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Silverbells Pre School
Russells Hall Neighbourhood Centre
Overfield Road
Dudley
West Midlands
DY1 2NX

Our Reference EY286929

Dear Silverbells Pre School Committee

Monitoring for provision judged as inadequate

An Ofsted inspector, Lorraine Anne Lawton, 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 31/01/2014, 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 Requirements Notice under the Early Years Foundation Stage Welfare Requirements asked you to: ensure effective systems are in place to ensure that practitioners, and any other person who is likely to have regular contact with children (including those living or working on the premises) are suitable to do so, this includes submitting the relevant EY2 forms to Ofsted to allow suitability checks to be carried out on the committee;
ensure that the named person who has the designated lead responsibility for safeguarding has the required knowledge and understanding to undertake this role, including the procedures to be followed if an allegation is made against a member of staff;
ensure that robust risk assessments are carried out to identify risks within the environment, including areas such as the children's toilets that require close monitoring and/or high levels of staff supervision to minimise risks to children;
implement policies and procedures for administering medicines. This must include obtaining up to date information about children's medical needs and ensuring all children's health needs are known by staff to provide appropriate care and assistance when required.

In addition, you were sent a notice to improve which asked you to: ensure all adults working with children are subject to rigorous recruitment procedures to confirm their suitability to work with children and families;

implement a system of line management and supervision of all staff, including the manager, to ensure that any persons working with children and families are effectively supported to do so, and to monitor the impact of staff practice on children's progress;

deploy staff effectively to implement appropriate behaviour management strategies that give clear guidance to children to help them to learn about what is acceptable behaviour and ensure children's safety;

establish a two-way flow of information between parents and other providers, including local schools, to regularly share information about children's learning and development, and to assist with their transitions and promote continuity;

ensure all staff understand the safeguarding policy and procedures and ensure that staff have up to date knowledge of safeguarding issues;

improve the planning of learning experiences and teaching of children by taking into account the individual needs, interests and stage of development of each child to ensure that all children make good progress;

ensure routine assessment, such as the progress check at age two, is used to identify children's strengths and where progress is less than expected. Provide parents with a short written summary of their children's development in the prime areas of learning.

As a result of a monitoring visit on 18 and 19 March 2014, the inspector was of the view that, children's health and medical needs are now managed safely. This is because the manager has reviewed and updated all children's records including the type of medication kept on site, with parents and staff. Consequently, all staff demonstrate a knowledge of individual children's medication requirements which includes inhalers for asthma which children may self-manage. Appropriate medication records are in place. The inspector is also of the view that the system of risk assessment has improved to ensure better supervision of children. The frequency by which the toilet area is checked by staff has increased. In addition, children are encouraged to tell a staff member when they want to use the facility and the manager is considering removing the alarm which acts as a reminder to staff to check the toilets, because staff are now extra vigilant. In addition, the climbing frame is no longer used if a staff member is unable to constantly supervise its use due to the height.

The inspector was of the view that the manager, who is the lead practitioner for child protection, demonstrates a good understanding of procedures including the steps to be taken in the event of an allegation against a member of staff. However, the registered provider has not detailed its investigation responsibility and steps in the procedure in the written policy, if, an allegation is not taken up by an external agency. In addition, some staff do not articulate a secure knowledge of procedures, if they have a concern about a child, or in the event of an allegation against themselves or others. The inspector also noted that Ofsted has not been informed of all changes to the registered committee. Consequently, Ofsted is unable to carry out required suitability checks to determine the suitability of registered individuals who wish to form the registered body of Silverbells Pre School Committee.

In addition, the inspector considered that the systems to obtain information to make robust suitability decisions about staff are inconsistent because more information is held on longstanding staff as opposed to new staff. There is also a lack of a robust knowledge about the disqualification requirements.

The manager and staff are working towards the improvement of the environment that is sometimes very noisy and appears disorganised and which results in children presenting challenging behaviour towards each other. In addition, the manager plans to make sure children's attendance times are recorded if they differ from the setting's opening and closing times. This will ensure accuracy of records for the safe management of the provision.

There are areas for improvement that have not been monitored at this visit as a longer timescale had been given in respect of staff qualifications and training, the key person system and learning and development requirements. However, as a result of this visit a further Welfare Requirements Notice is sent, requiring you to: ensure effective systems are in place to ensure that practitioners, and any other person who is likely to have regular contact with children (including those living or working on the premises) are suitable to do so, this includes submitting the relevant EY2 forms to Ofsted to allow suitability checks to be carried out on the committee.

A Notice to Improve is also sent to allow you more time to improve and which requires you to: ensure all staff have a full understanding of child protection procedures and steps to be taken in the event of an allegation against them or others;

improve the written child protection procedure regarding steps to be taken in the event of an allegation against staff including when to make a referral to the Disclosure and Barring Service (DBS);

ensure all adults working with children are subject to rigorous recruitment procedures to confirm their suitability to work with children and families, including consideration to disqualifiable offences and the Ofsted waiver process and improve knowledge and understanding of behaviour management to ensure effective and positive strategies are used to promote children's well-being.

The setting is being supported by the local authority to secure improvement.

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 further monitoring.

Our Reference EY286929

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 all staff understand the safeguarding policy and procedures and ensure that staff have up to date knowledge of safeguarding issues.	10/03/2014	08/05/2014
implement a system of line management and supervision of all staff, including the manager, to ensure that any persons working with children and families are effectively supported to do so, and to monitor the impact of staff practice on children's progress	28/03/2014	08/05/2014
ensure routine assessment, such as the progress check at age two, is used to identify children's strengths and where progress is less than expected. Provide parents with a short written summary of their children's development in the prime areas of learning.	28/03/2014	08/05/2014
ensure that risk assessments are reviewed regularly, that they identify aspects of the environment which need to be checked on a regular basis and how risk will be removed or minimised (compulsory part of the Childcare Register)	10/03/2014	08/05/2014
ensure that risk assessments are reviewed regularly, that they identify aspects of the environment which need to be checked on a regular basis and how risk will be removed or minimised (voluntary part of the Childcare Register)	10/03/2014	08/05/2014
inform Ofsted of the following: the appointment of a new manager and changes to the nominated person of the childcare provision (compulsory part of the Childcare Register)	10/03/2014	08/05/2014
inform Ofsted of the following: the appointment of a new manager and changes to the nominated person of the childcare provision (voluntary part of the Childcare Register).	10/03/2014	08/05/2014
inform Ofsted of the following: the name,	10/03/2014	08/05/2014

date of birth, address and telephone number of any senior officer or other member of the governing body (compulsory part of the Childcare Register)

ensure all adults working with children are subject to rigorous recruitment procedures to confirm their suitability to work with children and families	10/03/2014	08/05/2014
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deploy staff effectively to implement appropriate behaviour management strategies that give clear guidance to children to help them to learn about what is acceptable behaviour and ensure children's safety	10/03/2014	08/05/2014
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establish a two-way flow of information between parents and other providers, including local schools, to regularly share information about children's learning and development, and to assist with their transitions and promote continuity	28/03/2014	08/05/2014
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improve the planning of learning experiences and teaching of children by taking into account the individual needs, interests and stage of development of each child to ensure that all children make good progress	28/03/2014	08/05/2014
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ensure effective systems are in place to ensure that practitioners, and any other person who is likely to have regular contact with children (including those living or working on the premises) are suitable to do so, this includes submitting the relevant EY2 forms to Ofsted to allow suitability checks to be carried out on the committee	28/03/2014	08/05/2014
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WELFARE REQUIREMENTS NOTICE ISSUED Ensure that the named person who has the designated lead responsibility for safeguarding has the required knowledge and understanding to undertake this role, including the procedures to be followed if an allegations is made against a member of staff	12/03/2014	08/05/2014
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WELFARE REQUIREMENTS NOTICE ISSUED ensure that robust risk	12/03/2014	08/05/2014
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assessments are carried out to identify risks within the environment, including areas such as the children's toilets that require close monitoring and/or high levels of staff supervision to minimise risks to children

WELFARE REQUIREMENTS NOTICE 12/03/2014 08/05/2014

ISSUED implement policies and procedures for administering medicines. This must include obtaining up-to-date information about children's medical needs and ensuring all children health needs are known by staff to provide appropriate care and assistance when required

ensure all staff have a full understanding of child protection procedures and steps to be taken in the event of an allegation against them or others 16/05/2014

improve the written child protection procedure regarding steps to be taken in the event of an allegation against staff including when to make a referral to the Disclosure and Barring Service(DBS) 16/05/2014

ensure all adults working with children are subject to rigorous recruitment procedures to confirm their suitability to work with children and families, including consideration to disqualifiable offences and the Ofsted waiver process 16/05/2014

improve knowledge and understanding of behaviour management to ensure effective and positive strategies are used to promote children's well-being 16/05/2014