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Calvary House Day Nursery
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228 Brixton Hill
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Our Reference EY457925

Dear Calvary House Day Nursery Ltd

Monitoring for provision judged as inadequate

An Ofsted inspector, Jacqueline Walter, monitored your provision on 20/08/2014 following your inspection where the provision was judged to be inadequate.

Outcome of monitoring

As a result of our inspection on 20/05/2014, 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 had taken to address the actions raised in the notice to improve. She viewed documentation you provided to show how you have met some of the actions set at the last inspection. There was only one child present at the visit for a brief period of time and the inspector did not have the opportunity to observe them. Therefore, the inspector observed displays of the children's activities and the resources available to them. The inspector had discussions with the manager, a member of staff, a local authority advisor and spoke to you as the nominated person. The local authority advisor attended the feedback meeting and confirmed that you were willing to work with them but that you had not received any support from them since the judgement of inadequate was given. This was because a previous meeting had been cancelled and a new meeting had been arranged for the 21 August 2014. This was the day after the monitoring visit took place.

Through discussion your manager demonstrated that she has an appropriate action plan in place to address the actions raised at the last inspection and this has been successful overall in helping you to move forward.

The manager demonstrated that she has implemented an appropriate programme that supports the staff in becoming aware of their roles and responsibilities. The manager also confirmed this will be implemented with any future new staff. The staff

have responded well to this programme and they demonstrate a secure knowledge of policies and procedures. This means that the staff have a suitable understanding of their roles and responsibilities which helps to ensure that children's individual care and learning needs are appropriately supported.

The manager demonstrated that the procedures for informing parents of their child's key person and their role in supporting children's progress and well-being have been reviewed. Parents have been sent letters with this information. In addition to this, the information is now displayed within the nursery to offer a reminder to parents and staff of who the key person is for each child. This helps to promote a cohesive partnership with parents in meeting the children's individual needs.

The manager stated that she has revisited the procedures regarding the administration of medication and the associated record keeping with staff. She also provided documentation that demonstrates that written permission is now obtained from parents prior to staff administering medication. The inspector is satisfied that the revised procedures for administering medication promote children's well-being.

The manager explained that she has completely reorganised documentation within the provision and she showed that she has created and labelled files that make it easy for her and the staff to make records easily available for inspection. They are now also easily accessible for sharing with parents. The reorganised record keeping helps to ensure the safe and efficient management of the provision.

The manager explained that staff have completed in-service training about observation and planning. She is now reviewing children's developmental records regularly and is using her findings to support the staff's practice. The inspector spoke to one member of staff about their understanding of assessment and found them to have a clear understanding of the systems now being used. The inspector sampled documentation relating to children's development and planning. This shows that some improvements have been made. These include observations being regularly completed and parents being asked to complete 'All about me' forms to help staff identify children's starting points. Staff are also completing up to six weeks of observations on new children to establish what they can already do. However, despite these positive improvements staff still do not have a secure enough understanding of how to evaluate their observations of children's learning and use them to effectively plan for their progress in all areas of learning. Consequently all children are not effectively supported in reaching their full potential. Therefore the inspector raised an additional action to improve the staff's knowledge and understanding of assessing and evaluating children's development so that they effectively identify children's individual needs, interests and stage of development and use this to inform the planning in all areas of learning.

You explained that you had considered the local authority's advice and employed a new manager and appointed the previous manager as the deputy before the last inspection. You felt that the previous manager had the necessary qualifications but she had not managed well with the setting up of your new provision. You provided a certificate to demonstrate that this member of staff has a suitable qualification to be a deputy. However, you were unable to demonstrate that the member of staff is capable to take charge in the manager's absence. You stated that initially you felt this member of staff to be capable as she had demonstrated sufficient understanding of her role in her initial interview as a manager. The member of staff has remained in the position of a deputy and is now working with the new manager in improving her skills through regular supervision and training. However, when the inspector viewed the deputy's supervision record and action plan for improvement it was found that she has asked for more managerial responsibilities and the manager has identified a need to ensure that planned observations are being completed on her key children. The inspector is therefore of the opinion that you are unable to demonstrate that this member of staff is capable to be a deputy, as the situation has remained the same as it was on the day of the inspection. Therefore this action is raised again.

The inspector is of the opinion that you have taken prompt and effective action overall to address the points for improvement. This is based on her having considered all the evidence and your willingness to acknowledge that you still have to improve staff's knowledge and understanding of assessment and ensure a named deputy is appointed that is capable of taking charge in the manager's absence. It also takes account of the fact that most of the actions already taken have had a significant impact on achieving sustainable progress and that the staff are enthusiastic about working closely with the local authority.

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 staff receive induction training to ensure they understand their roles and responsibilities with particular regard to the procedures to safeguard children; follow this with regular monitoring of staff effectiveness through supervision and regular appraisals	16/06/2014	20/08/2014
improve the partnership with parents by informing them of their child's key person and their role to support children's progress and well-being	16/06/2014	20/08/2014
improve planning and assessment arrangements to meet children's individual needs, interests and stage of development when planning activities, to ensure they receive challenging and enjoyable experiences in all areas of learning	16/06/2014	
ensure written permission from parents is obtained prior to administering medication to children	16/06/2014	20/08/2014
maintain accurate records and have these easily accessible to share with parents and for inspection at any time	16/06/2014	20/08/2014
ensure there is a named deputy who is capable and qualified to take charge in the manager's absence	16/06/2014	
ensure that records are accurately maintained and any medicine administered to any child has a record of a parent's and/or guardian's consent (compulsory part of the Childcare Register)	16/06/2014	20/08/2014
ensure that records are accurately maintained and any medicine administered to any child has a record of a parent's and/or guardian's consent (voluntary part of the Childcare Register)	16/06/2014	20/08/2014

improve staffs knowledge and understanding of assessing and evaluating children's development so they effectively identify children's individual needs, interests and stage of development and use this to inform the planning in all areas of learning 10/09/2014

ensure there is a named deputy who is capable and qualified to take charge in the manager's absence. 10/09/2014