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School's Out  
Welford Primary School  
Welford Road  
BIRMINGHAM  
B20 2BL

Our Reference EY468474

Dear Dorothy Dixon

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

An Ofsted inspector, Kamaljit Kaur Jandu, monitored your provision on 10/04/2014 following your inspection where the provision was judged to be inadequate.

### **Outcome of monitoring**

As a result of our inspection on 04/03/2014, we sent you a welfare requirements notice. The actions you were set are included at the end of this letter.

The welfare requirements notice asked you to: provide information that shows all staff who work directly with children are vetted, to ensure children are not at risk.

We also sent you a notice of action to improve which asked you to:

- ensure staff understand and follow procedures for assessing risks to children's safety during activities and implement effective measure to keep children safe at all times during indoor and outside play;
- ensure all staff involved in the preparation and handling of food receive training in food hygiene to promote children's physical well-being effectively;
- make arrangements for the supervision of staff to discuss any issues relating to the learning and care of children and to provide support to improve their skills in working with the children;
- make information available to parents about the food and drink provided for children to ensure they know in advance what is served on a daily basis;
- maintain a daily record of attendance with accurate information to show when children are on the premises and
- ensure the certificate of registration is displayed to provide information for parents and carers.

A monitoring visit took place on 10 April 2014. The provider has information available which shows all staff who work directly with children are vetted, to ensure children are not at risk.

The process for risk assessment has been improved. Staff undertake daily visual checks both indoors and outdoors and remove any hazards immediately. Children are also involved in identifying possible risks by joining staff in visual checks; this helps them to learn about keeping themselves safe. Staff involved in the preparation and handling of food have undertaken training in food hygiene. Information about food and drinks provided for children is now displayed in order to ensure parents know in advance what is served on a daily basis. The certificate of registration is displayed.

The provider has developed her knowledge and understanding of the purpose of supervision of staff, a staff meeting is planned for next week and arrangements for the supervision of individual staff will then be made. Supervision will include any issues relating to the learning and care of children and any training and development staff require to support them to improve their skills in working with the children will be identified.

The daily record of attendance to show when children are on the premises is not accurately maintained. Staff do not consistently record the arrival or departure times of all of the children, this leaves them at risk in the event of an emergency or a safeguarding concern.

The provider does not have a record in place to show which adults are working with children on any day. This leaves children at risk in the event of an allegation against a person in a position of trust.

Following our visit, we re-issued one notice to improve that asked them to:

maintain a daily record of attendance with accurate information to show when children are on the premises (Statutory Framework for the Early Years Foundation stage: Information about the provider)

We also issued a further notice of actions to improve that asked them to:

maintain records to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met, with specific reference to a daily record of the arrival and departure times of all adults working with children(Statutory Framework for the Early Years Foundation stage: General information and records).

We will monitor their response.

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 further monitoring.

Our Reference EY468474

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**

<b>Action</b>	<b>Due date</b>	<b>Closed date</b>
maintain a daily record of attendance with accurate information to show when children are on the premises (Statutory Framework for the Early Years Foundation stage: Information about the provider)	28/04/2014	
maintain records to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met, with specific reference to a daily record of the arrival and departure times of all adults working with children(Statutory Framework for the Early Years Foundation stage: General information and records).	28/04/2014	