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Bright Starts Day Nursery
Westergate Community School, Lime
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CHICHESTER
West Sussex
PO20 3UE

Our Reference EY469769

Dear Bright Starts Day Nursery Ltd

Monitoring for provision judged as inadequate

An Ofsted inspector, Denise Blackwell, monitored your provision on 19/05/2014 following your inspection where the provision was judged to be inadequate.

Outcome of monitoring

As a result of our inspection on 10/03/2014, we sent you a welfare requirements notice. The actions you were set are included at the end of this letter.

The welfare requirements notice required you to ensure the most up-to-date contact details for the Local Safeguarding Children Board are available to staff; identify someone with lead responsibility for safeguarding; ensure staff receive safeguarding training; ensure staff have appropriate vetting checks completed, including a Disclosure and Barring Service check; ensure there is an effective behaviour management policy in place and identify a member of staff who is responsible for behaviour management.

A notice to improve was also sent to you that asked you to implement a system to check ongoing suitability of staff; ensure induction procedures are effective; ensure staff and children know and follow the fire evacuation procedure; implement effective systems to ensure staff are suitable to work with children; implement a written statement of procedures to be followed for the protection of children; identify weaknesses in teaching through an effective process for performance management and staff development; deploy staff effectively; ensure children's behaviour is managed in a suitable manner and monitor the effectiveness of observation, assessment and planning.

At the time of the monitoring visit you had put a written safeguarding policy and procedure in place that identifies who holds the lead responsibility for safeguarding in the setting. The policy includes procedures to be followed for the protection of

children and contact details for the Local Safeguarding Children Board. This information is also displayed on the notice board in the office. A copy of the updated policy and procedures were given to staff and discussed at a team meeting on 8 May 2014. The named leads for safeguarding are to attend training on 20 May 2014 and all other staff are to attend training on 7 June 2014. Training is being provided by West Sussex County Council. You informed the inspector that you intend to review your safeguarding policy and procedures once you have all completed your training. As a result of the action taken staff are aware of who to contact if they have any safeguarding concerns and their knowledge of safeguarding issues has improved.

All staff have now had a Disclosure and Barring Service (DBS) check completed. The names of staff, their DBS numbers and date on which the checks were obtained are recorded on a format you have devised. You confirmed that you are responsible for obtaining all checks on staff and verifying their identity, also providing copies of identity documents to the company you use to carry out the DBS checks. However it was suggested that you add an additional column to your recording format to show who obtained the DBS check to ensure you fully comply with the safeguarding and welfare requirement in paragraph 3.12 in the Statutory Framework for the Early Years Foundation Stage. This paragraph includes clear information about staff qualifications, identity checks and vetting processes you must record. You have also devised an additional disclosures form which staff will have to sign on an annual basis. Staff sign to confirm that there is nothing they need to disclose that may affect their suitability to work with children. This form also clearly states that staff must inform you immediately if anything happens that may affect their suitability to work with children. As a result of the action taken staff have had appropriate checks completed to confirm their suitability to work with children. You also have put a system in place to ensure their ongoing suitability and to make staff aware of the need to inform you of anything that may affect their suitability to work with children.

You have put a behaviour management policy in place that identifies two members of staff who are responsible for leading on behaviour management. These members of staff are due to attend behaviour management training provided by West Sussex County Council on 24 June and 1 July 2014. The behaviour management policy was shared with staff and discussed at the team meeting on 8 May 2014. You stated that you feel staff are now more confident to deal with behaviour management issues as a result of what has already been discussed and put in place. You are also working with parents to support them with behaviour management issues and to develop consistent behaviour management strategies for children. You stated that you intend to review the behaviour management policy following the training to see whether any changes need to be made. During the visit no behaviour management issues were observed. Children were getting on well with each other, sharing and taking turns. As a result of the action you have taken staff have a better understanding of how to manage children's behaviour, parents are involved and children's behaviour has improved.

You have put revised suitability and induction procedures in place for new staff. New staff do not start working at the setting until all required checks have been carried

out and references have been obtained. You have developed a revised induction procedure and a checklist to ensure all required aspects of induction such as safeguarding and health and safety have been covered. As a result of the action taken new staff are better informed about the setting's policies and procedures and understand their roles and responsibilities from the start of their employment. You carried out a fire evacuation drill on 12 March 2014. This was evaluated and as a result you have made changes to how registration information is held during sessions ensuring you are always aware of which children are present at any given time.

You have put a performance management and appraisal system in place for staff. You have already completed about half of staff's annual appraisals. You use the appraisal, supported by observations of staffs' practice, to identify any training and development needs and to set performance targets linked to their specific roles. You intend to review performance against the targets during termly one to one meetings to identify whether any action needs to be taken to ensure targets will be met. You have looked at possible training on early language development for staff who work with two-year-olds. However you are also aware that staff will need ongoing coaching and support in order to improve the quality of teaching throughout the setting. You hold monthly staff meetings to discuss aspects of the settings work and to share good practice. You minute these meetings and share the minutes with staff who were not present at the meeting so that they are aware of what has been discussed. As a result of the action you have taken you are better able to foster a culture of continuous improvement. Staff are supported to improve their practice and attend training that will promote the interests of children.

Observations and assessments are in place. Assessment records relate to the outcome statements in 'Early Years Outcomes' and are highlighted to show the date on which particular outcomes have been achieved. Next steps identify the next outcome statement children are aiming to achieve. However it is not clear from assessment records whether children's knowledge and skills are emerging or secure. Next steps do not identify what it is that children need to learn next or how they will be supported to continue to make progress in their learning. Next steps are not reviewed to show whether the intended outcome has been achieved. Planning is completed retrospectively to show the activities children have been involved in. However plans do not help staff to understand or plan for how they will support children's learning. There are no clear learning intentions and as a result observations of teaching carried out during the visit showed that staff are not yet supporting children's learning well. Staff are deployed appropriately which ensures children are supervised and safe. However staff do not ask open questions or provide narrative that will encourage children's critical thinking or extend their learning. Although children are happy their play is not purposeful and they are not developing the characteristics of effective learning sufficiently. However you have made significant progress in improving the quality of observation and assessment. You are aware of what more you need to do to ensure staff respond to each child's emerging needs and interests. You informed the inspector that you intend to work with the local authority early years adviser to develop an action plan for how you will improve the quality of teaching of all staff. The action plan will include the effective use of

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planning, observation and assessment to support children's progress in their 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.

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
identify weaknesses in staff teaching through implementing an effective process for the professional development of the staff team, so they support the children's learning and development effectively	13/05/2014	
devise and implement a system to check the ongoing suitability of the staff to work with children, ensuring that the staff know what they must consider and disclose as part of this process	13/05/2014	19/05/2014
ensure all staff and children are aware of the procedure to follow in event of a fire or emergency evacuation	13/05/2014	19/05/2014
ensure that children's behaviour is managed in a suitable manner.	13/05/2014	19/05/2014
implement a written statement of procedures to be followed for the protection of children, intended to safeguard the children being cared for from abuse and neglect	13/05/2014	19/05/2014
WRN: ensure the most up-to-date contact details for the Local Safeguarding Children Board are readily available to all staff, including the individual with lead responsibility for safeguarding within the setting	13/05/2014	19/05/2014
WRN: ensure that there is always an individual with lead responsibility for safeguarding onsite within the setting, and that this person provides advice and guidance to the staff team regarding safeguarding matters on an on-going basis	13/05/2014	19/05/2014
WRN: ensure that all staff receive safeguarding training so they able to implement the nursery's safeguarding policy and procedures, and are able to respond to concerns in a timely and appropriate manner	13/05/2014	
WRN: ensure that all staff are suitable to	13/05/2014	19/05/2014

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care for children and have had appropriate vetting checks completed, including a recent Disclosure and Barring Service check

ensure that induction procedures are effective in making sure that new staff understand policies and procedures, and their individual roles and responsibilities, including specifically those relating to safeguarding and behaviour management 13/05/2014 19/05/2014

improve the partnership with parents by involving parents effectively in their children's learning through providing information about how they can support their children's learning at home 13/05/2014 19/05/2014

monitor the effectiveness of observation, assessment and planning to ensure it is consistent across the staff team, so that all staff understand how to plan for what children need to learn next 13/05/2014

implement effective systems to ensure that the manager of the later years provision and any person caring for children: is suitable to work with children which must include obtaining an enhanced Disclosure and Barring Service check 13/05/2014 19/05/2014

WRN: ensure there is an effective behaviour management policy in place that staff understand and are able to use to deal appropriately with incidents of poor behaviour, a member of staff should be responsible for behaviour management who can advise and support the staff team on behaviour management issues 13/05/2014 19/05/2014

ensure children are adequately supervised and deploy staff effectively so that all children's needs are met 13/05/2014 19/05/2014