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Les Enfants @ Claydon Primary
School
Claydon Primary School
Lancaster Way, Claydon
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Our Reference EY358957

Dear Alison Linton

Monitoring for provision judged as good

An Ofsted inspector, Lorraine Meldrum Sunter, monitored your provision on 27/02/2014 following your inspection where the provision was judged to be good.

Outcome of monitoring

As a result of our inspection on 16/09/2013, we sent you a notice to improve.

This notice required you to take the appropriate action in the event of an allegation being made against a member of staff and ensure all staff understand their responsibility towards safeguarding children and follow the policies and procedure; ensure that the lead practitioner for safeguarding understands their responsibility for liaison with local statutory children's services agencies and with the Local Safeguarding Children Board to ensure all children are fully supported; ensure that all staff have the skills and knowledge to deal with challenging behaviour issues and to know where to access expert advice if necessary; ensure that regular and effective staff appraisals are carried out to identify training needs and secure opportunities for continued professional development; ensure that staff and parents are aware of the content of the policy to safeguard children from inappropriate use of mobile telephones and cameras and that it is fully effective; ensure that every child is assigned a key person to offer a settled relationship and to become familiar with the setting and build a relationship with the parent. Inform parents of the name of the key person and explain their role.

A monitoring visit was undertaken on 27 February 2014. Through documentation used at the setting and through discussion at the monitoring visit, the inspector concludes that the setting has taken prompt and effective action in making improvements in the areas identified in the notice to improve.

The safeguarding policy has been reviewed, updated, and discussed with all staff. They are fully aware of their responsibilities in this area of work and of the correct

procedures to follow in the event of an allegation being made against a member of staff.

The new manager is the designated safeguarding officer; she has completed basic safeguarding training and is enquiring if Suffolk local authority provide further safeguarding training, particularly for designated persons. She understands her responsibility as the designated person and has ensured that all the relevant contact details for the local children's services are contained within the safeguarding policy and procedures.

A notice is displayed at the entrance to the playroom to inform parents not to use their mobile phones whilst in the setting. Relevant information about mobile phones and cameras is included in the safeguarding policy. Staff are clear they are not allowed to have their mobile phones with them during work hours. If their phone is stored on the premises it must either be switched off or set to silent. There is a designated club mobile phone; family members of staff know to use this number to contact in an emergency. Parents or visitors to the setting seen with a mobile phone will be reminded about the policy, and politely asked not to use it in the setting.

A suitable behaviour management policy is in place. The manager is the named practitioner for behaviour management in the setting. If there are any issues concerning a child's behaviour, she will discuss with the child's parents and agree a way forward to positively manage the child's behaviour.

Management from this setting and the sister setting have recently completed behaviour management training - A positive approach to Behaviour management. Following the training they shared their knowledge with all the staff group. They discussed strategies and positive ways to manage children's behaviour. The provider has produced a booklet and support plans to be used with individual children if necessary. They would also seek advice from the local authority adviser if needed.

Appraisals for all staff are completed on a yearly basis. These are conducted away from the premises at the provider's office. Forms are completed by each member of staff beforehand, the details feed into their appraisal. The form contains many questions; each point is discussed during the appraisal. The provider uses the appraisal system to identify individual training needs and how to manage and plan for the year ahead.

Many staff meetings are held throughout the year, also away from the provision. Staff from both settings attend together which provides continuity across the settings. Staff have discussions about practice, and use these meetings for internal training.

The names of the key persons and group of children are displayed in the entrance. Every child has a key person assigned to them. Staff know their children are able to discuss issues with the parents. Each child under five years has an All About Me folder. When a new starts the parent and child are invited in to get to know the setting and talk with the manager about the child's interests, what they like to do, and what they like to eat and to eat. They learn about the child's background and

use the All About Me folder to help build up a picture about the child. Wherever possible children's likes are incorporated throughout the themes planned, to engage the children.

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