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Bells Lane and Aspley Surprise  
Playscheme  
Bells Lane Community Centre  
Amesbury Circus  
Nottingham  
Nottinghamshire  
NG8 6DD

Our Reference 254517

Dear Bells Lane and Aspley Surprise Playscheme Committee

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

An Ofsted inspector, Diane Stone / Tracie Dodd, 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 17/02/2014, we sent you a welfare requirements notice. The actions you were set are included at the end of this letter.

The notice required you to:

- ensure that the premises are secure with regard to the main entrance;
- ensure all reasonable steps are taken to prevent unauthorised persons entering the premises;
- ensure all staff are trained to understand the safeguarding policy and procedures, and ensure that all staff have up to date knowledge of safeguarding issues;
- ensure that all volunteers receive induction training to help them understand their roles and responsibilities. Induction training must include information about emergency evacuation procedures, safeguarding, child protection, the provider's equality policy, and health and safety issues.

Through documentation, observation and discussion with the manager and volunteers at the monitoring visit the inspector has concluded that the setting has addressed all of the points in the welfare requirement notices and the notice of actions to improve raised at inspection.

Visitors to the setting are no longer able to walk straight into the areas where care is provided. A volunteer is situated in the office and all visitors must sign in. Where access is required a volunteer ensures children are not left unsupervised with any unchecked adults. The new procedure helps to ensure that the premises are secure

and unauthorised access to the building is prevented.

The safeguarding policy has been updated and now includes the use of mobile phones within the setting. All volunteers and staff phones are stored in the office while care is being provided. The setting has the use of a mobile phone in case of emergencies and for contacting parents. All volunteers have updated their knowledge of safeguarding, they have documentation at home to be able to refer to and a clear procedure is in place for reporting any concerns they have with regard to child protection. Additional training is being considered for volunteers who have not yet had any formal safeguarding training. This will help to ensure that team's knowledge is up to date and as a result children will be better protected.

A new procedure is in place to ensure that volunteers have induction training prior to working with children. The induction package provides information for volunteers about safeguarding, fire procedures and health and safety requirements. This will help to ensure that any new volunteers have a good understanding of their roles and responsibilities. A system is in place to ensure that all staff and volunteers have the opportunity to speak on a one to one basis with the manager prior to the beginning of each holiday playscheme operating. They are able to discuss children who will be attending the sessions, the activities that will on offer during the sessions they are on duty, suggestions and ideas to be incorporated into the activities offered, training requirements and any changes to routines, policies and procedures.

All volunteers and staff have reviewed the behaviour management policy and procedures and they now have a better understanding of how to manage unwanted behaviour. Time out strategies are used, focusing on the behaviour and why it is not acceptable. The manager is aware that volunteers and staff need to update their knowledge of how to manage behaviour effectively and is looking at how this can be achieved through training and on-going discussion at team meetings.

Children in the early years age range have two keyworkers at each session, this helps to ensure that they have support from an adult in both the craft and sports based rooms at all times. Parents have been verbally informed of their child's key workers.

The manager has taken action to ensure that all records used for the safe and efficient management of the setting are available for inspection. All records are stored securely and staff can access them when they need to.

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 254517

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 that the premises are secure with regard to the main entrance (Safety)	26/08/2013	10/04/2014
implement supervision arrangements to foster a culture of mutual support, teamwork and continuous improvement of the people who have contact with children and families	07/04/2014	10/04/2014
ensure all volunteer staff are familiar with the behaviour management policy and procedures and are aware of how to manage children's behaviour in a positive manner	07/04/2014	10/04/2014
ensure each child is assigned a key person with particular reference to helping children settle	07/04/2014	10/04/2014
ensure that the safeguarding policy and procedures are implemented with reference to the use of mobile phones on site	07/04/2014	10/04/2014
ensure records are easily accessible and available for inspection, with regard to accident and medication records.	07/04/2014	10/04/2014
ensure that children's behaviour is managed in a suitable manner (compulsory part of the Childcare Register)	07/04/2014	10/04/2014
ensure that children's behaviour is managed in a suitable manner (voluntary part of the Childcare Register)	07/04/2014	10/04/2014
ensure that a child is unable to leave the premises without a person who is caring for children on those premises becoming aware of the child leaving (compulsory part of the Childcare Register)	07/04/2014	10/04/2014
ensure that a child is unable to leave the premises unsupervised except where the childcare is open access childcare, or where the child is aged eight or over and the parent of the child has agreed that they may leave the provision	07/04/2014	10/04/2014

unaccompanied (voluntary part of the  
Childcare Register).

ensure that no one can enter the premises without the knowledge of a person who is caring for children on the premises (compulsory part of the Childcare Register)	07/04/2014	10/04/2014
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ensure that no one can enter the premises without the knowledge of a person who is caring for children on the premises (voluntary part of the Childcare Register)	07/04/2014	10/04/2014
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