

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



Jitterbugs After School Club
Crowthorne C of E Primary School
Dukes Ride
CROWTHORNE
Berkshire
RG45 6ND

Our Reference EY383562

Dear Kay Hazelton

Monitoring for provision judged as inadequate

An Ofsted inspector, Tracy Bartholomew, monitored your provision on 03/09/2014 following your inspection where the provision was judged to be inadequate.

Outcome of monitoring

As a result of our inspection on 09/05/2014, 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 viewed and discussed the action plan and looked at paperwork relating to support, coaching and training for staff. The inspector spoke to staff about their work, including their roles and responsibilities, the setting's key person approach and risk assessments. She observed staff deployment, supervision of children and security measures, and looked at other relevant documentation. She also spoke to your local authority development worker who was present during the visit.

The inspector found that you have developed an action plan to address the issues raised at your last inspection. However, you have not fully implemented these in order to target the improvements successfully. She recognises that you have made some improvements and that you have ideas for making the improvements required. You recognise that you are still working towards making the necessary improvements.

You have reflected on documentation requirements and have put together staff files, which include records of their training and appraisals. Systems are in place for completing supervision meetings with staff and you are currently in the process of completing meetings with them. You are keeping records of staff suitability checks.

However, at the visit it was observed that staff without the required suitability checks were left unsupervised with the children. Staff with the required suitability checks were not adequately deployed to ensure that unvetted staff were supervised by them. The inspector discussed this matter with you and found that although some staff have been working at the setting for five months suitability checks have not been completed. Also, neither you or your deputy recognised the failure to safeguard children's welfare by deploying staff ineffectively. This also called into question the effectiveness of your risk assessments. Your action plan has led to positive changes to arrangements for collecting children from the school rooms. This ensures staff are able to adequately supervise the children at the end of the school day.

Records, including policies and procedures, staff qualifications, complaints and information about the activities the children undertake, are available to parents and are organised well in folders. As a result, they are easily accessible to those who may need to see them. Staff demonstrate they have a sound awareness of their roles and responsibilities to ensure the premises are secure and safe. In addition they confidently check and confirm the identity for all visitors entering the club.

You have made improvements to key-person approach. All early years children now have an allocated key person to build relationships with, which helps children develop a sense of security. Records of children's progress are used to monitor their learning and development appropriately. Staff liaise with parents and school staff to promote partnership working. This supports children consistently and promotes their individual needs.

You have actively welcomed support from your local authority early years development team and you said that you have found this useful. For example, they have provided examples of paperwork formats that you are now using. Your development worker reports that you demonstrate a commitment to improvement. You have worked together to target areas for improvement but the development worker recognises that there is still work to be done to secure the level of improvement needed.

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 further monitoring.

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
deploy staff to ensure staff know where children are at all times and that they are adequately supervised to keep them safe	12/05/2014	
review risk assessments regularly particularly in regard to deploying staff to assess any risks to children's safety	30/05/2014	
confirm the identity of all visitors entering the after school club to ensure reasonable steps are taken to prevent unauthorised persons entering the premises	12/05/2014	03/09/2014
assign each child a key person with responsibility for building partnerships with their parents and school teachers, ensuring their individual needs are meet	26/05/2014	03/09/2014
improve supervision to provide support, coaching and training for all staff	30/05/2014	03/09/2014
ensure all records are accessible and available on the premises	12/05/2014	03/09/2014
keep a record on site detailing staff qualifications, identity checks and vetting processes that have been completed including the Disclosure and Barring Service check	12/05/2014	
keep a written record of any complaints and their outcome, making the record available to Ofsted on request	12/05/2014	03/09/2014
ensure that staff deployment is effective to keep children within sight and hearing and safe from harm (compulsory part of the Childcare Register)	12/05/2014	
ensure that staff deployment is effective to keep children within sight and hearing and safe from harm (voluntary part of the Childcare Register)	12/05/2014	
ensure that no one can enter the	12/05/2014	03/09/2014

premises without the knowledge of a person who is caring for children on the premises (compulsory part of the Childcare Register)

ensure that no one can enter the premises without the knowledge of a person who is caring for children on the premises (voluntary part of the Childcare Register) 12/05/2014 03/09/2014

provide parents with copies of the statements of safeguarding procedures and complaints procedures and information about the activities the children will undertake (compulsory part of the Childcare Register) 26/05/2014 03/09/2014

provide parents with copies of the statements of safeguarding procedures and complaints procedures and information about the activities the children will undertake (voluntary part of the Childcare Register) 26/05/2014 03/09/2014

ensure people whose suitability has not been checked, including through a Disclosure and Barring Service check, do not have unsupervised contact with children being cared for 04/09/2014

ensure that any person having unsupervised contact with children is suitable to be in regular contact with children and that a Disclosure and Barring Service check has been obtained in respect of that person (compulsory part of the Childcare Register) 04/09/2014

ensure that any person having unsupervised contact with children is suitable to be in regular contact with children and that a Disclosure and Barring Service check has been obtained in respect of that person (voluntary part of the Childcare Register). 04/09/2014