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Henry's Afterschool Club  
Horfield C of E School  
Bishop Manor Road  
Westbury-on-Trym  
Bristol  
BS10 5BD

Our Reference EY289325

Dear Henry's Afterschool Playscheme

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

An Ofsted inspector, Sarah Haylett, monitored your provision on 10/06/2014 following your inspection where the provision was judged to be inadequate.

### **Outcome of monitoring**

As a result of our inspection on 08/05/2014, 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.

The welfare requirements notice required you to comply with the Statutory Framework for the Early Years Foundation Stage under the following requirements: suitable people and information and records. The steps you were required to take were detailed in full in the notice sent to you on 28 May 2014.

Ofsted visited on 13 May 2014 and saw evidence that sufficient staff were appropriately vetted to supervise any unvetted staff. During the monitoring visit completed on 10 June 2014, the inspector reviewed records, made observations, spoke to staff and spoke to two members of the registered body. The inspector found that evidence, that criminal records checks had been carried out for all staff, was not available at the beginning of the monitoring visit as this was being stored off-site. The information was brought in by a member of the registered body during the visit and demonstrated that checks had been completed for all staff other than the newest member of staff. A new check was in progress for this individual and they are supervised at all times while the check is being carried out. The inspector also saw evidence that all staff are qualified to at least NVQ level 2 and the certificate of public liability insurance was available for inspection. You have reviewed and updated the complaints policy and a file has been set up to store any complaints received. No complaints have been received since the last inspection. You plan to review

documentation to ensure that key documents are available for inspection or that notification is made to Ofsted of any documents that will be stored off-site.

A key person system has been implemented for the children in the early years age range. Each child has been allocated a key person. Staff are in the process of speaking to parents about the identity of their child's key person and explaining what this means. This will help you work in partnership with parents to support children's individual needs.

The fire evacuation procedure has been practiced twice since the inspection and you plan to repeat the drills regularly so that all staff and children are familiar with it. However, the risk assessment has not been reviewed since 2012. You are currently working with BAND (Bristol Association for Neighbourhood Daycare Ltd) in relation to this. You have a generic risk assessment form, which you plan to personalise to ensure it details any risks at the setting and the steps in place to manage them.

You have started to take steps to meet the welfare requirements notice action and notice to improve actions that are due to be met before 23 June 2014.

You have reviewed the safeguarding policy and are in the process of finalising this. The draft of the policy requires amendment in relation to the use of mobile phones as it does not reflect good practice in safeguarding children and you plan to review this. You plan to share the policy with staff when it has been finalised.

The manager's post has been advertised and you are planning to interview candidates. The deputy manager and an acting supervisor are sharing the manager role in the short term. You plan to review supervision arrangements for staff and the induction programme for new staff.

A weekly planning sheet is completed and staff ensure they plan a physical activity and a craft activity. Planned activities include Brazilian cooking, sewing and pom-pom painting. As yet, these are not linked to the areas of learning or to children's individual learning needs.

Having considered all the evidence, the inspector is of the opinion that at this time you have not taken prompt and effective action to address the points for improvement.

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
keep a written record of any complaints received and their outcome	23/05/2014	10/06/2014
implement a system for the effective management of risk assessment, to inform staff practice and share with parents to remove or minimise all possible risks to children's safety	23/05/2014	
ensure that all staff receive effective induction training to make sure they gain a clear understanding of their roles and responsibilities	23/05/2014	
plan and provide enjoyable experiences for all children by identifying and building on children's interests and skills, taking into account their individual needs and stage of development	23/05/2014	
develop a system to ensure that all staff receive effective supervision, including opportunities for managing and appraising their performance, to identify any training needs for their continued professional development	23/05/2014	
take reasonable steps to ensure the safety of children, staff and others on the premises in the case of a fire, with regard to all staff being able to implement the emergency evacuation procedure.	23/05/2014	
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)	23/05/2014	
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	23/05/2014	

the Childcare Register)

implement effective systems to ensure that any person caring for, or in regular contact with, children is suitable to work with children which must include obtaining an enhanced Criminal Records Bureau check (compulsory part of the Childcare Register) 23/05/2014 10/06/2014

implement effective systems to ensure that any person caring for, or in regular contact with, children is suitable to work with children which must include obtaining an enhanced Criminal Records Bureau check (voluntary part of the Childcare Register) 23/05/2014 10/06/2014

demonstrate 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) 23/05/2014 10/06/2014

ensure that all necessary measures are taken to minimise any identified risks (compulsory part of the Childcare Register) 23/05/2014

ensure that all necessary measures are taken to minimise any identified risks (voluntary part of the Childcare Register) 23/05/2014

keep a written record of complaints including the outcome of the investigation and the action the provider took in response (compulsory part of the Childcare Register). 23/05/2014 10/06/2014

keep a written record of complaints including the outcome of the investigation and the action the provider took in response (voluntary part of the Childcare Register). 23/05/2014 10/06/2014

ensure there is a key person assigned to each child when they start attending the setting and parents are aware of the identity of their child's key person to help 23/05/2014 10/06/2014

children become familiar with the setting and to offer a settled relationship for the child and their family

ensure all staff receive appropriate child protection and safeguarding training which enables them to clearly identify the signs of possible abuse and neglect 23/06/2014

ensure all staff understand the setting's child protection policies and procedures, and can clearly implement them to safeguard children 23/06/2014

ensure a suitably qualified and experienced manager is employed 23/06/2014

ensure all documentation is held by the provider and easily accessible for inspection, specifically evidence of notifications made to Ofsted, records relating to all adults who work with or are in regular contact with, children, and evidence of valid public liability insurance 06/06/2014