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Monkey Puzzle Day Nursery  
1 Springvale Terrace  
London  
W14 0AE

Our Reference EY419565

Dear Mark Antony Crosby

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

An Ofsted inspector, Jennifer Liverpool, monitored your provision on 30/07/2014 following your inspection where the provision was judged to be inadequate.

### **Outcome of monitoring**

As a result of our inspection on 27/05/2014, 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 on 29 July 2014, the inspector discussed with you the steps you have taken to address the actions raised in the notice to improve. She observed the interaction between the staff and the children. The inspector also looked at the safety and suitability of the premises, and resources and activities available to children indoors and outdoors. She spoke to you and individual members of staff. The inspector viewed some documentation, which included staff records, staff training certificates, the record of the risk assessment, appraisal notes and your action plan. She also looked at the activity plans and the progress checks that staff have completed on the children.

The inspector found that you now keep a list of staff's Disclosure and Barring Service numbers and their date of issue. This is to enable you to have easy access this information to be accessible at a glance. You demonstrated your understanding of the various checks you intend to use to help determine the suitability of staff. You also demonstrated how you plan to ensure that the monitoring of staff suitability is more rigorous. For example, you have reviewed the staff records and renewed all staff's Disclosure and Barring Service checks to assess their continued suitability. The daily record of attendance consistently shows children's arrival and departure times. This means that staff can be able to ensure that every child is account for throughout the day or in the event of an emergency.

The inspector observed how you ensure that children are kept safe on the premises, and discussed these safety arrangements with you. The inspector found that you have reviewed the record of risk assessment and added the checking of resources. This is to enable staff to assess the safety, condition and suitability of resources for children of various age and abilities. The inspector also found that you have included potential hazards to children's security indoors and outdoors to the record of the risk assessment. This helps staff to identify and minimise potential hazards in all areas to which children have access. The inspector found that you have installed a milk kitchen consisting of a sink for washing up, a fridge, instant hot water urn and new sterilizing units. This is to enable staff to prepare babies' milk feeds in a clean and hygiene area to reduce the risk of cross contamination. In addition, you have displayed a milk chart with procedures for staff to follow so that they are clear about the steps to take to ensure milk feeds and food are prepared hygienically. As a result of these improvements, the inspector is satisfied that you are supporting children's health, safety and general wellbeing.

It was discussed and observed at this visit how you now make use of the staff room as an alternative space to talk to parents when the room is not being used by staff at break times. This enables you and the staff to be able to have confidential discussions with parents. Since the last inspection, you have taken steps to improve the key-person system so that the individual needs of the children are met. For example, the key person is now required to take on an active role in developing individual arrangements to suit the needs of the child and to support parents during their child's transition. You have also reviewed the way in which children are allocated a key person, taking into consideration which member of staff children are more familiar with so that trustful relationships can be formed. The key person spoken to was clear about their role and responsibility to support children and parents during the settling-in and transitional period. In addition, you have restructured the settling-in sessions so that they are carefully staged to allow staff to be able to give their full attention to individual children.

The inspector found that the staff were appropriately deployed, which enables the children to be supervised at all times both indoors and outdoors. Meetings have been held with staff in relation to improving the process for planning activities for children so that there is a balanced of adult-led and child-initiated play. This offers children challenge and adds variety to their play. You have started to support staff through individual supervision sessions and also by regularly checking staff's activities plans to encourage consistency in their practice. You aim to introduce an appraisal system to further support staff's professional development. The key persons now obtain information from parents at the beginning of the children's placement to find out about the children's development and interests to build on their existing skills. The key person also uses information from their assessment report to provide a range of activities to support the children. In addition, the key persons are now required to

meet with their key children's parents every four to six weeks to help plan for children's future learning.

The inspector found that you have worked with the local authority representative to put processes in place to support staff to improve the communication and language programme for children. You now carry out regular observations on staff's interaction with children to support them to develop and extend children's language in their play. In addition, you are planning an inset day based on supporting children's language development to extend the staff team's knowledge and understanding of promoting children's communication and language skills. The impact of this on children's progress is not yet fully evident.

During the visit, children new to the setting appeared settled and staff members were attentive to their needs when required. Other children were happy and engaged in activities indoors and outdoors. Children made choices about their play as they helped themselves to books and toys from labelled storage units. Babies show interests in natural materials as they observe, feel and explore the different range of textures. Older children enjoyed taking part in the discussion about feelings. Staff interacted with them skilfully, encouraging them to explore their own feelings.

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 recruitment and vetting procedures are rigorous to safeguard children effectively, and there is an enhanced Disclosure and Barring Service check obtained for all members of staff	24/06/2014	30/07/2014
ensure that the risk assessment identifies aspects of the indoor and outdoor environment that need to be checked on a regular basis, when and by whom those aspects will be checked, how the risk will be removed or minimised, and the suitability of the resources for the age and stage of the younger children	24/06/2014	30/07/2014
ensure all staff have good knowledge of how to help children develop their communication and language well by increasing children's vocabularies, developing their listening skills, and providing more encouragement for children to talk and comment on their play activities	24/06/2014	
improve the planning to ensure that purposeful play and experiences are delivered through a suitable balance of adult-led and child-initiated play, and planning allows for children to be independent in their choice of play and routines	24/06/2014	
improve the systems for ensuring the good health of children, in particular ensuring that all staff have a secure understanding of the importance of effective hygiene particularly when preparing baby feeds	24/06/2014	30/07/2014
ensure there is an area where discussions between staff or parents can take place confidentially	24/06/2014	30/07/2014
improve the key-person system so that	24/06/2014	

key persons are available to support the children and parents for whom they take special responsibility, right from the settling-in stage

ensure there are suitable arrangements for the deployment of staff to enable children to be adequately supervised indoors and outside 24/06/2014

improve the arrangements for the monitoring and supervision of staff who have contact with children and families to ensure this identifies any practice issues and provides coaching to improve staff effectiveness 24/06/2014

ensure that an accurate daily record is maintained of the hours of children's attendance 24/06/2014 30/07/2014

ensure that outdoor activities are planned and all children are taken outdoors on a daily basis. 24/06/2014

improve the systems for ensuring any person caring for, or in regular contact with, children is suitable to do so and which must include obtaining an enhanced Disclosure and Barring Service check 24/06/2014 30/07/2014

undertake a risk assessment of the premises and equipment and ensure all necessary measures are taken to minimise any identified risks to children 24/06/2014 30/07/2014

keep a daily record of the names of the children looked after and their hours of attendance. 24/06/2014 30/07/2014