

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)



4-14 Out of School Club  
Stone Youth & Community Centre,  
Station Road  
Stone  
Staffordshire  
ST15 8ER

Our Reference EY244643

Dear Nancy Fallows

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

An Ofsted inspector, Dianne Adams, monitored your provision on 01/04/2014 following your inspection where the provision was judged to be inadequate.

### **Outcome of monitoring**

As a result of our inspection on 16/01/2014, we sent you a welfare requirements notice. 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 have taken to address the actions raised in the notice to improve. She observed interactions between staff and children, especially as children arrive and at teatime. The inspector had discussions with individual members of staff, children and parents. She also spoke to a representative from the local authority. The inspector looked at a range of documentation, which includes, your safeguarding policy and procedures, complaints procedures, recruitment and vetting procedures and supervision and monitoring of staff.

The inspector found that while you have addressed two actions raised, you have not developed an action plan that supports improvement. As a result, you have not effectively identified how to tackle all the weaknesses in good time to enable any improvement to be evaluated and reflected upon. In addition, staff and parents are not involved in discussing and implementing the changes. Although you have welcomed support available from the local authority and you are working with them to explore how to improve the quality of your service, this support has not improved practice.

The inspector found that all staff now have an enhanced Disclosure and Barring Service check which contributes to protecting children's welfare. You are supporting children's health better as you are now providing children with some choice of healthy food items at teatime and drinking water when needed.

You have discussed with the local authority representative what the child protection policy should include. However, this has not led you to amend the policy, which still does not include procedures for the use of mobile phones, cameras and social media. This does not safeguard children. You still have a poor understanding how to safely recruit staff and ensure they are suitable to have contact with children. Although you have checked the identity of your staff, you have not implemented a recruitment and vetting policy and your vetting systems lack rigour. For example, you do not obtain references before employing staff and you do not tell staff they are expected to disclose any convictions, cautions, court orders, reprimands and warnings from the police during their employment.

With support from the local authority, you have begun to explore how you might support staff in the future. However, there are still no systems in place to provide staff with effective supervision, mentoring or training. Their training and professional development needs have not been discussed or addressed and training in areas, such as the Early years Foundation Stage, has not been identified or accessed. As a result, staff still have a poor understanding of their roles and do not work together as a team to secure continuous improvement.

You have a poor understanding of your responsibilities to work in partnership with parents. You have still not consistently provided all parents with information about the staffing in the club. Parents are not consistently informed of the foods and drinks that are provided for children and details of the policies and procedures. In addition, you have not provided parents with a copy of the report after inspection. This results in parents and carers not being adequately informed about events that affect their children and themselves.

Having considered all the evidence, the inspector is of the opinion that the setting has not taken prompt and effective action to address the points for improvement.

### **Next steps**

We will take enforcement action to ensure compliance with children's welfare and/or learning and development requirements.

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 the selection of snacks and drinks provided in order that they are healthy, balanced and nutritious and support children's understanding of the importance of healthy diets	20/02/2014	01/04/2014
ensure that references and identity checks are obtained for all staff, in order to demonstrate that safe recruitment practices are being followed	20/02/2014	01/04/2014
amend the child protection policy to include the use of mobile phones, cameras and social media, to safeguard the children attending the group	20/02/2014	01/04/2014
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	20/02/2014	01/04/2014
ensure that appropriate information is shared with parents and carers, for example changes to staffing in the club, in order to keep them well informed	20/02/2014	01/04/2014
ensure that all staff have an enhanced Disclosure and Barring Service check in place before they are left unsupervised with the children	17/01/2014	02/04/2014
ensure that all persons caring for children are suitable to do so, through obtaining an enhanced Disclosure and Barring Service check (compulsory part of the Childcare Register)	20/02/2014	02/04/2014
ensure that all persons caring for children are suitable to do so, through obtaining an enhanced Disclosure and Barring Service check (voluntary part of the Childcare Register)	20/02/2014	02/04/2014
supply all parents and carers with a copy of the report after inspection	09/06/2014	
implement a system to ensure that staff are aware that they are expected to	09/06/2014	

Our Reference EY244643

disclosure any convictions, cautions, court orders, reprimands and warnings from the police received during their employment.