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South Leeds Family Childcare  
Acre Road  
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LS10 4DE

Our Reference EY103125

Dear South Leeds Family Childcare

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

An Ofsted inspector, Diane Turner, monitored your provision on 03/07/2014 following your inspection where the provision was judged to be inadequate.

### **Outcome of monitoring**

As a result of our inspection on 08/04/2014, 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 the manager and her deputy, the steps that you have taken to address the actions raised in the notice to improve. She discussed the arrangements for safeguarding children, with particular regard to staff's understanding of child protection. She discussed how the designated officer for safeguarding is equipped to carry out her role in supporting staff and implementing policies for the protection of children. The inspector discussed how the required information is kept with regard to the suitability checks of all staff and how the quality of teaching and staff's practice is monitored, so that they successfully engage all children in activities to maximise their enjoyment, learning and progress. She discussed the grouping of children for particular activities, the arrangements for monitoring the educational programmes and the assessment of children's learning. The inspector also discussed how the views of children, parents and staff are included in the evaluation of the nursery and reviewed the written safeguarding policy and procedures. You have accessed guidance from the local authority and the inspector spoke to the representative who is supporting you. The inspector observed and spoke to staff working with children, viewed the resources and activities available to children and looked at a sample of their learning records and planning documents.

The inspector found that you have devised a clear action plan detailing the steps you

have taken to address the issues raised. This has enabled you to accurately prioritise the areas for improvement identified at your last inspection and to plan for ongoing improvement.

All staff have attended refresher training in safeguarding children. As a result, they are more confident in their knowledge and understanding of the possible indicators of abuse or neglect and the correct procedures to follow, should they have a concern about a child's welfare or the practice of a colleague.

The manager discussed how she has taken on the role of designated officer for safeguarding and how she has attended a training course at level 2, entitled, 'Working together to safeguard children and young people'. As a result, she is more confident in her knowledge and understanding of the Local Safeguarding Children Board procedures, for referring any concerns. The deputy manager is also booked on the same course so she can take the lead for safeguarding in the manager's absence. This means much clearer lines of accountability are in place. The manager ensures safeguarding is included on the agenda at all staff meetings and questions and scenarios are posed around this, so staff's knowledge continues to be tested.

A record has been compiled of the Disclosure and Barring Service checks that have been carried out on all staff, including the dates these were issued and the reference number. This further helps to support how decisions about staff's suitability to work with children have been made. The manager discussed how she has reviewed the nursery's safeguarding policy and procedure and amended this in line with the Local Safeguarding Children Board referral procedures. She has also included the role of the Local Authority Designated Officer. The policy has been shared with staff and gives them a much clearer account of the procedures they should follow to protect children from abuse. In addition, the manager has also devised a 'Whistle blowing' policy outlining the procedure that staff should follow if they have a concern about the practice of a colleague. This means they have clearer guidance to follow in such an event.

The deputy manager has started to collate and analyse the information that key persons record on children's individual tracker sheets. As a result, she is starting to identify any gaps in the educational programmes and how these can be closed. This means each child is beginning to be supported more effectively in reaching their full potential. The manager discussed how arrangements for key group times have been reviewed and how key persons have improved the way they plan for this activity, to take into account the different ages and stages of development of the children taking part. This includes initially focusing their attention on those children whose concentration span is less likely to be sustained. A 'floater' member of staff has been identified to supervise and engage with children who want to leave their group and explore other activities of their own choice. This means the individual learning needs

of children are being met more effectively at this time. All staff have attended training on quality teaching and this has given them a better understanding of how to engage with children and use open-ended questions to make them think. A programme of staff observations has recently been implemented, so management can assess the quality of the team's interaction with children. Feedback is provided to staff immediately after these observations, including what they do well and how they can improve their practice to further enhance the outcomes for children's learning. Staff have started to compile a summary of children's progress at regular intervals, to identify the next steps in their learning. Revised planning formats have been developed by staff and are now being used to show how children's individual learning needs and the next steps in their development will be supported. As a result, the quality of teaching and outcomes for children's learning are improving. The manager discussed how staff's views about the quality of the service have been gathered in a staff meeting, parents have completed a satisfaction questionnaire and children's views are being sought by discussion in small groups and through observation of younger children. The manager discussed how the information will be collated and incorporated into the nursery's self-evaluation document. As a result, the manager is starting to prioritise further areas for improvement, in order to better shape the service to meet the needs of all its users.

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
make sure all staff's knowledge of the safeguarding and welfare requirements is secure in order to protect children from harm, ensure the designated officer is appropriately trained in child protection in order to support staff and implement policies which reflect procedures relevant to the setting	15/04/2014	15/04/2014
ensure required information is kept with regard to the suitability checks of all staff	15/04/2014	15/04/2014
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)	15/04/2014	15/04/2014
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 the Childcare Register)	15/04/2014	15/04/2014
raise the quality of teaching across the whole nursery by improving staff's knowledge of the learning and development requirements, so that they successfully engage all children in activities to maximise their enjoyment, learning and progress	06/05/2014	06/05/2014
implement an effective system to monitor staff practice, with regard to daily routines the grouping of children and to ensure children's next steps are linked to observations of learning in order to support them to make good progress	22/04/2014	22/04/2014
monitor the educational programmes and the assessment of children's learning; also put in place an action plan for	22/04/2014	22/04/2014

improvement and include the views of the children, parents and staff.