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Our Reference 139017

Monitoring for provision judged as inadequate

An Ofsted inspector, Elizabeth Juon, monitored your provision on 17/03/2014 following your inspection where the provision was judged to be inadequate.

Outcome of monitoring

As a result of our inspection on 29/11/2013, 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 Child protection, Staff qualifications, training, support and skills, Staff:child ratios, Safety and suitability of premises, environment and equipment and Information and records, you were required to implement a policy and procedures to safeguard children, including following the action to be taken in the event of an allegation being made, have regard for the Government's statutory guidance 'Working Together to Safeguard Children' to promote an effective two-way flow of information with parents, carers, other professionals working with the child, update knowledge of safeguarding issues including the use of mobile phones in the setting and to identify signs of possible abuse and neglect, ensure assistant obtains a valid first aid certificate, update risk assessments, maintain the daily record of the children being cared for on the premises their hours of attendance, obtain written parental permission for all children to take part in outings, ensure all the required information is recorded for each child, ensure ratios are met at all times, ensure parents are informed of how the EYFS is being delivered and how they can access more information; the type of activities and experiences provided, the daily routines and how parents can share learning at home; and details of the policies and procedures, including the procedures to be followed if a parent fails to collect a child at the appointed time, or a child goes missing.

In addition, you were issued with a notice to improve which required you to address actions relating to managing Behaviour, Information and records, Staff qualifications, training, support and skills, Safety and suitability of premises, environment and equipment; and the areas of learning and development and assessment.

The notice to improve asked you to ensure that you maintain the required records and they are easily accessible and available, to put in place procedures for dealing

with concerns and complaints, put in place a behaviour management policy and procedure, ensure that assistants are competent in the areas of work they undertake, provide information to parents on Ofsted contact details and the educational programme for children, and update your knowledge and understanding of the learning and development requirements of observation, planning and assessment to meet children's individual needs.

At the monitoring visit on 3 January 2014, we found that satisfactory progress had been made in relation to meeting the Early Years Foundation Stage (EYFS) safeguarding and welfare requirements. The provider has demonstrated a satisfactory capacity for improvement and a willingness to make changes to help ensure children's safety and wellbeing. The provider has received support from an early years practitioner to help her improve her working practices and understanding of the EYFS requirements.

The welfare requirements have been met as the provider has updated her policies and procedures on safeguarding and obtained the information from the Local Safeguarding Children's Board to provide current contact details should concerns arise. The provider, assistant and a co-childminder intend to update their knowledge of child protection by attending courses which have yet to be arranged. The provider has begun to ensure necessary information about children is shared between parents, school and other carers to meet children's individual needs and ensure their wellbeing. The provider has booked a relevant paediatric first aid course that she and her assistant will attend. The risk assessments have been updated and reviewed, to include how to ensure children's safety when being cared for by an assistant. The required parental consents for children to be alone with the assistant and for outings are in place. A record of children's attendance is being completed on a daily basis. These measures help to ensure children's safety and welfare in the setting.

The actions set in the notice to improve have also been met in the prescribed timescale, with the exception of one with more time allowed to address. The provider intends to access training on the EYFS learning and development requirement to ensure children make progress in their development whilst in the setting. This planned update of her knowledge and understanding of the EYFS requirements will underpin future working practice.

We will assess the improvements made to the providers understanding of learning and development and planning of the educational programme at the next visit to ensure children's individual learning and development needs are met; and to ensure the improvements made can be sustained.

On 17 March 2014, we carried out a second monitoring visit and found the provider had continued to make good progress updating their knowledge and skills to meet the EYFS learning and development requirements. The improvement made at the last visit has been maintained. The provider has attended a course on observation, planning and assessment and is more confident at completing worthwhile observations of children's progress. Each child has a learning journey book where

information is recorded about their progress and development. Parents are able to access the information about their children and add comments so the parents and childminders are working in partnership to meet children's needs and share learning at home. The childminder has improved her knowledge and skills and is currently meeting the EYFS safeguarding and welfare requirements and therefore the next visit will be an inspection.

Having considered all the evidence, the inspector is of the opinion that the childminder 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 childminding service. If you have any further queries please contact us on the number at the top of this letter.

Yours sincerely

Lorna Fitzjohn
National Director, Childminding

Actions

Action	Due date	Closed date
observe children to understand their level of achievement, interests and learning styles and provide an appropriate range of resources, in order to shape learning experiences for each child, reflecting those observations through planned, purposeful play and through a mix of adult-led and child-initiated activity.	31/01/2014	27/03/2014
update knowledge of the learning and development requirements in order to consider the individual needs, interests and stage of development of each child, and use this information to plan a challenging and enjoyable experience for each child in all of the areas of learning and development	31/01/2014	27/03/2014
complete a progress check for each child between the age of two and three years, in order to provide parents/carers with a written summary of their child's development in the prime areas of learning which identifies the child's strengths, and any areas where the child's progress is less than expected.	31/01/2014	27/03/2014
ensure the premises and equipment must be organised in a way that meets the needs of children	02/01/2014	27/03/2014
ensure that assistants are competent in the areas of work they undertake	02/01/2014	27/03/2014
obtain and share information regularly with professionals, parents and carers and other early year providers to allow an effective two-way flow of information that informs planning and supports effective teaching	02/01/2014	27/03/2014
put in place a procedure for dealing with concerns and complaints from parents and/or carers, and keep a written record of any complaints, and their outcome	02/01/2014	27/03/2014
implement a behaviour management policy, and procedures	02/01/2014	27/03/2014

make available to parents and/or carers details about how to contact Ofsted, if they believe the provider is not meeting the EYFS requirements	02/01/2014	27/03/2014
improve self-evaluation systems and use this to drive future improvements by identifying the settings strengths and weaknesses accurately and taking appropriate action to address these	02/01/2014	27/03/2014
ensure records are easily accessible and available	02/01/2014	27/03/2014
keep and implement a written statement of procedures to be followed for the protection of children, intended to safeguard the children being cared for from abuse or neglect (compulsory part of the Childcare Register)	02/01/2014	27/03/2014
undertake a risk assessment of the premises and equipment: at least once in each calendar year, and immediately, where the need for an assessment arises (compulsory part of the Childcare Register)	02/01/2014	27/03/2014
ensure that children's behaviour is managed in a suitable manner (compulsory part of the Childcare Register)	02/01/2014	27/03/2014
make the following information available to parents: information about the activities the children will undertake, copies of the written statements of safeguarding procedures and complaints procedures and Ofsted's address (compulsory part of the Childcare Register)	02/01/2014	27/03/2014
ensure there is a written statement of procedures in relation to complaints which relate to the requirements of the Childcare Register and which a parent makes in writing or by email (compulsory part of the Childcare Register)	02/01/2014	27/03/2014
make the following information available to parents: information about the activities the children will undertake, copies of the written statements of safeguarding procedures and complaints	02/01/2014	27/03/2014

procedures and Ofsted's address(voluntary part of the Childcare Register)

keep records of the following and retain them for a period of two years: the name, home address and date of birth of each child who is looked after; the name, home address and telephone number of a parent/guardian/carer of each child who is looked after; a daily record of the names of the children looked after and their hours of attendance (voluntary part of the Childcare Register) 02/01/2014 27/03/2014

keep and implement a written statement of procedures to be followed for the protection of children, intended to safeguard the children being cared for from abuse or neglect (voluntary part of the Childcare Register) 02/01/2014 27/03/2014

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ensure that children's behaviour is managed in a suitable manner (voluntary part of the Childcare Register) 02/01/2014 27/03/2014

ensure there is a written statement of procedures in relation to complaints which relate to the requirements of the Childcare Register and which a parent makes in writing or by email (voluntary part of the Childcare Register) 02/01/2014 27/03/2014

keep records of the following and retain them for a period of two years: the name, home address and date of birth of each child who is looked; the name, home address and telephone number of a parent/guardian/carer of each child who is looked after; a daily record of the names of the children looked after and their hours of attendance (compulsory part of the Childcare Register) 02/01/2014 27/03/2014