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VIP's Children's Club
The Lodge, Community Bungalow
Harewood Infant School, Harewood
Close, Tuffley
GLOUCESTER
GL4 0SS

Our Reference EY468219

Dear Diane Gough

Monitoring for provision judged as inadequate

An Ofsted inspector, Charlotte Jenkin, monitored your provision on 25/06/2014 following your inspection where the provision was judged to be inadequate.

Outcome of monitoring

As a result of our inspection on 26/03/2014, 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. She had discussions with you and your deputy manager, viewed children's records, the register of attendance and records of staff qualifications and vetting checks. The inspector had a discussion with your local authority representative on the telephone and discussed the advice and support you had been given. The inspector also discussed self-evaluation with you and observed the children playing.

The inspector discussed with you your knowledge of safeguarding children, particularly the procedure you would follow in the event of an allegation made against staff. Although you have not been able to access a suitable training course as yet, your local authority representative signposted you to some online advice and training. This learning has deepened your knowledge and you are now clear on the correct procedures to follow in the event of a safeguarding concern. This demonstrates the improvements you have made in your knowledge in regard to protecting children's welfare. In addition, your deputy manager is very knowledgeable about the procedures, which indicates that she is able to take the correct action to safeguard children in your absence. The inspector found that you have also reviewed your safeguarding policy and staff are now expected to disclose

any changes in their personal circumstances that may affect their suitability to work with children. This prompt action demonstrates your willingness to make improvements to promoting children's welfare. Through discussion, you also demonstrated a sound knowledge of the notification requirements, which shows you have updated your knowledge of the Early Years Foundation Stage requirements.

The inspector viewed records kept of each member of staff's Disclosure and Service Barring check to demonstrate you have checked staff's suitability to work with children. Children's information records are now stored securely on the premises, which protects children's welfare, particularly in an emergency situation. You showed the inspector evidence of your qualification; however, evidence of your deputy's qualification was not available to view. You stated that this was because it is with the qualification assessor because your deputy is in the process of completing her National Vocational Qualification (NVQ) at level 3. The deputy manager confirms she has an NVQ at level 2 and that her certificate is in her training file, which is being marked. However, the inspector was unable to view evidence of this and, therefore, this aspect of the notice to improve is not fully met.

Overall, the record of children's attendance is generally well kept up to date. You explained to the inspector that parents still sign their children out and record the time of departure. The inspector found that on several occasions one child had not had their departure time recorded. You explained that you accept that it is your responsibility to record the children's departure times and that you will start checking the register on a regular basis. In the main, improvements have been made but the new system is not error free. Therefore, this aspect of the notice to improve is not fully met.

You have welcomed support from your local authority representative, which indicates your desire to improve, and she has visited your setting twice. You are currently working together to produce an action plan to identify your priorities for improvement. Through discussion, you explained to the inspector some of the improvements you have already made, including those to meet the notice to improve. In addition, you have updated the children's registration form to include more detailed information from parents regarding their children, such as who has parental responsibility. This demonstrates you are actively working to improve the quality of your provision. You also explained how you have purchased new resources based on the children's interests, such as loom bands for making bracelets, and that you are always looking for ways to improve the children's experiences while they are at the setting. Children were seen to be happy and well engaged, such as during this craft activity. You also now attend a forum for providers of out-of-school care. You explained to the inspector how helpful you have found this forum when looking at your own practice. For example, when sharing information, such as the information gained from parents when their child begins in the setting. This demonstrates you

are evaluating your setting by including information from other providers, and the views and interests of the children when identifying priorities for development.

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