

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



Tykes Pre-school
Broadfield Youth & Community
Centre
Broadfield
Crawley
West Sussex
RH11 9BA

Our Reference EY343079

Dear Victoria Rodena Bailey

Monitoring for provision judged as inadequate

An Ofsted inspector, Nikki Whinton, monitored your provision on 03/06/2014 following your inspection where the provision was judged to be inadequate.

Outcome of monitoring

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

The notice to improve had a completion date of 17 March 2014 and required you to: ensure all aspects of the provision that need to be checked on a regular basis are included in the risk assessment and this assessment includes how risks will be removed or minimised, with particular attention to the reception and children's toilet and changing areas; ensure that staff qualification ratios are fully met at all times; demonstrate that all staff that prepare and handle food complete appropriate training in Food Hygiene; demonstrate that all staff complete the required Disclosure and Barring Service check; ensure appropriate arrangements are in place for the supervision of staff, in particular to receive coaching and identify training needs; ensure that suitable provision with appropriate furniture is made available for children who wish to sleep; plan and provide resources and activities that reflect all areas of learning and in particular meet the needs of two-year-old children; improve staff understanding of their role as a key person and ensure an effective settling-in procedures are implemented that help children develop secure emotional bonds and allows staff to build a relationship with the children's parents; improve staff's understanding of how to guide children's capabilities to promote children's learning and development, particularly in communication and language; improve the assessment systems to clearly identify children's starting points and ensure that observations are frequent and accurate to build upon children's progress in all areas of learning; and to demonstrate that the progress check for two-year-old children is completed and shared with their parents; improve the planning system so that it is

effective in meeting all children's individual learning needs, shared with all staff and gives children challenging and enjoyable experiences; and plan and provide opportunities for children who speak more than one language to use their home language in the setting; organise the deployment of staff, taking into account their professional qualifications so that staffing arrangements are effective in meeting the needs of the children; improve the systems used to foster continuous improvement making sure that self-evaluation identifies and addresses key weaknesses, priorities and targets for improvement based on rigorous monitoring of practice; make sure all required records are available for inspection; ensure effective systems are in place to ensure any person is suitable to work with children, with particular regard to ensuring they complete the required Disclosure and Barring Service check (compulsory and voluntary part of the Childcare Register); ensure that half of all persons caring for children have successfully completed a qualification at a minimum of level two in the relevant area of work (compulsory and voluntary part of the Childcare Register); ensure that the premises used for the purpose of childcare are safe and suitable for that childcare (compulsory and voluntary part of the Childcare Register).

An inspector visited you on 3 June 2014 to monitor your progress. The inspector discussed with your senior practitioner the steps you had taken to address the action raised in the notice to improve. The inspector scrutinised the environment and documentation, observed the children, the staff and their interactions. The inspector found that you had reviewed and appropriately revised your risk assessments. Staff were suitably deployed, taking into account their professional qualifications, staff qualification ratios were met and those staff who prepared and handled food had completed food hygiene training. All legally required documentation was available for inspection and there was evidence that all staff had completed the required Disclosure and Barring Service check. A cordoned off area containing appropriate furniture, had been made available for those children who wished to sleep or rest. Your staff articulated an appropriate understanding of their role as a key person. You had revised the settling-in procedures in order to aid the building of effective relationships both with the children and their parents.

You had made available to children, including two-year-olds, a suitable range of resources and activities to reflect all the areas of learning. However, some furniture, toys and items of equipment were not clean and posed a risk to children's health. The staffs' training needs had been identified and you had arranged for them to attend targeted courses including observation and assessment training. However, you had not put into place arrangements for the regular supervision for each member of staff and staff had not received any training or support to improve their understanding of how to promote children's learning, in particular communication and language.

The observational assessments, including the initial assessments, completed by the staff were not evaluative. They did not identify each child's starting points, their current stage of development or provide measurable next steps in their learning. As a result, children's learning is not maximised. There were no planned opportunities

for children who speak more than one language to use their home language whilst in the setting. Two-year-old progress checks had not been fully completed and lacked the required detail. There was no short written summary of the child's development in the prime areas. The progress check did not identify the child's strengths and any areas where the child's progress was less than expected. Furthermore, the progress checks had not been shared with the children's parents. The systems for self evaluation were not robust. They did not effectively identify or address all of the provision's key weaknesses, or include clear priorities, targets or timescales for improvement.

As a result of this monitoring visit, you will be issued with a notice to improve with a completion date of 13 June 2014 that requires you to: make sure that furniture, equipment and toys are safe for the children to use and are kept clean. You will also be issued with a notice to improve with a completion date of 01 September 2014 that requires you to: improve the planning system so that it is effective in meeting all children's individual learning needs, shared with all staff and gives children challenging and enjoyable experiences; and plan and provide opportunities for children who speak more than one language to use their home language in the setting; ensure appropriate arrangements are in place for the supervision of staff, in particular to receive coaching and identify training needs; improve staff's understanding of how to guide children's capabilities to promote children's learning and development, particularly in communication and language; improve the assessment systems to clearly identify children's starting points and ensure that observations are frequent and accurate to build upon children's progress in all areas of learning; and to demonstrate that the progress check for two-year-old children is completed and shared with their parents; improve the systems used to foster continuous improvement making sure that self-evaluation identifies and addresses key weaknesses, priorities and targets for improvement based on rigorous monitoring of practice.

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

The next step will be further monitoring.

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 all aspects of the provision that need to be checked on a regular basis are included in the risk assessment and this assessment includes how risks will be removed or minimised, with particular attention to the reception and children's toilet and changing areas | 17/03/2014 | 03/06/2014 |
| ensure that the premises used for the purpose of childcare are safe and suitable for that childcare (compulsory part of the Childcare Register) | 17/03/2014 | 03/06/2014 |
| ensure that the premises used for the purpose of childcare are safe and suitable for that childcare (voluntary part of the Childcare Register) | 17/03/2014 | 03/06/2014 |
| ensure that staff qualification ratios are fully met at all times; and demonstrate that all staff that prepare and handle food complete appropriate training in Food Hygiene | 17/03/2014 | 06/03/2014 |
| ensure that half of all persons caring for children have successfully completed a qualification at a minimum of level two in the relevant area of work (compulsory part of the Childcare Register) | 17/03/2014 | 03/06/2014 |
| ensure that half of all persons caring for children have successfully completed a qualification at a minimum of level two in the relevant area of work (voluntary part of the Childcare Register) | 17/03/2014 | 03/06/2014 |
| demonstrate that all staff complete the required Disclosure and Barring Service check | 17/03/2014 | 03/06/2014 |
| ensure effective systems are in place to ensure any person is suitable to work with children, with particular regard to ensuring they complete the required Disclosure and Barring Service check (compulsory part of the Childcare Register) | 17/03/2014 | 03/06/2014 |
| improve the planning system so that it is | 17/03/2014 | 03/06/2014 |

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effective in meeting all children's individual learning needs, shared with all staff and gives children challenging and enjoyable experiences; and plan and provide opportunities for children who speak more than one language to use their home language in the setting

ensure effective systems are in place to ensure any person is suitable to work with children, with particular regard to ensuring they complete the required Disclosure and Barring Service check (voluntary part of the Childcare Register) 17/03/2014 03/06/2014

ensure appropriate arrangements are in place for the supervision of staff, in particular to receive coaching and identify training needs 17/03/2014 03/06/2014

ensure that suitable provision with appropriate furniture is made available for children who wish to sleep 17/03/2014 03/06/2014

plan and provide resources and activities that reflect all areas of learning and in particular meet the needs of two-year-old children 17/03/2014 03/06/2014

improve staff understanding of their role as a key person and ensure an effective settling-in procedures are implemented that help children develop secure emotional bonds and allows staff to build a relationship with the children's parents 17/03/2014 03/06/2014

improve staff's understanding of how to guide children's capabilities to promote children's learning and development, particularly in communication and language 17/03/2014 03/06/2014

improve the assessment systems to clearly identify children's starting points and ensure that observations are frequent and accurate to build upon children's progress in all areas of learning; and to demonstrate that the progress check for two-year-old children is completed and shared with their parents 17/03/2014 03/06/2014

organise the deployment of staff, taking into account their professional 17/03/2014 03/06/2014

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qualifications so that staffing arrangements are effective in meeting the needs of the children

improve the systems used to foster continuous improvement making sure that self-evaluation identifies and addresses key weaknesses, priorities and targets for improvement based on rigorous monitoring of practice 17/03/2014 03/06/2014

make sure all required records are available for inspection 17/03/2014 03/06/2014

improve the planning system so that it is effective in meeting all children's individual learning needs, shared with all staff and gives children challenging and enjoyable experiences; and plan and provide opportunities for children who speak more than one language to use their home language in the setting 01/09/2014

ensure appropriate arrangements are in place for the supervision of staff, in particular to receive coaching and identify training needs 01/09/2014

improve staff's understanding of how to guide children's capabilities to promote children's learning and development, particularly in communication and language 01/09/2014

improve the assessment systems to clearly identify children's starting points and ensure that observations are frequent and accurate to build upon children's progress in all areas of learning; and to demonstrate that the progress check for two-year-old children is completed and shared with their parents 01/09/2014

improve the systems used to foster continuous improvement making sure that self-evaluation identifies and addresses key weaknesses, priorities and targets for improvement based on rigorous monitoring of practice 01/09/2014

make sure that furniture, equipment and toys are safe for the children to use and are kept clean (Safety) 13/06/2014