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Ferry Link Club  
Thewall Parish Hall, Bell Lane  
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Our Reference EY430145

Dear Ferry Link Club Ltd

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

An Ofsted inspector, Frank Kelly, monitored your provision on 05/08/2014 following your inspection where the provision was judged to be inadequate.

### **Outcome of monitoring**

As a result of our inspection on 12/05/2014, 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.

During the monitoring visit, the inspector discussed with you the steps you have taken to address the actions raised in the notice to improve. He undertook a tour of the premises during which he viewed the range of activities in place to support children's play and learning. He observed the children playing and discussed with you the arrangements for settling children and the role of the key person. He checked the actions taken by staff to keep children safe while in the premises and viewed your records of risk assessment. The inspector discussed with you the revised arrangements for escorting children to and from school and while on outings, and how you share these with parents. This included checking the documents relating to the drivers and insurance for the vehicles used. The inspector also viewed the records for recruitment and assessing the suitability of staff. These included the references sought prior to employment, Disclosure and Barring Service checks, professional childcare qualifications and first-aid training certificates. The inspector discussed with you the steps taken to update staff's understanding of the safeguarding and child protection procedures. The inspector noted that you do not yet have an action plan in place but he discussed your plans for the future to address the issues raised, including the support you have received from a representative from the local authority.

The inspector was unable to speak with a representative from the local authority during the visit. However, he found that with the support of the local authority you

have begun to take sufficiently robust action to adequately address the issues raised at the last inspection. The inspector found that you had taken some action following your inspection with respect to the organisation and retention of regulatory required documentation. You shared with him the records to demonstrate staff's suitability of character and their relevant vocational and first-aid training. As a result, with the exception of one member of staff's qualification, you were able to demonstrate that you have sufficiently, suitably qualified staff to meet the legal requirements. You made available the records detailing the Vetting and Barring Service checks for staff and the applications submitted for two staff who have recently been employed. You confirmed that the two members of staff currently undergoing a check are never left unaccompanied with the children. The inspector observed this to be the practice implemented during the visit. As a result, you are able to evidence more robustly the steps taken to assess if the adults caring for the children have the integrity, qualifications and experience appropriate to their roles. You are also able to demonstrate that there is a suitably qualified first-aid trained adult on the premises, and sufficiently trained staff to cover any additional outings undertaken at the same time. This helps to safeguard children and promote their well-being. It means that you are now meeting the relevant regulatory requirements of the Early Years Foundation Stage and both parts of the Childcare Register.

The inspector viewed the premises and observed that through daily checks; staff ensure that the premises and equipment are suitably maintained and organised to meet the needs of the children being cared for and to promote their safety. Security is implemented soundly and children are supervised at all times. The inspector observed that the children were busy and engaged throughout the visit and staff were attentive and playful in their interactions. As a result, children participated in activities that were of interest to them and which provided sufficient variety to span all seven areas of learning. You explained to the inspector the improvements made to support children when they start and to prepare them for the transition into the club. You discussed the revised arrangements for ensuring that each child has an appointed key person. The key person will take responsibility for meeting the child's needs and sharing information with parents and other relevant professionals, such as school staff. This helps to promote children's sense of belonging, helps them to settle more quickly and feel secure, which promotes their well-being. It is acknowledged that these arrangements are still in their infancy. However, they provide a secure method for identifying and preparing to meet children's unique needs. They also promote partnerships with parents, other professionals and settings.

The inspector discussed with you the revised arrangements for escorting and collecting children at four local schools. You explained the steps you have taken to ensure that children are usually within sight and hearing of staff until they have entered the school premises. He found that the written procedures shared outlined clearly to staff their roles and responsibilities; and you explained to the inspector

how these arrangements are to be shared and agreed with parents before the start of the new term. In addition, you informed the inspector that during the holiday club any trips and outings that take place will be risk assessed and arrangements agreed with parents before being undertaken. As part of these arrangements, you indicated that each group will include a member of staff that has completed up-to-date first-aid training. In the main, you were able to share evidence that suitable insurance was held for the vehicles used for transporting children on trips. This included the main mini bus. You assured the inspector that the outstanding evidence of insurance details for one vehicle, not being used during the school holiday period, was in place. You confirmed that it would be located and retained with the other documents by the next day and before the vehicle was used for any trips. As a result, more robust procedures have been organised to protect and promote children's safety and well-being during transitions between the club and schools.

With support of the local authority, you have taken action to begin to update your own and staff's understanding of the procedures to follow regarding safeguarding and child protection. The inspector viewed the revised policies and procedures you have prepared and which are reflective of the Local Safeguarding Children Board requirements and expectations. You demonstrated a sound understanding of your role and responsibilities and the steps you should take in relation to the written procedures shared. You discussed with the inspector how you have introduced these procedures to the staff and the arrangements for future training due to take place in the near future. Consequently, the arrangements in place are supporting staff to gain a sound understanding of the safeguarding policies and the procedures to follow should they need to report a concern about a child's safety or well-being.

The inspector found that you have taken action to address the improvements required. That with the support of the local authority you are beginning to develop an action plan to secure further and future improvement. As a result, you have made sufficiently robust progress to demonstrate an ability to improve the quality and safety of service for children.

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
inform parents and/or carers about staff deployment, and agree the arrangements for transferring children to school. Make sure children are usually within sight and hearing of staff and always within sight or hearing when making the arrangements for supervising children	26/05/2014	05/08/2014
improve risk assessments and assess the risk and hazards which may arise when taking children to school and ensure staff are aware of how to manage those hazards	26/05/2014	05/08/2014
ensure evidence is available for inspection to show that the vehicles and drivers used to transport children are adequately insured	26/05/2014	05/08/2014
ensure sufficient staff hold current first aid certificates so that at least one person is on the premises when children are present and on outings	26/05/2014	05/08/2014
maintain records to ensure they are easily accessible and available for inspection so that children are fully protected, in particular evidence of staff qualifications, identity checks and vetting processes, including the Disclosure and Barring Service check number, date obtained and who obtained it	26/05/2014	05/08/2014
train staff to understand the safeguarding policy and procedures and ensure that all staff have up-to-date knowledge of safeguarding issues	26/05/2014	05/08/2014
improve partnerships with parents and other settings children attend and plan challenging experiences to complement children's learning at home and at school	26/05/2014	05/08/2014
monitor and evaluate the provision in order to ensure the safeguarding and	26/05/2014	05/08/2014

welfare requirements of the Statutory framework for the Early Years Foundation Stage are met

ensure that at least one person who is caring for children has an appropriate first aid qualification (compulsory part of the Childcare Register)	26/05/2014	05/08/2014
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ensure that at least one person who is caring for children has an appropriate first aid qualification (voluntary part of the Childcare Register)	26/05/2014	05/08/2014
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ensure that all necessary measures are taken to minimise any identified risks (compulsory part of the Childcare Register)	26/05/2014	05/08/2014
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ensure that all necessary measures are taken to minimise any identified risks (voluntary part of the Childcare Register).	26/05/2014	05/08/2014
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define the key-person role and identify and address the training and development needs of all staff and encourage their continuous improvement through appropriate arrangements for the supervision and appraisal of staff.	26/05/2014	05/08/2014
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