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Les Enfants  
Dale Hall Primary School  
Dale Hall Lane  
Ipswich  
Suffolk  
IP1 4LX

Our Reference EY313862

Dear Alison Linton

### **Monitoring for provision judged as satisfactory**

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

### **Outcome of monitoring**

As a result of our inspection on 13/09/2013, we sent you a notice to improve. The actions you were set are included at the end of this letter.

The notice required you to improve risk assessment to ensure that children cannot leave the premises unsupervised; ensure that the designated practitioner responsible for behaviour management has the necessary skills to advise and support other staff on behaviour issues and implement an effective policy to ensure the safety of all children; ensure that staff deployment meets the needs of all children to ensure their safety; ensure that there is a policy to safeguard children from inappropriate use of mobile telephones and cameras and that it is fully effective; ensure that parents are informed of the name of their child's key person and understand their role, to enable staff to work in partnership and really get to know the children and respond to their individual needs; ensure all records that Ofsted has permitted to be kept off the premises are easily accessible and available for inspection; ensure that regular and effective staff appraisals are carried out to identify training needs and secure opportunities for continued professional development.

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.

A metal gate has been purchased and put in place at the top of the stairs at the entrance to the group's designated area. This provides a clear entrance to the area,

and as the manager has re-positioned her desk next to the entrance steps it is easier to observe and manage children leaving the room. A notice is displayed by the exit/entrance for children's information, stating they are not to leave the area without permission.

The risk assessment has been re-written to include the gate. Safety precautions and measures are discussed with all the children on a weekly basis.

A suitable behaviour management policy is in place. The manager is the named practitioner for behaviour management in this 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 and the sister setting have recently attended behaviour management training- A positive approach to Behaviour management. Following their training they shared their knowledge with all the staff group. They discussed strategies and positive ways to manage children's behaviour.

AL said she has produced a booklet and support plans to be used with individual children if necessary. AL said they would seek advice from the LA adviser in the first instance.

The manager has spoken with all staff to remind them to be vigilant and move to other areas as needed to support the children in their play.

A suitable safeguarding policy is in place which contains relevant information regarding mobile phones and cameras. Staff are not allowed to have their mobile phones with them during work.

If staff have their mobile phone stored on the premises they are told to either switch off their phone or have it on silent. A designated club mobile is used by the setting; family members of staff know to use this phone to contact in an emergency.

The manager was clear that if she saw a parent with a mobile phone in the setting she would remind that person about their policy and politely ask them not to use it.

Lists of the key persons with their group of children are displayed near the entrance. These lists have been revised and printed in larger print - so as all parents can clearly identify their child's key person.

Each child under five years has an All About Me folder. When a new child 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. 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.

Neither of the provider's settings have a secure area suitable for storing confidential papers. For this reason, confidential papers are kept in the provider's office away from the setting. The provider has assured that all can easily be brought to either setting when requested to do so, such as at inspection time. Should the provider not be available, either manager can access the office and any paperwork that is

needed; they both have keys to the office.

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.

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

## Actions

Action	Due date	Closed date
improve risk assessment to ensure that children cannot leave the premises unsupervised	17/09/2013	13/05/2014
ensure that the designated practitioner responsible for behaviour management has the necessary skills to advise and support other staff on behaviour issues and implement an effective policy to ensure the safety of all children	13/11/2013	13/05/2014
ensure that staff deployment meets the needs of all children to ensure their safety	17/09/2013	13/05/2014
ensure that there is a policy to safeguard children from inappropriate use of mobile telephones and cameras and that it is fully effective	18/09/2013	13/05/2014
ensure that parents are informed of the name of their child's key person and understand their role, to enable staff to work in partnership and really get to know children and respond to their individual needs	27/09/2013	13/05/2014
ensure all records that Ofsted has permitted to be kept off the premises are easily accessible and available for inspection	27/09/2013	13/05/2014
ensure that regular and effective staff appraisals are carried out to identify training needs and secure opportunities for continued professional development.	22/11/2013	13/05/2014
ensure that measures are taken to prevent children from leaving the premises without staff being aware (compulsory part of the Childcare Register)	18/09/2013	13/05/2014
ensure that children's behaviour is managed in a suitable manner (compulsory part of the Childcare Register)	18/09/2013	13/05/2014
ensure that measures are taken to	18/09/2013	13/05/2014

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prevent children from leaving the premises without staff being aware (voluntary part of the Childcare Register)

ensure that children's behaviour is managed in a suitable manner (voluntary part of the Childcare Register).	18/09/2013	13/05/2014
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