

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

Telephone: 0300 123 1231
Fax: 0300 123 3159
Minicom: 0161 618 8524
Email: enquiries@ofsted.gov.uk
Web: www.ofsted.gov.uk



North Horsham ASC
The Holbrook Club
North Heath Lane
Horsham
West Sussex
RH12 5PJ

Our Reference EY267450

Dear North Horsham ASC Committee

Monitoring for provision judged as inadequate

An Ofsted inspector, Lisa Toole, monitored your provision on 04/09/2014 following your inspection where the provision was judged to be inadequate.

Outcome of monitoring

As a result of our inspection on 03/06/2014, 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 notices to improve. She discussed how you have reviewed and amended policies and procedures to improve how behaviour is managed to support children's well-being. She also discussed how you have identified ways to improve the management of the provision and understanding of roles and responsibilities in order to meet requirements. She sampled documentation including for complaints.

You confirmed to the inspector that you have not received any support from the local authority since the last inspection. You declined the opportunity to invite them to attend the monitoring visit.

You have developed a plan to address the issues raised at the last inspection and this has been successful in helping you move forward to improve your practice. You have developed more robust performance monitoring systems and accountability procedures regarding the management of the provision. This is to help manage and ensure the smooth running of both the breakfast club and after-school club to meet the requirements of the Early Years Foundation Stage and the Childcare Register. Management have a clear understanding of their roles and responsibilities, particularly relating to the breakfast club, in order to meet children's needs. You have

completed appraisals for staff to support their professional development and improve the quality of the out-of-school provision for children.

Monitoring systems and new procedures are now in place to help to ensure staff manage children's behaviour effectively and appropriately to promote their welfare. You have identified the need for further training for staff to learn different strategies for managing children's challenging behaviour. You understand the importance of working in partnership with parents and other agencies as needed to support each child's needs. This demonstrates your commitment to ensuring the safety and well-being of children in your care.

You have reflected on your practice and are making further changes to your systems for dealing with complaints to improve their investigation and record keeping in line with requirements. You demonstrate a sound understanding of the need to notify Ofsted without delay of significant events and any changes to the suitability of staff or changes to the committee that may affect their suitability. You are also aware of the need to notify Ofsted of any changes to the committee as soon as possible and within 14 days.

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 regular appraisals are completed for all staff to identify any training needs and secure opportunities for their continued professional development	03/07/2014	04/09/2014
ensure appropriate arrangements are put in place to improve communication with the committee and for the regular supervision and monitoring of staff practice, so they have opportunities to address issues as they occur and to develop a culture of mutual support, teamwork and continuous improvement	03/07/2014	04/09/2014
implement effective systems to ensure Ofsted is notified of the names of all members of the committee.	03/07/2014	04/09/2014
ensure there are effective systems in place to identify that the nominated person and any person caring for children has skills required to meet children's individual needs (compulsory part of the Childcare Register)	03/07/2014	04/09/2014
ensure there are effective systems in place to identify that the nominated person, and any person caring for children has skills required to meet children's individual needs (voluntary part of the Childcare Register)	03/07/2014	04/09/2014
ensure that children's behaviour is managed in a suitable manner (compulsory part of the Childcare Register)	03/07/2014	04/09/2014
ensure that children's behaviour is managed in a suitable manner (voluntary part of the Childcare Register)	03/07/2014	04/09/2014
ensure that all reasonable steps are taken to meet the needs of each child (compulsory part of the Childcare Register)	03/07/2014	04/09/2014

Register)

ensure that all reasonable steps are taken to meet the needs of each child (voluntary part of the Childcare Register)	03/07/2014	04/09/2014
ensure that all complaints received are fully investigated (compulsory part of the Childcare Register)	03/07/2014	04/09/2014
ensure that all complaints received are fully investigated (voluntary part of the Childcare Register)	03/07/2014	04/09/2014
ensure a written record is kept of the outcome of all complaints investigations and the action the provider took in response (compulsory part of the Childcare Register)	03/07/2014	04/09/2014
ensure a written record is kept of the outcome of all complaints investigations and the action the provider took in response (voluntary part of the Childcare Register)	03/07/2014	04/09/2014
ensure a summary of all complaints and the action that was taken as a consequence is made available for inspection by Ofsted (compulsory part of the Childcare Register).	03/07/2014	04/09/2014
ensure a summary of all complaints and the action that was taken as a consequence is made available for inspection by Ofsted (voluntary part of the Childcare Register).	03/07/2014	04/09/2014
ensure the manager of the provision has a clear understanding of their role and responsibilities, with particular reference to the breakfast club	03/07/2014	04/09/2014
implement effective systems to ensure Ofsted is notified of any significant event which may affect the suitability of the nominated person or any person who cares for children	03/07/2014	04/09/2014
ensure a written record is kept of any complaints related to the breakfast club	03/07/2014	04/09/2014

and their outcome and make the record of complaints available for inspection

ensure that the person responsible for the management of children's behaviour supports and guides staff in identifying appropriate strategies to manage the behaviour of children who attend, with particular reference to the breakfast club	03/07/2014	04/09/2014
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ensure parents are always kept informed about children's behaviour so agreements can be made about how to meet children's individual needs	03/07/2014	04/09/2014
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