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Little Ferns Pre-School
Scout Headquarters R10
106 West Street, Ewell
EPSOM
Surrey
KT17 1XR

Our Reference EY411980

Dear Mrs Melanie Jane Merchant

Monitoring for provision judged as inadequate

An Ofsted inspector, Linda du Preez, monitored your provision on 10/03/2014 following your inspection where the provision was judged to be inadequate.

Outcome of monitoring

As a result of our inspection on 12/02/2014, we sent you a welfare requirements notice. The actions you were set are included at the end of this letter.

In order to meet requirements relating to 'risk' you were required to ensure risk assessments are robust and that the premises, indoors and outside, are safe for children to use, with particular reference to the low level hanging ropes, hazardous plants and trailer in the outside area and review risk assessments regularly. Risk assessments should identify aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked, and how the risk will be removed or minimised. At the monitoring visit on 10 March 2014 we found that you have carried out some risk assessments and taken steps to ensure that the trailer and ropes are cordoned off by fencing. In addition, you have located safety cones around hazardous plants. However, you have failed to identify all risks to children throughout the environment. For example, the inspector saw a looped rope hanging from the flagpole in the hall. This rope was at child height and posed a serious risk of strangulation. You have also not considered the risk to children potentially opening the large fire door leading to the car park. It is an offence not to meet a welfare requirement in the timescale set. You admitted the offence and we cautioned you and issued a formal warning letter. We have set a further welfare requirement notice which requires you to ensure that risk assessments effectively identify all aspects of the environment that need to be checked on a regular basis and ensure that all risks to children's safety are removed or minimised at all times. We have also issued a notice to improve which requires you to ensure that people looking after children are suitable to fulfil the requirements of their roles, with particular regard to understanding the requirements relating to risk assessments and

maintaining a safe environment at all times. This action has been set because management and staff are not clear about their role in managing risk and providing a safe environment.

In addition to the welfare requirement notice you were issued with a notice to improve which required you to address actions relating to improving the education programmes and safeguarding policy, including staffs understanding of safeguarding issues.

At the monitoring visit on 10 March 2014 we found that you have a detailed and up to date safeguarding policy in place. We spoke to you about your role as registered provider and you demonstrated a clear understanding of the requirements of your role in relation to child protection. We also spoke to two practitioners who demonstrated a clear understanding of your policy and procedures.

At the monitoring visit on 10 March 2014 we found that you have taken steps to improve the educational programmes and in particular the observation, assessment and planning. You have spoken to parents about children's progress and the next steps in their children's learning. However in your attempt to make improvements you have taken on the role of key person with only one other member of staff supporting you in this role. Due to the number of children attending, this has resulted in some inconsistencies in the processes and therefore the key person system is ineffective. You agree that this has affected the consistency of the educational programmes. Therefore, we have issued a notice to improve which requires you to implement an effective key person system to ensure that every child's learning and care is tailored to meet their individual needs.

Although do not have a formal written action plan in place you have taken steps to address some of the weaknesses. You are developing a file to record progress made and identify plans for further improvement and along with your team, you demonstrate a willingness to improve further.

Ofsted will monitor the improvements made to the safety of the indoor and outdoor areas and plans for you and all staff to develop a greater understanding of the requirements of your role. We will also assess improvements to the key person system and the impact this has on the educational programme to ensure children's individual learning and development needs are met and to ensure the improvements made can be sustained.

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.

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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

Nick Hudson
National Director, Early Education

Actions

Action	Due date	Closed date
ensure all staff have up to date knowledge of safeguarding issues and that the pre-school has an up dated safeguarding policy and procedures that is available for inspection when required	25/02/2014	10/03/2014
ensure that children's observations are effectively evaluated so that their next steps are clearly identified and staff plan challenging and enjoyable learning opportunities that allow children to be actively involved in their learning and extend them appropriately	25/02/2014	10/03/2014
ensure effective monitoring systems are in place to continually evaluate and improve the pre-school's provision of the education programmes and children's progress.	25/02/2014	10/03/2014
ensure risk assessment are robust and that the premises, indoors and outside, are safe for children to use, with particular reference to the low level hanging ropes, hazardous plants and trailer in the outside area	05/03/2014	12/03/2014
ensure there is a clear and well-understood policy, and procedures for assessing any risks to children's safety, and review risk assessments regularly. Risk assessments should identify aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked, and how the risk will be removed or minimised	05/03/2014	12/03/2014
Ensure that risk assessments effectively identify all aspects of the environment that need to be checked on a regular basis and ensure that all risks to children's safety are removed or minimised at all times.	21/03/2014	
Ensure that people looking after children are suitable to fulfil the requirements of their roles, with particular regard to	31/03/2014	

Our Reference EY411980

understanding the requirements relating to risk assessments and maintaining a safe environment at all times.

implement an effective key person system to ensure that every child's learning and care is tailored to meet their individual needs. 31/03/2014