Although daily check lists are completed and the risk assessment has been reviewed and updated, it is not effective as it does not include details of all identified risks to children and the measures that are in place to manage these risks. For example, the risk assessment does not make reference to the potential risk of children leaving the playground through the gate, nor of how you manage this risk through supervision and setting perimeter boundaries for the children.

Although you plan that one member of staff will complete level two training in playwork, you do not currently have sufficient qualified staff to ensure that at least half of the staff group, in addition to the manager, have at least a relevant level two qualification. In addition you do not always have sufficient qualified staff working to ensure the ratios are met at a particular session.

Although you have not yet trained all staff to understand the safeguarding training and policy and to have an up to date knowledge of safeguarding issues, they are booked to attend training in February 2014.

There is a designated person for behaviour management in place and the behaviour

management policy has been amended. However the policy does not reflect the strategies used, such as the use of time out, and it is not sufficiently clear about the circumstances in which physical intervention can be used.

You plan to seek further advice and guidance to support staff in developing skills and knowledge of the learning and development requirements of the Early Years Foundation Stage.

A welfare requirements notice will be issued requiring you to:

ensure that people looking after children are suitable to fulfil the requirements of their roles (Early Years Register);

obtain an enhanced criminal records disclosure in respect of every person aged 16 and over who works directly with children (Early Years Register);

record information about staff qualifications and the 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) (Early Years Register);

ensure people whose suitability has not been checked, including through a criminal records check, do not have unsupervised contact with children being cared for (Early Years Register);

ensure the risk assessment is reviewed and updated on a regular basis so that this identifies any risks in all aspect of the environment and how those risks will be removed or minimised (Early Years Register); and

ensure that alongside the member of staff with a level 3 qualification, at least half of all other staff present hold a full and relevant level 2 qualification (Early Years Register).

Having considered all the evidence, the inspector is of the opinion that the setting has not taken prompt and effective action to address the points for improvement.

### **Next steps**

We will take enforcement action to ensure compliance with children's welfare and/or learning and development requirements.

Our Reference EY368406

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

Yours sincerely

Nick Hudson  
National Director, Early Education

## Actions

Action	Due date	Closed date
develop staff skills and knowledge of the Early Years Foundation Stage to support children's welfare, learning and development	03/02/2014	
ensure that alongside the member of staff with a level 3 qualification, at least half of all other staff present hold a full and relevant level 2 qualification	06/01/2014	14/01/2014
maintain records to keep these easily accessible and available for Ofsted and to share information with parents and carers, as appropriate	06/01/2014	14/01/2014
develop understanding about managing behaviour so that a named person has the necessary skills to advise other staff on behaviour issues and to access expert advice if necessary	06/01/2014	14/01/2014
keep a record of daily risk assessments and state clearly when it was carried out, by whom, date of review and any action taken following a review or incident.	20/02/2012	14/01/2014
extend the policy for equality of opportunity to cover the name of the special educational needs coordinator	06/01/2014	14/01/2014
make available to parents and/or carers details about how to contact Ofsted	06/01/2014	14/01/2014
ensure all staff are trained to understand their safeguarding policy and procedures and have up to date knowledge of safeguarding issues	03/02/2014	14/01/2014
have effective systems to ensure that 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 (compulsory part of the Childcare Register)	06/01/2014	14/01/2014
ensure that: at least half of all persons caring for children have successfully completed a qualification at a minimum	06/01/2014	14/01/2014

of level 2 in a relevant area of work (compulsory part of the Childcare Register only)

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 (compulsory part of the Childcare Register only)	06/01/2014	14/01/2014
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undertake a risk assessment of the premises and equipment immediately, where the need for an assessment arises. Ensure that all necessary measures are taken to minimise any identified risks (compulsory part of the Childcare Register)	06/01/2014	14/01/2014
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keep records for any medicine administered to any child who is cared for on the premises (compulsory part of the Childcare Register)	06/01/2014	14/01/2014
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make information about Ofsted's address available to parents. (compulsory part of the Childcare Register).	06/01/2014	14/01/2014
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have effective systems to ensure that 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 (voluntary part of the Childcare Register)	06/01/2014	14/01/2014
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ensure that a child is unable to leave the premises unsupervised except where the child is aged eight or over and the parent of the child has agreed that they may leave the provision unaccompanied (voluntary part of the Childcare Register only)	06/01/2014	14/01/2014
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undertake a risk assessment of the premises and equipment immediately where the need for an assessment arises. Ensure that all necessary measures are taken to minimise any identified risks (voluntary part of the Childcare Register)	06/01/2014	14/01/2014
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keep records for any medicine administered to any child who is cared for on the premises (voluntary part of the Childcare Register)	06/01/2014	14/01/2014
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make information about Ofsted's address available to parents (voluntary part of the Childcare Register). 06/01/2014 14/01/2014

have effective systems to ensure that 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 (compulsory part of the Childcare Register) 21/03/2014

have effective systems to ensure that 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 (voluntary part of the Childcare Register) 21/03/2014

undertake a risk assessment of the premises and equipment immediately, where the need for an assessment arises. Ensure that all necessary measures are taken to minimise any identified risks (compulsory part of the Childcare Register) 21/03/2014

undertake a risk assessment of the premises and equipment immediately where the need for an assessment arises. Ensure that all necessary measures are taken to minimise any identified risks (voluntary part of the Childcare Register) 21/03/2014

ensure all staff are trained to understand their safeguarding policy and procedures and have up to date knowledge of safeguarding issues (Early Years Register) 21/03/2014

develop understanding about managing behaviour so that a named person has the necessary skills to advise other staff on behaviour issues and to access expert advice if necessary. Ensure the policy for managing behaviour reflects the strategies used (Early Years Register) 21/03/2014

develop staff skills and knowledge of the Early Years Foundation Stage to support children's welfare, learning and development (Early Years Register) 21/03/2014