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New Horizons Day Care Ltd  
Unit 33, James Carter Road  
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Our Reference EY472340

Dear New Horizons Day Care Ltd

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

An Ofsted inspector, Jacqueline Mason, monitored your provision on 18/07/2014 following your inspection where the provision was judged to be inadequate.

### **Outcome of monitoring**

As a result of our inspection on 23/05/2014, 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. She observed activities in the two playrooms and spoke to staff. She viewed the cleanliness and quality of the resources available to children. The inspector also inspected areas used by children and looked at records relating to accidents sustained by children in the nursery, risk assessments for outings, information about children's learning and development, including the progress check for children between the age of two and three years and your action plan for improvement. The inspector checked records of suitability for staff and discussed with you how you ensure the suitability of new staff and induct them into their roles within the nursery. You telephoned the local authority but no one was available. Therefore, the inspector was not able to have a discussion with a representative from the local authority.

The inspector found that the premises and resources are now fit for purpose. The premises are clean and well maintained. You demonstrated to the inspector that risk assessments have been reviewed, to ensure that hazards are identified and necessary steps are taken to reduce risks. This means that children are able to play safely. Broken toys are now removed as soon as they are noticed by staff. You now have risk assessments in place for outings and obtain written parental permission for

all children to take part in trips into the local community. You showed the inspector your revised forms for recording accidents and explained how you have updated your procedures for informing parents of any accidents that occur to their children, to ensure that parents are informed on the day that an accident happens. They sign to acknowledge the accident record.

You showed the inspector records that confirm your recruitment processes help to ensure that all those working with children are suitable to do so. You now maintain a record of staff qualifications and vetting processes that have been completed. This includes a record of the Disclosure and Barring Service checks. The inspector found that you now have appropriate procedures in place to ensure that all staff are appropriately inducted, so that they have a clear understanding of their roles and responsibilities.

The inspector found that records of children's learning and development show that staff observe children as they play and understand their level of achievement, interests and individual needs. Records of children's learning are now overseen by the deputy manager, to ensure that children's emerging needs and interests are recognised and planned for. Staff are observed as they work, to monitor the quality of teaching and learning. Discussions with staff demonstrate that they are aware of each child's individual stage of development and plan activities that they enjoy, to support their continuing progress. The inspector found that records demonstrate children are making steady progress towards the early learning goals, across all areas of learning. The progress check for children between the age of two and three years is now completed for all children in this age range. The findings are discussed with parents and they are given a copy of the written outcome.

The inspector found that each child in the nursery has a named person who takes responsibility for the children's learning and development and builds relationships with their parents. You explained that care needs for babies, such as nappy changing, are not necessarily undertaken by the key person. This is because you ensure a consistent staff base in this room. As a result, all of the babies know, and are comfortable with, all of the staff in that room. A list of staff, and the children for whom they are responsible, is displayed in the reception area, to remind all parents of who their child's key person is. You explained that you have an information morning planned where parents will be able to gather information about the Early Years Foundation Stage. You plan that this will also give parents an opportunity to talk to their child's key person and discuss ways in which they can continue to be involved in their children's learning. You showed the inspector a display board where parents are encouraged to record key moments in their child's life. You said that you are considering how to use the information displayed on this board to inform planning for children's future learning.

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 all accidents and injuries are recorded and that parents are informed of any accidents or injuries sustained by their child on the same day. This is in order to robustly safeguard children	13/06/2014	18/07/2014
improve recruitment procedures to ensure that staff who work directly with or who have regular contact with children are suitable; this includes providing evidence that Disclosure and Barring Scheme checks have been completed for all staff and keeping a record of all staff qualifications	13/06/2014	18/07/2014
review risk assessments to ensure that all risks and hazards, such as broken and unclean toys or inappropriate objects being within reach of children, are identified and appropriately dealt with in order to maintain children's safety	13/06/2014	18/07/2014
ensure that all staff are appropriately inducted, so that they understand and can follow the nursery's policies and procedures. This will ensure the setting is prioritising safeguarding and keeping children safe	13/06/2014	18/07/2014
ensure that the premises and equipment used for the purposes of the childcare are safe and suitable for that childcare (compulsory part of the Childcare Register).	13/06/2014	18/07/2014
ensure that the premises and equipment used for the purposes of the childcare are safe and suitable for that childcare (voluntary part of the Childcare Register).	13/06/2014	18/07/2014
ensure that children are kept safe on outings by assessing the risks or hazards that may arise for the children and by obtaining written parental permission for	13/06/2014	18/07/2014

all children to take part in outings

ensure that effective systems are in place to demonstrate that any person caring for, or in regular contact with, children is suitable to work with children. This must include obtaining an Disclosure and Barring Scheme check (compulsory part of the Childcare Register)	13/06/2014	18/07/2014
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ensure that effective systems are in place to demonstrate that any person caring for, or in regular contact with, children is suitable to work with children. This must include obtaining an Disclosure and Barring Scheme check (voluntary part of the Childcare Register)	13/06/2014	18/07/2014
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improve the quality of teaching of all staff and ensure that children's emerging needs and interests are planned for, using observation and ongoing assessment, to shape the learning experiences for each child	27/06/2014	18/07/2014
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ensure that the key person system is well embedded, so that every child's care and learning is tailored to meet their individual needs and that parents are engaged and involved in their children's learning in the nursery and at home	20/06/2014	18/07/2014
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ensure children's progress between the ages of two and three years is reviewed and ensure parents are provided with a short written summary of their children's development in the prime areas of learning.	27/06/2014	18/07/2014
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