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Tykes Pre-school  
Broadfield Youth & Community  
Centre  
Broadfield  
Crawley  
West Sussex  
RH11 9BA

Our Reference EY343079

Dear Victoria Rodena Bailey

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

An Ofsted inspector, Nikki Whinton, monitored your provision on 10/09/2014 following your inspection where the provision was judged to be inadequate.

### **Outcome of monitoring**

As a result of our inspection on 03/03/2014, 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.

The notice to improve required you to comply with the Statutory Framework for the Early Years Foundation Stage under the following requirements: Risk assessment, Training, support and skills, General suitable people matters, Planning, Assessment, Premises, Key persons, Staff deployment and General information and record matters. The steps you were required to take were detailed in full in the report sent to you following your inspection. A previous monitoring visit, completed on 3 June 2014, found that you had not taken prompt and effective action and were not complying with all the requirements of this notice. You were issued with a further notice to improve. The notice to improve required you to comply with the Statutory Framework for the Early Years Foundation Stage under the following requirements: Planning, Training, support and skills, Assessment and Safety. The steps you were required to take were detailed in full in the report sent to you following your inspection.

During the monitoring visit of 10 September 2014, the inspector discussed with you the steps you had taken to address the actions raised in the notice to improve. She spoke to the staff, observed interactions between the staff and children, checked a sample of the provision's equipment, resources and toys, scrutinised your planning, observation and assessment records and a selection of other legally required

documentation.

The inspector found that you had taken some positive steps to acknowledge and welcome those children attending who speak English as an additional language. There were large informative, wall displays of key words in French and English within the main play room. There were a few dual language books accessible to the children in the book case and a cassette disc of French songs and rhymes had been used as part of a planned activity. However, not all staff, including some of the children's own key persons, were aware which children spoke English as an additional language. They were not planning activities to enable all the children to use their home language within the setting. You informed the inspector that you had identified your priorities for improvement, namely journals and training. You had sought information on training courses available this term, but had not yet booked staff onto targeted training.

The inspector found that some aspects of the premises were not safe or suitable for the children to use. Some resources, toys and equipment, such as floor rugs, dolls clothes and small world figures were dirty. Sharp pointed staples were accessible to the children on the floor and in the book box, posing a risk to their safety.

Most of the staff did not have secure knowledge of how to undertake observations and assessments and had not attended targeted training to help develop their understanding. Observations and assessments were not completed regularly. The recorded assessments were descriptive and did not clearly identify each child's achievements or stage of development. Whilst the progress checks for the two-year-old children had been completed and shared with their parents, the checks did not clearly evaluate the children's progress. The staff were not using the information gained from their assessments of the children to effectively inform their future planning. As a result, the activities planned for the children were not sufficiently targeted or challenging, in order to promote the next steps in each child's learning.

The inspector found that you were not effectively monitoring your staff in order to support their delivery of the Early Years Foundation Stage learning and development requirements. For example, you were not overseeing the focused child planning and assessment system, to ensure that staff were planning a challenging programme of targeted activities to promote each child's learning. There was no regular, planned programme for staff supervision in place, in order to identify their training needs, develop their skills and support their professional development.

Having considered all the evidence, the inspector is of the opinion that the setting has not taken prompt and effective action to address the points for improvement.

## **Next steps**

The next step will be a full inspection.

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 all aspects of the provision that need to be checked on a regular basis are included in the risk assessment and this assessment includes how risks will be removed or minimised, with particular attention to the reception and children's toilet and changing areas	17/03/2014	03/06/2014
ensure that the premises used for the purpose of childcare are safe and suitable for that childcare (compulsory part of the Childcare Register)	17/03/2014	03/06/2014
ensure that the premises used for the purpose of childcare are safe and suitable for that childcare (voluntary part of the Childcare Register)	17/03/2014	03/06/2014
ensure that staff qualification ratios are fully met at all times; and demonstrate that all staff that prepare and handle food complete appropriate training in Food Hygiene	17/03/2014	06/03/2014
ensure that half of all persons caring for children have successfully completed a qualification at a minimum of level two in the relevant area of work (compulsory part of the Childcare Register)	17/03/2014	03/06/2014
ensure that half of all persons caring for children have successfully completed a qualification at a minimum of level two in the relevant area of work (voluntary part of the Childcare Register)	17/03/2014	03/06/2014
demonstrate that all staff complete the required Disclosure and Barring Service check	17/03/2014	03/06/2014
improve the planning system so that it is effective in meeting all children's individual learning needs, shared with all staff and gives children challenging and enjoyable experiences; and plan and	01/09/2014	10/09/2014

provide opportunities for children who speak more than one language to use their home language in the setting		
ensure appropriate arrangements are in place for the supervision of staff, in particular to receive coaching and identify training needs	01/09/2014	10/09/2014
improve staff's understanding of how to guide children's capabilities to promote children's learning and development, particularly in communication and language	01/09/2014	10/09/2014
improve the assessment systems to clearly identify children's starting points and ensure that observations are frequent and accurate to build upon children's progress in all areas of learning; and to demonstrate that the progress check for two-year-old children is completed and shared with their parents	01/09/2014	10/09/2014
improve the systems used to foster continuous improvement making sure that self-evaluation identifies and addresses key weaknesses, priorities and targets for improvement based on rigorous monitoring of practice	01/09/2014	10/09/2014
make sure that furniture, equipment and toys are safe for the children to use and are kept clean (Safety)	13/06/2014	10/09/2014
ensure effective systems are in place to ensure any person is suitable to work with children, with particular regard to ensuring they complete the required Disclosure and Barring Service check (compulsory part of the Childcare Register)	17/03/2014	03/06/2014
improve the planning system so that it is effective in meeting all children's individual learning needs, shared with all staff and gives children challenging and enjoyable experiences; and plan and provide opportunities for children who	17/03/2014	03/06/2014

Speak more than one language to use their home language in the setting

ensure effective systems are in place to ensure any person is suitable to work with children, with particular regard to ensuring they complete the required Disclosure and Barring Service check (voluntary part of the Childcare Register) 17/03/2014 03/06/2014

ensure appropriate arrangements are in place for the supervision of staff, in particular to receive coaching and identify training needs 17/03/2014 03/06/2014

ensure that suitable provision with appropriate furniture is made available for children who wish to sleep 17/03/2014 03/06/2014

plan and provide resources and activities that reflect all areas of learning and in particular meet the needs of two-year-old children 17/03/2014 03/06/2014

improve staff understanding of their role as a key person and ensure an effective settling-in procedures are implemented that help children develop secure emotional bonds and allows staff to build a relationship with the children's parents 17/03/2014 03/06/2014

improve staff's understanding of how to guide children's capabilities to promote children's learning and development, particularly in communication and language 17/03/2014 03/06/2014

improve the assessment systems to clearly identify children's starting points and ensure that observations are frequent and accurate to build upon children's progress in all areas of learning; and to demonstrate that the progress check for two-year-old children is completed and shared with their parents 17/03/2014 03/06/2014

organise the deployment of staff, taking into account their professional qualifications so that staffing 17/03/2014 03/06/2014

arrangements are effective in meeting the needs of the children

improve the systems used to foster continuous improvement making sure that self-evaluation identifies and addresses key weaknesses, priorities and targets for improvement based on rigorous monitoring of practice	17/03/2014	03/06/2014
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make sure all required records are available for inspection	17/03/2014	03/06/2014
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