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Manor Hill Day Nursery
3 Stratford Court
Shirley
Solihull
B90 4QT

Our Reference EY437526

Dear Mr Abid Ismail

Monitoring for provision judged as inadequate

An Ofsted inspector, Mark Evans, monitored your provision on 12/02/2014 following your inspection where the provision was judged to be inadequate.

Outcome of monitoring

As a result of our inspection on 29/07/2014, we sent you a welfare requirements notice. The actions you were set are included at the end of this letter.

The actions raised in the welfare requirement notice under the Early Years Foundation Stage Welfare Requirements asked you to: ensure that the premises are safe for children to use. This is in reference to unsecured cupboards that are unsafe in respect of no base exposing floor level of the premises below and another containing electrical hazards and a standalone protruding radiator pipe (Safety) and ensure there is a well understood policy and procedure for assessing any risk to children's safety and review risk assessment regularly to ensure that the premises remain safe and suitable for children to use (Risk assessment)

The actions raised in the notice to improve under the Early Years Foundation Stage Welfare Requirements asked you to: ensure that parents are provided with a telephone number so that they can contact the nursery in an emergency; ensure that parents and carers are informed of any accident or injury sustained by their child on the same day, or as soon as reasonably practicable; ensure that the meals provided are healthy and adhere to the recommended daily intake of salt for infants and young children; ensure that all furniture and equipment are safe and suitable for children's use, including tables and chairs for the younger children and bouncing cradles for babies and monitor the educational programmes effectively to ensure that children have a broad range of experiences that help them successfully progress to the early learning goals.

As a result of the monitoring visit on 28 November 2013 you were sent a notice to improve under the Early Years Foundation Stage Welfare Requirements that asked

you to: ensure that systems for administering medicines include recorded information that is up-to-date, with particular regard to relevant details being recorded for long term medication, including the name of medicine.

At the third monitoring visit on 12 February 2014 the regulatory inspector found, through observation, discussion and documentation, that those actions to be completed by 09 September 2013 and 12 December 2013 had been met and were sustained.

Risk assessment is in place for cupboards that house hazardous items or have hazardous elements; the cupboards continue to be secured, with the respective keys held in the office. This ensures that children remain safe. Risk assessment includes a Red, Amber, Green (RAG) notification system. Where staff identify hazards or damaged equipment, they complete a RAG form to identify the significance of the hazard. This record informs the manager of the need to review and update control measures or to have items repaired. The manager records the action to be taken and a timescale for completion. Previously identified hazards, such as the standalone protruding radiator pipe, have been made safe and are no longer a risk to children. There is a working landline telephone in the setting and an alternative number is also detailed in the parent welcome pack so that parents can always make contact with the setting or the provider. This helps to support children's wellbeing in respect of parents being able to speak to someone at the setting as needed.

Staff are aware of their responsibilities to correctly complete accident and injury records and to inform parents of any injuries on the same day. Where there is a significant injury, parents are contacted soon after the time of incident. Staff inform the manager of any accidents or injuries; accident and injury forms are completed and signed by relevant staff and then countersigned by the manager. A further log of all accidents is completed by the manager so that they can monitor accidents and any repeated issues or patterns. This record has been updated and now includes a section that shows when and how parents have been informed of any injury to their child; children's well-being is supported by systems that ensure that parents are informed of any injuries to their child.

The nursery cook confirms that foods, such as sauces, are prepared in-house and are not pre-made bought-in products; that this is to ensure that children have low levels of additives, such as salt, to help support healthy eating. Long-term medication records are held for children who may require the administration of medicines, such as asthma inhalers. The manager now monitors completion of these records to ensure that they are a correct record, including the name of the medication and the expiry dates. As a consequence children who require long-term medication are more effectively supported.

The manager and staff continue to work with the local authority early years and childcare services to monitor and review the effectiveness of the educational programmes. These services have provided staff with development opportunities, such as an 'Enabling Environments' training session. Planning shows that children

experience activities that associate to all areas of learning. There is an audit record for learning journeys, which includes assessment of key person planning being in place, the quality of observations, photo observation and whether next steps begin to show through observation. The manager continues to review the systems for observation, assessment and planning; to develop clearer links between observation and assessment, which identify children's next steps, and the use of this information more directly within planning. A review was made of the furniture used by younger children and changes made, such as providing replacement smaller tables and chairs, so that they have use of safer and more developmentally suitable equipment. This helps to develop children's engagement and independence.

The next visit will be a full inspection.

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
ensure that systems for administering medicines include recorded information that is up-to-date, with particular regard to relevant details being recorded for long term medication, including the name of medicine (Medicines)	12/12/2013	12/02/2014