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My First Word... grows up  
Ditchling Road  
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Our Reference EY457966

Dear My First Word Ltd

### **Monitoring for provision judged as good**

An Ofsted inspector, Liz Caluori, monitored your provision on 10/07/2014 following your inspection where the provision was judged to be good.

### **Outcome of monitoring**

As a result of our inspection on 26/06/2013, 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 nursery manager the steps that have taken to address the actions raised in the notice to improve. She spoke with all staff and viewed a range of documentation that was provided to determine how successful you have been in making changes and improvements.

The inspector found that you have been prompt to make changes to the organisation of the staff team and are now meeting the required ratios with regard to qualifications. You have an appropriately qualified manager in post. In addition, you are now ensuring that at least half of the staff team hold relevant qualifications. To achieve this, you are making regular use of suitably vetted and experienced agency staff. You have redeployed a qualified and experienced member of staff from another of your provisions to act as deputy. Although some staffing arrangements are temporary, you have clear and appropriate plans to establish a permanent, stable staff team.

You have successfully addressed weaknesses in the staff's knowledge in relation to safeguarding children. You have done this by raising staff awareness through in-house training and discussions. In addition, you have improved the clarity of written guidance so that staff can easily follow, step-by-step, the correct procedures should concerns arise about the welfare of any child. You have plans, which you have shared with staff, to send all staff on recognised safeguarding training when the

team is fully in place.

The inspector found that you have implemented appropriate arrangements to help in more effectively monitoring the quality of teaching and the consistency of teaching practice. These include more regular one-to-one supervision meetings between the manager and each staff member which have already begun to take place. In addition, you are making good use of the service provide by the local authority advisors. They are supporting you to implement arrangements for the manager to complete observations of staff. The aim of these is to identify their individual teaching strengths and areas where further training may be needed.

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 all managers hold full and relevant Level 3 qualifications and have at least two years experience of working in an early years setting	21/07/2014	10/07/2014
ensure that there are sufficient numbers of appropriately qualified staff working with children at all times	06/06/2014	10/07/2014
ensure that there is a named deputy who is capable and qualified to take charge in the manager's absence	06/06/2014	10/07/2014
ensure that all staff fully understand the safeguarding and welfare requirements of the Early Years Foundation Stage, in particular the nursery's safeguarding policy and the reporting procedures, so that they can respond to safeguarding concerns in a timely and appropriate way	09/06/2014	10/07/2014
monitor the quality of teaching and consistency of teaching practice in the staff team to improve outcomes for children.	21/06/2014	10/07/2014