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Face Club  
Manchester Road CP School  
Manchester Road  
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Our Reference EY469828

Dear Virginia Mary Higginbotham

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

An Ofsted inspector, Angela Rowley, monitored your provision on 17/06/2014 following your inspection where the provision was judged to be inadequate.

### **Outcome of monitoring**

As a result of our inspection on 25/03/2014, we sent you a notice to improve. 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.

During the monitoring visit the inspector discussed with you the steps you have taken to address the actions raised in the notice to improve and viewed records of support visits made by a representative from the local authority. She observed children arrive at the setting, their collection arrangements, the organisation of staffing, registration and security arrangements, supervision, snacks and the children's activities. The inspector looked at the safeguarding policy, staff records, attendance records and daily safety check sheets. The inspector held discussions with you, the children and some of the staff.

The inspector found that you have developed a clear plan, using the support of your local authority adviser to address the areas for improvement identified at your last inspection. This has enabled you to clearly identify how to address the areas for improvement that were raised. You have worked with the host school to address concerns in relation to the difficulties experienced with shared use of the premises and also in relation to security arrangements. You also engaged the staff team in planning how to address the issues raised. This has enabled you to ensure that the improvements made are sustainable.

You have reorganised staffing so that sufficient numbers of qualified staff work in the club each day. You have also reorganised staff roles and responsibilities to ensure

that there is a suitably qualified deputy manager in place. This now ensures that requirements in relation to staffing are met. You have secured a key-person system and thought carefully about how to implement this effectively. By deploying a staff member with a working knowledge of the Early Years Foundation Stage and who works with children in the early years age range within the host school, this has enabled you to provide continuity for children and ensures that provision for their care and learning is tailored to meet their individual needs.

The safeguarding policy has been reviewed and shared with staff. You have displayed vital information, such as details of the Local Authority Designated Officer, for staff's immediate attention. In improving the policy you are able to demonstrate a sound understanding of the procedures to follow in the event of an allegation being made about a member of staff. You have made changes to the space used by the club. This has enabled you to designate one entrance and exit for parents, which is manned by club staff. This enables them to be fully aware when children are collected. Daily premises checks are now carried out before each session and these help staff identify objects that have been left out and may pose a hazard to children. You have conducted a risk assessment of the outside playground and, as a result, you have improved security by locking side gates and providing staff with keys. You know that one of the playgrounds is still not fully secure, however, you have adequately risk assessed this and are continuing to work with the school to further improve this aspect. You have already worked with the host school to make changes to the space used by the club and to agree how the space will be used. This ensures that during hours of operation, the club has sole use of the hall and no longer uses the adjoining rooms, which are also used by other groups. In addition, by making changes to the amount of space used by the club and accessed by the children, you have ensured that staff can fully supervise them. Furthermore, you explained that you are in the process of obtaining coloured bands, which you plan to ask the children attending the club to wear. This will mean that they are easily identifiable from other children using the school, thereby assisting staff in being able to securely identify which children they are caring for at any given time. You have strengthened registration arrangements to include headcounts and to ensure that children are signed out when they are collected. This helps staff be aware of how many children and which children they are responsible for, in case of an emergency. These actions have improved the arrangements for keeping children safe.

The provision of snacks has been reviewed. You have followed the advice of your local adviser and have made contact with a local group with a view to working towards improving awareness of healthy snack provision and achieving a healthy eating award. However, in the meantime you have reflected on what is provided and made sure children are provided with free access to fruit and water every day in addition to more substantial items, such as malt loaf, toast or potato cakes. This means children are now better encouraged to make healthy choices.

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
ensure that staff are effectively deployed to meet the needs of all children and ensure their safety, by ensuring children are adequately supervised and are always within sight or hearing	04/04/2014	17/06/2014
ensure the safeguarding policy and procedure includes an explanation of the action to be taken in the event of an allegation being made against a member of staff, and that it is fully understood by the manager and staff	04/04/2014	17/06/2014
ensure each child is assigned a key person who offers a settled relationship for the child and builds a relationship with their parents. The key person must help ensure that child's care and learning is tailored to meet their individual needs	04/04/2014	17/06/2014
ensure that for every eight children for whom the childcare is being provided, at least one person who has attained the age of 18 cares for the children (compulsory part of the Childcare Register )	04/04/2014	17/06/2014
take reasonable steps to ensure the safety of children, by undertaking rigorous risk assessments and by taking action to minimise the hazards in relation to; security at collection times, exit doors being closed, children's access to hazardous items, such as staple guns, large scissors and staff handbags and by ensuring the outdoor play area is secure	04/04/2014	17/06/2014
maintain a daily record of the names of the children being cared for on the premises, their hours of attendance and the names of each child's key person	04/04/2014	17/06/2014
undertake a risk assessment and ensure that all necessary measures are taken to	04/04/2014	17/06/2014

minimise any identified risks (compulsory part of the Childcare Register)		
keep a daily record of the names of the children looked after on the premises and their hours of attendance (compulsory part of the Childcare Register)	04/04/2014	17/06/2014
keep and implement a written statement of procedures to be followed for the protection of children, intended to safeguard the children being cared for from abuse or neglect (voluntary part of the Childcare Register)	04/04/2014	17/06/2014
ensure that no one can enter the premises without the knowledge of a person who is caring for children on the premises (voluntary part of the Childcare Register)	04/04/2014	17/06/2014
undertake a risk assessment and ensure that all necessary measures are taken to minimise any identified risks (voluntary part of the Childcare Register)	04/04/2014	17/06/2014
keep a daily record of the names of the children looked after on the premises and their hours of attendance (voluntary part of the Childcare Register).	04/04/2014	17/06/2014
ensure children are provided with healthy and nutritious snacks.	07/04/2014	17/06/2014
keep and implement a written statement of procedures to be followed for the protection of children, intended to safeguard the children being cared for from abuse or neglect (compulsory part of the Childcare Register)	04/04/2014	17/06/2014
ensure that: at least half of all persons caring for children have successfully completed a qualification at a minimum of level 2 in a relevant area of work (compulsory part of the Childcare Register)	04/04/2014	17/06/2014
ensure that a child is unable to leave the premises without a person who is caring for children on those premises becoming	04/04/2014	17/06/2014

aware of the child leaving (compulsory part of the Childcare Register)

ensure that no one can enter the premises without the knowledge of a person who is caring for children on the premises (compulsory part of the Childcare Register) 04/04/2014 17/06/2014

ensure there is a named deputy who is qualified to take charge in the managers absence and that at least half of the staff hold a full and relevant level 2 qualification 04/04/2014 17/06/2014