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South Street Out Of School Club  
South Street Primary School  
South Street  
BRISTOL  
BS3 3AU

Our Reference EY368406

Dear South Street Out Of School Club Partnership

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

An Ofsted inspector, Sarah Haylett, monitored your provision on 02/04/2014 following your inspection where the provision was judged to be inadequate.

### **Outcome of monitoring**

As a result of our inspection on 04/11/2013, we sent you a welfare requirements notice. The actions you were set are included at the end of this letter.

The welfare requirements notice required you to:

ensure the risk assessment is reviewed and updated on a regular basis so that this identifies any risks in all aspect of the environment and how those risks will be removed or minimised;

record information about staff identity checks and vetting processes that have been completed; and

assign a key person to each child to tailor care to their individual needs.

We also issued a Notice to improve that asked you to take the following actions to meet the requirements of registration:

develop staff skills and knowledge of the Early Years Foundation Stage to support children's welfare, learning and development;

ensure that alongside the member of staff with a level 3 qualification, at least half of all other staff present hold a full and relevant level 2 qualification;

maintain records so that these are easily accessible and available for Ofsted and to share information with parents and carers, as appropriate;

develop understanding about managing behaviour so that a named person has the necessary skills to advise other staff on behaviour issues and to access expert advice if necessary;

extend the policy for equality of opportunity to cover the name of the special educational needs coordinator;

make available to parents and/or carers details about how to contact Ofsted; and

ensure all staff are trained to understand their safeguarding policy and procedures and have up to date knowledge of safeguarding issues.

At the monitoring visit completed on 14 January 2014, you had not taken prompt and effective action to improve.

A key person system had been implemented and discussed with parents, records were available for inspection and information about how to contact Ofsted had been made available to parents. You had also reviewed the documentation relating to the administration of medication to ensure that all required records are maintained.

You had amended the policy for equality of opportunity to include the name of the special educational needs coordinator. You also planned to seek further guidance in this area to ensure children with additional needs are effectively supported.

You had not yet completed checks to ensure that all members of staff are suitable and you were not robust in ensuring that unvetted individuals are not left unsupervised with children. For example when collecting children from their classroom or when vetted staff leave the room.

Although daily check lists were completed and the risk assessment hds been reviewed and updated, it was not effective as it did not include details of all identified risks to children and the measures that were in place to manage these risks. For example, the risk assessment did not make reference to the potential risk of children leaving the playground through the gate, nor of how you managed this risk through supervision and setting perimeter boundaries for the children.

Although you planned that one member of staff will complete level two training in playwork, you did not have sufficient qualified staff to ensure that at least half of the staff group, in addition to the manager, have at least a relevant level two qualification. In addition you did not always have sufficient qualified staff working to ensure the ratios were met at a particular session.

Although you had not yet trained all staff to understand the safeguarding training and policy and to have an up to date knowledge of safeguarding issues, they were booked to attend training in February 2014.

There was a designated person for behaviour management in place and the

behaviour management policy had been amended. However the policy did not reflect the strategies used, such as the use of time out, and it was not sufficiently clear about the circumstances in which physical intervention could be used.

You planned to seek further advice and guidance to support staff in developing skills and knowledge of the learning and development requirements of the Early Years Foundation Stage.

A welfare requirements notice was issued requiring you to:

ensure that people looking after children are suitable to fulfil the requirements of their roles (Early Years Register);

obtain an enhanced criminal records disclosure in respect of every person aged 16 and over who works directly with children (Early Years Register);

record information about staff qualifications and the 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) (Early Years Register);

ensure people whose suitability has not been checked, including through a criminal records check, do not have unsupervised contact with children being cared for (Early Years Register);

ensure the risk assessment is reviewed and updated on a regular basis so that this identifies any risks in all aspect of the environment and how those risks will be removed or minimised (Early Years Register); and

ensure that alongside the member of staff with a level 3 qualification, at least half of all other staff present hold a full and relevant level 2 qualification (Early Years Register).

A notice to improve was also issued asking you to:

develop staff skills and knowledge of the Early Years Foundation Stage to support children's welfare, learning and development (Early Years Register)

ensure all staff are trained to understand their safeguarding policy and procedures and have up to date knowledge of safeguarding issues (Early Years Register)

develop understanding about managing behaviour so that a named person has the necessary skills to advise other staff on behaviour issues and to access expert advice if necessary. Ensure the policy for managing behaviour reflects the strategies used (Early Years Register)

have effective systems to ensure that 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 and voluntary parts of the Childcare Register)

undertake a risk assessment of the premises and equipment immediately, where the need for an assessment arises. Ensure that all necessary measures are taken to minimise any identified risks (compulsory and voluntary parts of the Childcare Register).

At the monitoring visit completed on 2 April 2014 you have not taken prompt or effective action to improve. However you have taken some action to improve and you have identified actions that you plan to take to ensure all the requirements of registration are met.

You do meet qualified staff ratios at all times and you have consider that the staff who cover emergencies are suitable qualified. However you do not know what qualifications they have obtained and you have not gathered personal information, such as their addresses. You work very closely with the school, on whose premises you operate, and the cover staff also work for the school. You understand that the school have vetted these staff and have their personal information and had not realised that you also need this information if the staff are employed by you. You agreed that you will obtain this information immediately.

You have not yet formalised your recruitment policy into writing but verbally confirmed that you would advertise any posts, asked applicants to complete an application form, complete interviews and carry out references and criminal records checks. You plan to put this policy into writing over the Easter holidays. You have initiated vetting processes for permanent staff. You have strategies in place to ensure that unvetted staff are supervised at all times.

Permanent staff have completed safeguarding training and the designated person for safeguarding plans to attend specific training for this role. Staff demonstrate an awareness of the process to follow should they have safeguarding concerns about a child. You ensure that cover staff read and understand your safeguarding policy when they start.

You plan to attend training in delivering the learning and development requirements of the Early Years Foundation Stage and you have a meeting scheduled with the Early Years Lead at the school, on whose premises you operate, about how you can plan to meet children's individual needs. There are activities and resources on offer across all the areas of learning. You work closely with the school, on whose premises you operate, in terms of meeting children's individual needs. For example, following consultation with the school, you are working with one child to support them in developing literacy skills. The school have arranged regular meetings to discuss any children with additional needs so that the child can be well supported.

You have reviewed and amended the risk assessment so that all potential risks are

detailed with identified measures to manage the risk. For example you monitor the school gate when children are outside to ensure they do not leave the playground. The risk assessment is discussed with new staff. You plan to review the risk assessment every six months. Staff demonstrate a working knowledge of the risk assessment and their responsibilities in this regard.

The behaviour management policy has been reviewed and amended to reflect the strategies used at the setting. The policy is clear about the circumstances in which physical intervention can be used and about the use of time out. Children understand the rules and explained them to the inspector. Children refer to the use of time out as having to go on the naughty chair. Staff refer to the term "time out" and that the term "naughty chair" is not used. The behaviour management policy indicates that "time out" is used to allow children to think about their behaviour and not as a punishment. The children were observed to play co-operatively together and evidently enjoy their time in your care. Children report that staff are kind to them and parents report that they are very happy with the care you provide.

Ofsted will consider your on-going registration if you continue to fail to meet the requirements of registration at the next inspection.

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.

### **Next steps**

The next step will be a full inspection.

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
develop staff skills and knowledge of the Early Years Foundation Stage to support children's welfare, learning and development	03/02/2014	02/04/2014
have effective systems to ensure that 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)	21/03/2014	02/04/2014
have effective systems to ensure that 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)	21/03/2014	02/04/2014
undertake a risk assessment of the premises and equipment immediately, where the need for an assessment arises. Ensure that all necessary measures are taken to minimise any identified risks (compulsory part of the Childcare Register)	21/03/2014	02/04/2014
undertake a risk assessment of the premises and equipment immediately where the need for an assessment arises. Ensure that all necessary measures are taken to minimise any identified risks (voluntary part of the Childcare Register)	21/03/2014	02/04/2014
ensure all staff are trained to understand their safeguarding policy and procedures and have up to date knowledge of safeguarding issues (Early Years Register)	21/03/2014	02/04/2014
develop understanding about managing behaviour so that a named person has the necessary skills to advise other staff on behaviour issues and to access expert advice if necessary. Ensure the policy for managing behaviour reflects the	21/03/2014	02/04/2014

Our Reference EY368406

strategies used (Early Years Register)

develop staff skills and knowledge of the Early Years Foundation Stage to support children's welfare, learning and development (Early Years Register)	21/03/2014	02/04/2014
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