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Olive Tree Montessori  
Manor Park Young People's Centre  
Villiers Road  
Slough  
SL2 1NP

Our Reference EY440121

Dear Olive Tree Montessori Limited

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

An Ofsted inspector, Sheena Bankier, monitored your provision on 29/04/2014 following your inspection where the provision was judged to be inadequate.

### **Outcome of monitoring**

As a result of our inspection on 05/12/2013, we sent you a notice to improve. The actions you were set are included at the end of this letter.

During the monitoring visit the inspector discussed with you the steps you have taken to address the actions raised in the notice to improve. She viewed documentation and discussed information relating to staff identity and the suitability checks undertaken, induction and training records, and the key person approach. The inspector viewed written feedback reports from the local authority development worker. The inspector observed the organisation of the premises and spoke with you, the manager and members of staff.

The inspector found that you have addressed the issues raised at your last inspection and that you have quickly implemented strategies and procedures to meet these. You state you have received regular support from your local authority development worker and reflect that you are implementing the advice and support you receive to improve your provision. You report that your local authority development worker is happy with the progress you are making.

The inspector found that you have reviewed and updated induction procedures. All staff receive a full day's induction which includes training workshops about their roles and responsibilities. During the probation period, you monitor staff closely and they receive mentoring and coaching from the manager or deputy manager to support their practice. Staff discussed the induction process and state they receive sufficient support in their new roles from management. Information is being recorded in relation to identify and suitability checks undertaken, including Disclosure and Barring Service (DBS) check information for everyone who works, or has contact

with, children on the nursery premises.

You provide all staff with access to the nursery's safeguarding policy and procedure. You have reviewed their knowledge and understanding of safeguarding procedures through meetings and most staff have completed local authority safeguarding training. Staff demonstrate a suitable understanding of the nursery's safeguarding policy and procedure, such as record keeping and who they should report their concerns to within the nursery management. They are adequately aware of their wider safeguarding responsibilities and steps to take if required to report concerns to appropriate agencies outside of the nursery.

You are currently completing a quality assurance programme to help you identify weaknesses and prioritise improvements. You are implementing advice and support from your local authority development worker to improve the learning experiences of children and the quality of the nursery. Staff, children and parents have appropriate ways to feedback their ideas, views and opinions, such as through meetings, questionnaires and suggestion boxes.

On entry to the nursery, children and their parents are introduced to their key person. In addition, you are displaying photographs and the names of the key person and key children at both child and adult height. This makes it easy for everyone to recognise the individual key persons and their key children. All staff are now known by their names, which supports children and parents in identifying individual members of staff. You are encouraging parents to share information about their children's care needs and starting points on entry to the nursery and on an ongoing basis with their child's key person. This promotes consistency of care and support for children's learning needs. You encourage staff to get to know their key children and form bonds with them, for example, through having small key group times twice a day.

You are providing further choices to children with self-selection storage units within the rooms. You offer resources indoors and outside that support their continuous learning. Children are able to access the outdoor area on a 'free-flow' basis and are therefore able to make choices about where they wish to play. You have provided staff meetings and the local authority development worker has provided training to support the staff's understanding of organising the environment to support children's learning.

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.

Our Reference EY440121

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

Action	Due date	Closed date
ensure every person aged 16 and over who works on the premises and/or works directly with the children holds an enhanced check from the Disclosure and Barring Service.	14/02/2014	29/04/2014
ensure you record information regarding 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)	14/02/2014	29/04/2014
ensure that all staff receive induction training to help them understand their roles and responsibilities	14/02/2014	29/04/2014
train all staff to understand the safeguarding policy and procedures, and ensure that all staff have up-to-date knowledge of safeguarding issues; this includes identifying signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way.	14/02/2014	29/04/2014
implement an effective key person system which ensures that every child's learning and care is tailored to meet their individual needs, parents are aware of who their child's key person is and all parents are well informed of their child's progress.	21/01/2014	29/04/2014
ensure the systems used to foster continuous improvement are robust; make sure that self-evaluation identifies and addresses key weaknesses, priorities and targets for improvement based on rigorous monitoring of practice.	14/02/2014	29/04/2014