

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



Bright Sparks
Bairstow Street
Allerton
Bradford
West Yorkshire
BD15 9JX

Our Reference 953889

Dear Bright Sparks

Monitoring for provision judged as inadequate

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

Outcome of monitoring

As a result of our inspection on 14/05/2014, 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. During the visit, the inspector had a tour of the premises and talked to the manager and the staff. She looked at a range of documentation, held a telephone discussion with the representative from the local authority and observed staff engagement with the children.

You have developed a clear action plan for you to address the issues raised at the last inspection and this has been successful in helping you move forward. You have had some support from the local authority. You also reported that you have had very good support from the newly appointed headteacher at the local school. The local authority adviser confirmed that she had found you very willing and proactive in drawing up the action plan. You keep a clear record of what you have done to achieve improvement and continue to record your ongoing progress. The inspector reviewed how you record information about staff qualifications and the vetting procedures that you complete to assess staff suitability. She looked at the information you record with regard to Disclosure and Barring Service checks for each member of staff. The inspector looked at training certificates for staff, including childcare qualifications and safeguarding training. Other documentation was also

viewed to confirm that legal requirements are met, for example, children and staff's daily registers. The inspector discussed staffing arrangements with you and looked at documentation to confirm this, for example, appraisal documents and personal staff files. The inspector discussed with you how you have improved your knowledge of safeguarding in order to become the person designated to take the lead role responsible for protecting children. She asked you and the staff questions about the signs and symptoms of child abuse. The inspector discussed with you and looked at your safeguarding policies and procedures. She also took account of the other documents you have to support you to ensure children are protected and kept safe.

The inspector looked at and discussed activity planning. She also discussed with you and looked at documentation to show how liaison with other early years providers is used to promote and complement children's learning. The inspector found that you have worked through a thorough action plan detailing the steps you have taken to address the issues raised at your last inspection. She found that you have reviewed how you record information about staff qualifications and the identity checks completed to assess the suitability of the staff. Qualification certificates are available and you have introduced a training log for each member of staff. This enables you to record the dates training courses are attended and keep up-to-date with any refresher training required. You have documents available for inspection that demonstrate you record the required information regarding staff suitability checks. This includes the date the check was obtained and who obtained it. This ensures that children are cared for by staff that are suitable to work with children, are appropriately checked and have the relevant skills and experience.

The inspector found that you have been proactive in updating your safeguarding knowledge in order to take the role of the lead practitioner. You have booked places on an appropriate training course for yourself and the deputy manager. All safeguarding documentation has been reviewed and updated. Also, you and the staff team have a clear understanding of specific roles and responsibilities, for example, that of the local authority designated officer. Contact details for relevant authorities are freely available, parent's information has been updated and a designated safeguarding file is in place. This enables staff to access relevant documentation, such as referral records should they be required. It has also improved staff's knowledge of the signs and symptoms of child abuse and neglect. As a result, all staff are confident in their knowledge and understanding of safeguarding procedures. You have addressed the concerns raised about staffing arrangements for the out of school club. You have acted upon advice and support and implemented new documentation. These records include personal staff files, showing a record of home addresses and contact details. You also now record staff times of arrival to and departure from the premises, confirming which staff are working with the children on any given day. As a result, staffing arrangements meet the needs of the children and ensure their safety at all times. You have implemented systems of supervision,

appraisal and support for staff. These meetings reflect on the strengths and areas for development for each member of staff, including training needs. As a result, personal development and continuous improvement is promoted.

As a staff team, you have developed the way you plan activities for the children. Newly implemented planning is displayed for the children and the parents. Children and parents are able to share ideas for the planning and you also link children's next steps in learning, obtained from the school, into the planning document. You use these activity plans to focus the resources provided. You continue to ensure planning is flexible to enable children to modify and adapt this each day to fit with their own thoughts and spontaneous ideas. You have developed effective links with the local school and pre-school. You liaise with these other early years providers to share information on children's interests, next steps and progress to consolidate their learning. You complement children's development further, by using shared care diaries which pass between each setting. You have introduced regular meetings with these providers and plan activities that link into, and supplement, topics children are following at school. This enables children to extend their learning and develop their skills in a relaxed and fun way.

You have developed your use of self-evaluation in order to sustain the improvements made to the out of school club. You have also used the last inspection judgement and findings to re-evaluate all aspects of the setting against the requirements of the Early Years Foundation Stage. This demonstrates a willingness and drive to continue to improve the quality of care provided to the children. Parents comment favourably on the action you have taken to inform them about the last inspection outcome. They welcome the feedback you give as to how you are continually taking steps to bring about and sustain improvement.

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 staffing arrangements meet the needs of all children and ensure their safety	28/05/2014	07/07/2014
implement effective supervision of staff to provide support, coaching and training to foster a culture of mutual support, teamwork and continuous improvement	28/05/2014	07/07/2014
ensure that effective systems are in place for ensuring that any person caring for or in regular contact with children is suitable to work with children, which must include obtaining an enhanced Disclosure and Barring Service check (compulsory part of the Childcare Register)	28/05/2014	07/07/2014
keep a record of the name, home address and telephone number of the provider and any other person living or employed on the premises.	28/05/2014	07/07/2014
keep a record of the name, home address and telephone number of every person living or working on the premises on which childcare is provided and retain these records for a period of two years (compulsory part of the Childcare Register).	28/05/2014	07/07/2014
keep a record of the name, home address and telephone number of every person living or working on the premises on which childcare is provided and retain these records for a period of two years (voluntary part of the Childcare Register).	28/05/2014	07/07/2014
ensure that effective systems are in place for ensuring that any person caring for or in regular contact with children is suitable to work with children, which must include obtaining an enhanced Disclosure and Barring Service check (voluntary part of the Childcare Register)	28/05/2014	07/07/2014

ensure that that the person designated to take lead responsibility for safeguarding children has attended an appropriate training course and is familiar with safeguarding policy and procedures, in order to be able to provide support, advice and guidance to staff and respond to any concerns in a timely and appropriate way to promote children's welfare	28/05/2014	07/07/2014
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	28/05/2014	07/07/2014
ensure that the planning of activities and resources consistently matches children's individual next steps in their learning as well as their interests, including by establishing more effective communication with other providers, in order to fully promote and complement children's individual learning and development	28/05/2014	07/07/2014