

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



The School On The Green
Pavilion Nursery
Penn Street
AMERSHAM
Bucks
HP7 0PX

Our Reference EY385715

Dear Kathryn Morris

Monitoring for provision judged as inadequate

An Ofsted inspector, Elizabeth Juon, monitored your provision on 13/02/2014 following your inspection where the provision was judged to be inadequate.

Outcome of monitoring

As a result of our inspection on 09/01/2014, we sent you a welfare requirements notice. If you were set actions at the inspection, or as a result of our subsequent monitoring or investigations, these are included at the end of this letter unless we have already verified that they have been completed.

In order to meet requirements relating to 'Child protection' and 'Information and records', you were required to train all staff to understand the safeguarding policy and procedures, and ensure that all staff have up to date knowledge of safeguarding issues, including identifying signs of possible abuse and neglect at the earliest opportunity with particular regard to being alert to any issues for concern in the child's life at home or children's comments which give cause for concern; 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; and maintain records and obtain and share information (with parents and carers, other professionals working with the child, and the police, social services and Ofsted as appropriate) to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met

In addition, you were issued with a notice to improve which required you to address actions relating to, 'Suitable people', 'Staff qualifications, training, support and skills', 'Safety of premises, environment and equipment', 'Information and records', and the areas of 'Learning and development' and 'Assessment'.

The notice to improve asked you to ensure that all staff know their roles and responsibilities with particular regard to safeguarding and first aid, keep a record of staff suitability checks, an accurate record of the times of children's attendance, a record of complaints and obtain parental consent for outings, improve the system of self evaluation to identify the settings strengths and weaknesses, and to use the information from children's assessments to plan challenging activities to help children make progress.

At the monitoring visit on 13 February 2014, we found that very good progress had been made in relation to meeting the Early Years Foundation Stage (EYFS) safeguarding and welfare requirements. The provider has demonstrated a strong capacity for improvement and a willingness to make changes to help ensure children's safety and wellbeing.

The welfare requirements have been met as the provider has updated her own knowledge and understanding of safeguarding issues and has attended appropriate training to become the designated person assigned to Child protection. The staff have received training to ensure their understanding of the safeguarding policies and procedures, how to log any concerns, share relevant information with other agencies and make a referral in a timely manner should concerns arise. The guidance document Working Together to Safeguard Children has been read by all the staff. The action taken will help to ensure children's safety and welfare in the setting.

The actions set in the notice to improve have also been met well before the prescribed timescale. All the staff except one, have a first aid qualification and that one member of staff will soon be attending first aid training. The staff understand their roles and responsibilities and only staff with the appropriate training and skills will deal with a particular issue, for example, a first aider will provide emergency medical care to children. The required documentation is now up to date, there is an accurate record of children's attendance, a complaints log, a record of all staff suitability checks and parental permission for children to go on an outing. The parental consents have also been updated on the initial application form to ensure accurate information is gathered at the time children start at the setting. Information on the educational programme is easily accessible to parents, bi-annual meetings are held with parents, their children's learning journals are shared and staff with responsibility for planning ensure the observations and assessments of children are linked to planning worthwhile activities to meet children's individual needs. The provider has completed a new self evaluation form which shows the settings strengths and weaknesses and how improvement can be sustained.

The provider has taken prompt and effective action to meet the requirements and the next visit will be an inspection.

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
train all staff to understand the safeguarding policy and procedures, and ensure that all staff have up to date knowledge of safeguarding issues, including identifying signs of possible abuse and neglect at the earliest opportunity with particular regard to being alert to any issues for concern in the child's life at home or children's comments which give cause for concern	12/02/2014	19/02/2014
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	12/02/2014	19/02/2014
maintain records and obtain and share information (with parents and carers, other professionals working with the child, and the police, social services and Ofsted as appropriate) to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met	12/02/2014	19/02/2014
ensure all practitioners have appropriate qualifications, training, skills and knowledge and have a clear understanding of their roles and responsibilities, with particular regard to the designated role for safeguarding and first aid (Staff qualifications, training, support and skills)	28/02/2014	19/02/2014
ensure you record information about staff qualifications and the identity checks and vetting processes that have been completed (including the criminal records disclosure, reference number, the date a disclosure was obtained and details of who obtained it (Suitable people)	28/02/2014	19/02/2014

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 (Suitable people)	28/02/2014	19/02/2014
keep a daily record of the names of the children being cared for on the premises and their hours of attendance and the names of each child's key person (Information and records)	28/02/2014	19/02/2014
obtain written parental permission for all children to take part in outings (Safety and suitability of premises, environment and equipment)	28/02/2014	19/02/2014
improve self-evaluation systems and use this to drive future improvements by identifying the settings strengths and weaknesses accurately and taking appropriate action to address these (Staff qualifications, training, support and skills)	28/02/2014	19/02/2014
keep a written record of any complaints (Information and records)	28/02/2014	19/02/2014
use information gained from assessments of individual children's progress, to plan challenging activities which support children's individual next steps in their learning and share these with parents (Learning and development)	28/02/2014	19/02/2014