

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
Web: www.ofsted.gov.uk



Tree House Out of School Club CIC
High Oakham Primary School
Nottingham Road
MANSFIELD
Nottinghamshire
NG18 4SH

Our Reference EY442928

Dear Mrs Beverley Alvey

Monitoring for provision judged as inadequate

An Ofsted inspector, Melanie Arnold, monitored your provision on 18/03/2014 following your inspection where the provision was judged to be inadequate.

Outcome of monitoring

As a result of our inspection on 22/11/2013, we sent you a notice to improve. The actions you were set are included at the end of this letter.

During the monitoring visit the inspector discussed with you the steps you have taken to address the actions raised in the notice to improve. She observed the deployment of staff and the behaviour of children. She held a meeting with the manager to discuss how improvements have been made and she also spoke with staff and children during the visit. The inspector also looked at the evidence you had to support that Disclosure and Barring Service checks have been conducted on all staff working with children. She also looked at the setting's improvement plan, medication records and supervision processes and forms to ensure these comply with current requirements.

The inspector found that you have an appropriate action plan in place detailing the improvements you have taken and are continuing to make to the actions and recommendation raised at the last inspection. The inspector found that all current staff employed to work with children have a Disclosure and Barring Services check. This information is recorded on a single central register, confirming that these checks are in place and ensure children are cared for by suitable people. Medication records have been updated to ensure all required information is obtained. The new form confirms parental permission has been obtained to administer the medication and staff then record when the medication has been given and advise parents of this at the end of the day. This now meets statutory requirements and safeguards children. Information regarding who has legal guardianship of children is also now in place, to protect the welfare of children.

You have confirmed that staff are always deployed appropriately to ensure children are continually supervised. You advise that required adult:child ratios are always maintained, ensuring children are adequately supervised even when staff are preparing tea or collecting groups of children who arrive at different times from school. The inspector observed that deployment of staff was appropriate during the monitoring visit, which resulted in children being adequately supervised at all times. Systems are in place to allow children the choice of whether to play inside or outside. Staff closely monitor children's movement between inside and outside, to ensure children are always supervised and accounted for. This helps to meet children's needs and to keep them safe from harm.

The inspector observed that children's behaviour was good during the monitoring visit, with staff demonstrating that they have an appropriate understanding of how to manage children's behaviour. Observations made by the inspector show you appropriately managing children's behaviour to stop them from running around the setting. You confirmed that strategies are put in place to manage children who continually show challenging behaviour and you confirm that this is working on improving these children's behaviour. Staff confirm that older children's behaviour does not have a negative impact on the younger children's care and observations during the visit show all children appropriately engaging or playing alongside one another, regardless of age. Older children out of the early years age range also confirm that children's behaviour is quite good most of the time. You have also detailed how all staff will be undertaking training on behaviour management in the near future, which will further develop their knowledge and skills in this area.

You confirmed that supervisions to monitor the practice of performance of staff are now undertaken and used to support the continued development of their skills and knowledge. Supervision forms contain the required information to meet statutory requirements and are being used to ensure staff are confident with their roles and responsibilities. This is having a positive impact on children's care and learning. Closer links with the adjoining school have resulted in information relating to early years children's next step targets being shared with the setting. This enables staff to complement the care and learning children have already received at school.

You are committed to sustaining and maintaining improvements and have recently joined the Pre-School Learning Alliance. This has provided you with opportunities to attend local network meetings with other early years providers, where good practice information is shared and discussed. Through these network meetings and through joining relevant early years websites, you are now keeping up-to-date with current changes to requirements. You are able to confidently explain that this will ensure that any necessary changes are made without delay so that all statutory requirements will continue to be met. You are in the process of completing a self-evaluation, using relevant guidance materials to monitor the practice of the setting. This will enable targets for future development to be set to ensure continuous improvements are made.

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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 the registered person manages children's behaviour in a suitable manner (voluntary part of the Childcare Register)	06/12/2013	18/03/2014
ensure registered person maintains that where older and younger children are together, the behaviour of children over the age of eight years does not have a negative effect on the younger children (voluntary part of the Childcare Register).	06/12/2013	20/03/2014
ensure the registered person keeps records of the following and retain them for a period of two years: any medicine administered to any child who is cared for on the premises, including the date and circumstances and who administered it, including medicine which the child is permitted to self-administer (compulsory part of the Childcare Register)	25/11/2013	20/03/2014
ensure the registered person keeps records of the following and retain them for a period of two years: any medicine administered to any child who is cared for on the premises, including the date and circumstances and who administered it, including medicine which the child is permitted to self-administer (voluntary part of the Childcare Register)	25/11/2013	20/03/2014
ensure the registered person has effective systems to ensure that the registered person, the manager of the later years provision 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 (voluntary part of the Childcare Register)	06/12/2013	20/03/2014
ensure providers obtain an enhanced Disclosure and Barring Service check in respect of every person aged 16 and over who works directly with children	06/12/2013	20/03/2014
ensure providers keep a written record	25/11/2013	20/03/2014

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each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable

ensure providers record the following information for each child in their care: information about any other person who has parental responsibility for the child 25/11/2013 20/03/2014

ensure staffing arrangements meet the needs of all children and guarantee their safety, with regard to practitioners deployment and ensuring that all children are adequately supervised 25/11/2013 20/03/2014

develop appropriate arrangements for the effective supervision of all practitioners. Use the information obtained to ensure that practitioners are fully supported in their roles and responsibilities in meeting the requirements of the Statutory framework for the Early Years Foundation Stage. 06/12/2013 20/03/2014

ensure the registered person has effective systems to ensure that the registered person, the manager of the later years provision 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 (compulsory part of the Childcare Register) 06/12/2013 20/03/2014

ensure the registered person manages children's behaviour in a suitable manner (compulsory part of the Childcare Register) 06/12/2013 20/03/2014

ensure registered person maintains that where older and younger children are together, the behaviour of children over the age of eight years does not have a negative effect on the younger children (compulsory part of the Childcare Register). 06/12/2013 20/03/2014