

Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

**Telephone:** 0300 123 1231  
**Fax:** 0300 123 3159  
**Minicom:** 0161 618 8524  
**Email:** [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)  
**Web:** [www.ofsted.gov.uk](http://www.ofsted.gov.uk)



Victoria Out of School Club and  
Playcentre  
Windmill Youth Centre  
Messenger Road  
Smethwick  
West Midlands  
B66 3DX

Our Reference EY441700

Dear Sandwell Adventure Play Association Committee

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

An Ofsted inspector, Jayne Rooke, monitored your provision on 08/05/2014 following your inspection where the provision was judged to be inadequate.

### **Outcome of monitoring**

As a result of our inspection on 13/02/2014, 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 had taken to address the actions raised in the notice to improve. The inspector spoke to the manager and staff and to a representative from your company and the local authority. She observed the staff working with the children and viewed the resources and activities available to them. The inspector spoke to parents to obtain their views and to the children present at the inspection. She also spoke to a member of the early years staff about the educational programmes and the partnerships and links made with the schools that children attend. She looked at planning and assessment records and the action plan for improvement. The inspector looked at records and documentation relating to: recruitment and vetting, including Disclosure and Barring Service checks, staff qualifications, references and identity checks. She discussed the arrangements you have in place for supporting and mentoring the professional development of the staff. The inspector discussed the arrangements for informing Ofsted of a change of manager and nominated person and the provision for recording and storing records and documentation.

The inspector found that the managers and staff are working in close partnership with the local authority to devise and implement a clear action plan. This has helped you to develop and improve your practice. As a result, safer recruitment and vetting practices are now being followed. You explained how managers now obtain references and conduct identity checks for all staff, including a Disclosure and

Barring Service check. This means that the suitability of adults who have contact with children is checked in-line with statutory regulations, to keep children safe. You showed the inspector a letter from Ofsted that confirms consent to keep records off the premises. You explained how information about staff qualifications is now recorded and a more robust system of professional development is planned. As a result, a number of training courses have been identified to help staff develop their professional skills, knowledge and understanding. You explained how a member of staff has since been appointed to develop the educational programmes and to build better partnerships with the schools that children attend. This means that activities are now more challenging, are better linked to children's interests and complement the learning that takes place in school. In addition, you detailed how more information is shared between providers so that children's progress is consistently supported. You demonstrated that staff hold appropriate childcare qualifications at level 2 and 3. You explained how a better system of staff supervision and mentoring has been introduced so that staff are soon able to attend training on the Early Years Foundation Stage, to help them develop their teaching skills. You stated that managers understand their role and responsibility to inform Ofsted of changes relating to the appointment of a new manager and nominated person of a childcare provision.

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
ensure that all staff have a Disclosure and Barring Service check in place, to guarantee the suitability of adults who have contact with children	28/02/2014	08/05/2014
ensure that references and identity checks are obtained for all staff, in order to demonstrate that safe recruitment practices are being followed	13/03/2014	08/05/2014
ensure that information about the qualifications and training of staff is recorded, to confirm that the requirements of their roles are met	13/03/2014	08/05/2014
ensure all records are readily accessible and available and kept on site, to maintain safe and efficient management of the setting	28/02/2014	08/05/2014
develop systems to provide staff with supervision and mentoring in order to address their training and professional development needs, including training on the Early Years Foundation Stage	30/04/2014	08/05/2014
ensure staff plan an educational programme that is sufficiently challenging, linked to children's interests and complements the learning children achieve at school	30/04/2014	08/05/2014
inform Ofsted of the appointment of a new manager and nominated person of a childcare provision (compulsory part of the Childcare Register).	28/02/2014	08/05/2014
ensure that at least one person has successfully completed a qualification at a minimum of level 2 in an area of work relevant to the childcare (voluntary part of the Childcare Register)	13/03/2014	08/05/2014
develop partnership working with the schools where children attend to enable a regular two-way flow of information between providers in order to support their progress.	31/03/2014	08/05/2014

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inform Ofsted of the appointment of a new manager and nominated person of a childcare provision (voluntary part of the Childcare Register). 28/02/2014 08/05/2014

ensure there are effective systems to ensure that the registered person, the manager of the later years provision and any person caring for, or in regular contact with, children is suitable to work with children which must include obtaining an enhanced Disclosure and Barring Service check (compulsory part of the Childcare Register) 28/02/2014 08/05/2014

ensure there are effective systems to ensure that the registered person, the manager of the later years provision and any person caring for, or in regular contact with, children is suitable to work with children which must include obtaining an enhanced Disclosure and Barring Service check (voluntary part of the Childcare Register) 28/02/2014 08/05/2014