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Lawley Village Day Nursery
Gresham Drive
Telford
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Our Reference EY471213

Dear Lawley Village Day Nursery Limited

Monitoring for provision judged as inadequate

An Ofsted inspector, Patricia Webb, monitored your provision on 26/08/2014 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.

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 children and staff in all the care rooms occupied on the day. She had a discussion with you and the deputy manager and spoke with staff as she conducted the monitoring visit. The inspector also spoke to a representative from the local authority. She looked at your action plan and records of the meetings and visits you have had from the local authority adviser. She also looked at staff's Disclosure and Barring Service checks, letters to parents keeping them informed, and a sample of staff supervision forms. The inspector also spoke with some key persons and examined a sample selection of children's developmental records.

The inspector found that you took immediate action following the inspection and contacted the early years advisory team from the local authority. You drafted a comprehensive action plan, which is being systematically used to address the actions set at the last inspection and drive forward improvement. You have also kept parents fully informed of the action you have taken to bring about improvement. The management team has undergone some changes and staff have taken on senior roles within the day to day operation of the nursery. Specific roles have been designated for yourself as owner and manager and your deputy managers. This is enabling staff to use their skills and practice to organise the operation of the nursery more effectively.

You organised in-house safeguarding training for the whole team, which has resulted in staff being more knowledgeable and confident about what action to take should they have any child protection concerns about a child in the nursery. Staff spoken to during the visit were able to relate the process for reporting any such concerns. They were also aware of what action would be taken in the event of an allegation being made against a member of staff. This demonstrates the nursery's commitment to safeguarding children and protecting them from harm. You have also booked specific advanced training for two senior staff who will be taking on the role of designated lead for child protection and safeguarding. All staff are able to refer to documentation and posters displayed in each care base regarding who to contact in the event of any concerns.

You have now devised systems for the supervision of staff practice, which is leading to the more detailed appraisals as the nursery becomes more established. Staff appreciate the support and guidance they are receiving in order to hone their practice and build on their growing skills. They feel confident in discussing any concerns they may have about practice. This is supported by your ethos of offering an open-door policy, enabling staff to address any issues swiftly and confidentially. Staff are preparing to select further training courses from the local authority training manual, in order to improve the quality of teaching and consequently, extend children's learning opportunities.

You have worked cohesively with the early years adviser to review the ways in which staff observe and assess children's progress. Staff now have a clear understanding of how children learn throughout the day and not just when they are engaged in adult-led activities. Assessments are more detailed and linked closely to the ages and stages of each child. The key persons know their children's characters well and some staff capture this succinctly in the children's learning journey records. The accurate assessment is informing the more focused planning which is set for each individual child. The nursery works in excess of the minimum staffing ratios, which means that children receive very tailored support as staff plan children's next steps based on their knowledge of each child's character and learning style. This is being used in conjunction with a tracking form that enables staff to have an immediate overview of each child's progress. They are noting any gaps in children's attainment swiftly and ensuring that planning reflects this to help each child achieve. You are very aware that this new system is currently being reviewed and evaluated as staff develop their confidence and skills in using it effectively.

All staff now hold current first-aid certificates and minor accidents and injuries to children are managed appropriately. You complete records of any such incidents, noting the injury, the circumstances surrounding such events and the treatment administered by staff. Parents are contacted as soon as possible should their child have an accident and wherever possible, you obtain their written signatures to

confirm that they have been informed. A similar process is in place for recording parental permission for the administration of any medication. Staff record when each dose has been given and a senior member of staff oversees this to ensure children's health and well-being is promoted. Staff are extremely diligent in checking the directions and guidance on the medication to ensure that it is for that particular child and that the medication is in date.

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 management have a good understanding of all of safeguarding practice including the procedures to follow if an allegation is made against a member of staff | 29/05/2014 | 26/08/2014 |
| ensure effective supervision and monitoring arrangements are in place to accurately assess staff practice; identify the training and development needs of all staff and ensure effective support and guidance is provided where necessary | 25/07/2014 | 26/08/2014 |
| reflect on the quality of teaching and learning by ensuring that training is focused on raising staff's knowledge of how to promote the characteristics of effective learning | 25/07/2014 | 26/08/2014 |
| ensure staff follow the nursery's procedures for dealing with accidents and administering medicines to promote children's welfare. | 29/05/2014 | 26/08/2014 |
| ensure observation and assessment is effective by; developing staff knowledge of how to use observations; establish initial starting points; identify and target children's next steps in their learning, so children make good progress in their learning and development | 25/07/2014 | 26/08/2014 |