

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  
**Web:** www.ofsted.gov.uk

Beansheaf Community Pre-School  
Linear Park, Charrington Road  
Calcot  
Reading  
Berkshire  
RG31 7AW

Our Reference 507892

Dear Beansheaf Community Pre-school Committee

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

An Ofsted inspector, Julie Whitelaw, monitored your provision on 28/04/2014 following your inspection where the provision was judged to be inadequate.

### **Outcome of monitoring**

As a result of our inspection on 05/09/2013, we sent you a welfare requirements notice.

The welfare requirement notice asked you to comply with the following actions: implement a system to ensure notification is made to Ofsted of any change to the individuals who are partners in, or a director, secretary or other officer or members of the governing body and that notification is made in advance or at the most within 14 days of the change occurring (Changes that must be notified to Ofsted); ensure all staff have regard for the Government's statutory guidance 'Working Together to Safeguard Children,' in order that any concerns about children's safety or welfare are notified to agencies with statutory responsibilities without delay (Child protection); ensure that people looking after children are suitable to fulfil the requirements of their roles, with specific regard to the manager (Suitable people).

We also issued a notice of actions to improve that asked you to: train all staff to understand their safeguarding policy and procedures, and ensure that all staff have up to date knowledge of safeguarding issues (Safeguarding); implement a policy and procedures to safeguard children that covers the use of mobile phones and cameras in the setting (Safeguarding); implement an effective key person system that ensures that every child's care is tailored to meet their individual needs; offers a settled relationship for the child and builds a relationship with their parents or carers (Key person); obtain and share information regularly with parents, carers, professionals and other settings to promote an effective two-way flow of information that informs planning and supports effective teaching (Information and records); implement a policy and procedures to promote equality of opportunity for children, which includes

how the individual needs of all children, including those children with special educational needs and/or disabilities, will be included, valued and supported (Equal opportunities) and ensure there are appropriate arrangements in place for the supervision of staff who have contact with children and families, which includes opportunities for staff to discuss any issues - particularly concerning children's development or well-being; identify solutions to address issues as they arise; and receive coaching to improve their personal effectiveness (Staff qualifications, training, support and skills).

The notice also asked you to; ensure that staff know that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (Staff qualifications, training, support and skills); implement the behaviour management policy and procedures (Managing behaviour); ensure those who are responsible for preparing and handling food are competent to do so (Food and drink); record the following information for each child: information about any other person who has parental responsibility for the child (Information about the child); ensure there is an agreed procedure for checking the identity of visitors, this refers to checking the identity of parents of new children attending the setting (Premises); keep a record of written complaints relating to their fulfilment of the EYFS requirements and notify complainants of the outcome of the investigation within 28 days of having received the complaint (Complaints) and improve staff's knowledge of the learning and development requirements in order to consider the individual needs, interests, and stage of development of each child and use this information to identify their next steps and plan a challenging and enjoyable experience for each child in all of the areas of learning and development (Learning and development).

On 4 October 2013, we carried out an unannounced monitoring visit to check that the actions detailed in the welfare requirement notice and the notice to improve had been met. The progress made was judged as inadequate overall. A notice to improve was issued asking you to:

ensure staffing arrangements meet the needs of all children and ensure their safety. Children must usually be within sight and hearing of staff and always within sight or hearing (Staff: child ratios);

ensure that an enhanced criminal records disclosure is obtained in respect of every person aged 16 and over who works on the premises on which child care is provided (Suitable people).

On 5 November 2013, we carried out an unannounced monitoring visit to check that the actions detailed in the welfare requirement notice and the notice to improve had been met. The progress made at that visit was judged as satisfactory overall.

A further monitoring visit was carried out on 28 January 2014. At that visit it was judged that the setting had not taken prompt and effective action to address the points for improvements. This was because you had not notified agencies with

statutory responsibilities, without delay, of concerns you had about the welfare of a child in your care.

On 28 January 2014, a further monitoring was carried out. At that visit it was found that the safeguarding procedure had not been implemented when necessary. We also found that there were limited adult led activities, which meant that on occasions children were not sufficiently challenged to ensure their learning was extended. It was judged that you had not taken prompt and effective action to address the points for improvement.

On 28 April 2014, a monitoring visit was carried out. The local authority development worker was present during the visit and reported that the manager and staff have worked effectively with her to make the required improvements. During the visit it was found that staff now have a clear understanding of the procedures that should be followed if they have concerns about the welfare of a child in their care. This promotes children's safety and well-being

An effective key person system is now in place. Before children attend the setting they visit several times with their parents. The key worker obtains information from parents that enables staff to meet children's individual needs. New children were observed to have settled well. They have formed a bond with their key worker and are confident to explore, play and learn.

Staff observe what children can do and assess if children are reaching expected milestones. This information is used to inform planning. Focused adult led activities are now carried out to promote children's individual learning. If staff have concerns about children's learning and development they work with parents and other agencies to ensure their individual needs are met.

Since the last monitoring visit staff have held a meeting with the parents to discuss their child's progress and the next steps in their learning. Parents are now given written information each week that informs them of what their child is learning and how they can support their child's learning at home.

Children's welfare and safety is promoted. This is because progress has been sustained with regard to the actions that were found to be met at the last visit.

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