

Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

**Telephone:** 0300 123 1231  
**Fax:** 0300 123 3159  
**Minicom:** 0161 618 8524  
**Email:** [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)  
**Web:** [www.ofsted.gov.uk](http://www.ofsted.gov.uk)



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

Our Reference 113823

Dear Mrs Louisa Charlotte Houghton

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

An Ofsted inspector, Heather Allen, monitored your provision on 13/02/2014 following your inspection where the provision was judged to be inadequate.

### **Outcome of monitoring**

As a result of our inspection on 20/06/2013, we sent you a notice to improve. The actions you were set are included at the end of this letter.

The notice to improve with a completion date of 13 September 2013 required you 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 was required to be undertaken in respect of the compulsory part 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.

A response to the notice to improve was received by Ofsted.

On 6 November 2013, an inspector carried out a monitoring visit and found that some improvements had been made with regard to the actions raised following inspection. The staff personnel files had been developed and records demonstrated how staff suitability and identity had been checked. The files also included evidence of staff qualifications. However, further improvement was required to show how the organisation committee ensure induction, interview and references are fully followed

up. There was evidence that all staff had been checked and vetted but no readily available method to easily demonstrate who had carried out the checks.

The information shared with parents about the recent changes to the staff and their roles and responsibilities was not clear, as the notice board remained out-of-date. Key pieces of information, such as up-to-date first aiders on site and public liability insurance, was not included on the notice board. The record of adults in attendance demonstrated how the adult to child ratio is maintained, but does not consistently and accurately show where additional adult helpers or specialist staff attend part-time. 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.

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 was issued which required you to: 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 insurance is carried and that parents can refer to the up-to-date information; 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 that all staff receive induction training to help them understand their roles and responsibilities; and 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.

On 13 February 2014, we carried out a second monitoring visit. Parents are kept up-to-date with information about the pre-school through a range of notices displayed on the notice board in the entrance hall. Various certificates are displayed, including the current certificate of public liability insurance, the certificate of registration and paediatric first aid certificates. Parents are able to identify individuals responsible for the care of their child because the names and photographs of committee members are displayed and there is a list of key persons and the children assigned to each key person. Parents are also kept informed about the activities children participate in. Details of the daily routine of the setting are displayed and a poster is put up before parents arrive to collect their children describing the activities children have participated in during the session.

Comprehensive self evaluation has recently been completed. Parents' views have

been taken into account through a questionnaire asking what they particularly like or dislike in the setting and what they would like to see more or less of. A meeting has also been held with parents to discuss the gradual introduction of Montessori methods of teaching in the pre-school.

A small and consistent staff team is now in place. Thorough checks have been carried out on all current staff, including references, identity checks and vetting processes. All staff have relevant early years qualifications. New staff have received a full induction and also have regular monitoring and supervision sessions where any additional support which they might need is identified and documented.

Staff know children well and plan activities which they know children are interested in. For example, children who enjoy puzzles are able to benefit from Montessori resources designed to help children to problem solve. Children enjoy additional activities provided by specialist visitors to the pre-school, for instance playing with a range of musical instruments and props during music sessions. The record of attendance includes details of visitors and the times they attend.

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 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

Nick Hudson  
National Director, Early Education

## Actions

Action	Due date	Closed date
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	13/02/2014
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	13/02/2014
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	13/02/2014
ensure public liability insurance is carried and that parents can refer to the up-to-date information	13/11/2013	13/02/2014
ensure that all staff receive induction training to help them understand their roles and responsibilities	13/11/2013	13/02/2014