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Smart Kids Out of School  
St Michaels School  
Weavers Lane  
Stone  
Staffordshire  
ST15 8QB

Our Reference 218362

Dear Lesley May Beardmore

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

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

### **Outcome of monitoring**

As a result of our inspection on 12/06/2014, 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 have taken to address the actions raised in the notice to improve. She held discussions with you and your staff. The inspector also looked at your staff records with regard to qualifications, vetting procedures, appraisals and mentoring processes and also your policies and procedures. The inspector also spoke with the local authority and found that you had informed them and had subsequent meetings to gain support to address the issues raised at your last inspection. A plan of action has been drafted and this is being worked through systematically. You explained that you are mindful of the new members of staff you have employed since the time of your last inspection visit. You have also sought advice and guidance from the school governors and the headteacher.

You have made satisfactory progress in addressing actions raised. The systems for checking the suitability of staff now includes checks through the Disclosure and Barring Service. You safeguard children by making sure that anyone whose suitability has not been checked will not have unsupervised contact with the children. You stated that this is now more robust as you have taken back the role of manager and personally oversee practice every day to ensure the continued safety and well-being of all children. There are records in place to demonstrate that there are members of staff who have paediatric first aid and staff who have undertaken food safety

hygiene. There are also records in place to demonstrate that two members of staff are qualified to level 3. This ensures information and records required for the safe and efficient management of the provision are easily accessible and available for inspection.

The inspector discussed with you and checked your written policy and procedure for dealing with concerns and complaints. This now provides all required detail. You are able to demonstrate how both children and their family's individual needs are now quickly met and have stated that policies and procedures will be displayed in the foyer for easy access for parents and visitors to the provision. You have also discussed and demonstrated your updated written policy on the use of mobile telephones and cameras in the provision. You discussed how it is now stated to all staff, parents and visitors that the use of mobile telephones is not allowed on the premises during the hours the children attend. In addition, the inspector asked the staff about the whereabouts of the mobile telephone to substantiate your discussions. Staff practice was observed to be in accordance with this policy. Children's safety and well-being is, therefore, now better promoted. In addition, your enrolment forms have been amended to include each parent's name and address, who has parental responsibility for the child, who the child lives with and any special dietary requirements children may have. This now ensures that there are accurate details held on each child on roll and that their safety and well-being is assured.

You discussed with the inspector how you and your staff now ensure children know about the importance of good hygiene practices. You have displayed posters near to the toilets and sinks, to remind children about hand washing. You have also ensured that the staff are good role models, showing children that they also wash their hands before preparing snacks. The inspector observed that children are now keen to wash their hands before settling down for their snack. Consequently, your practice now promotes children's good health and safety and helps to reduce and prevent the spread of infection.

You demonstrated through discussions and documentation that there is now a regular appraisal system in place to track and document the skills, knowledge and experience of the staff. You discussed how you have been liaising with the local authority and have accessed the latest training directory to share with your staff, so that they can gain and identify any future training needs. In addition, you explained how you have also liaised with the school governors and the headteacher about the possibility of your staff joining in with their training events. This shows your commitment to make improvements that will benefit the children's learning and development and ensure their safety and well-being.

You discussed with the inspector how you have improved the key-person system. Children in their early years now have a designated named key person that ensures

their learning and care is tailored to meet their individual needs. In addition, you have informed parents and carers, as well as the children, who their designated key person is within the provision. You discussed how this has helped to support both the children and their family through meaningful two-way exchange of information on a daily basis. Further to this, you explained how you have worked openly with your staff, the parents and carers and the school to drive forward improvement.

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
amend the child enrolment form to include each parent's name and address, who has parental responsibility, who the child lives with and any special dietary requirements children may have, in order to make sure accurate details are held that ensure children's safety	17/07/2014	09/09/2014
ensure there are effective systems to ensure that the registered person, the manager of the later years provision and any person caring for, or in regular contact with, children is suitable to work with children, which must include obtaining an enhanced Disclosure and Barring Service check (compulsory part of the Childcare Register)	17/07/2014	09/09/2014
keep records of the following and retain them for a period of two years; the name, home address and date of birth of each child who is looked after on the premises, and the name, home address and telephone number of a parent/guardian/carer of each child who is looked after on the premises (compulsory part of the Childcare Register)	17/07/2014	09/09/2014
ensure all information and records required for the safe and efficient management of the setting are easily accessible and available for inspection, including evidence of staff's qualifications and attendance at required training in paediatric first aid, food hygiene and child protection.	18/08/2014	09/09/2014
keep and implement an effective written statement of procedures to be followed for the protection of children, intended to safeguard the children being cared for from abuse or neglect (compulsory part of the Childcare Register)	17/07/2014	09/09/2014

ensure that no individual who is unsuitable to work with children has unsupervised access to a child receiving childcare (compulsory part of the Childcare Register)	17/06/2014	09/09/2014
provide a written statement of procedures to be followed in relation to complaints which relate to the requirements of the Childcare Register and which a parent makes in writing or by email (compulsory part of the Childcare Register)	17/07/2014	09/09/2014
ensure that children are safeguarded by making sure that only those people whose suitability has been checked, including through the Disclosure and Barring Service, have unsupervised contact with children	17/06/2014	09/09/2014
develop a written procedure for dealing with concerns and complaints, enabling both children's and their family's individual needs to be quickly met	17/07/2014	09/09/2014
ensure the safeguarding policy fully protects children and includes a procedure for the safe and appropriate use of mobile phones and cameras in the setting	17/07/2014	09/09/2014
implement the key-person system to ensure that every young child's learning and care is tailored to meet their individual needs and that adults and parents can clearly identify their child's key person	17/07/2014	09/09/2014
promote the good health of children by taking necessary steps to prevent the spread of infection, for example, by ensuring children consistently implement good personal hygiene routines	17/07/2014	09/09/2014
ensure that regular appraisals are in place to track and document the skills, knowledge and experience that practitioners gain and identify any future	18/08/2014	09/09/2014

training needs

keep and implement an effective written statement of procedures to be followed for the protection of children, intended to safeguard the children being cared for from abuse or neglect (voluntary part of the Childcare Register)	17/07/2014	09/09/2014
ensure that no individual who is unsuitable to work with children has unsupervised access to a child receiving childcare (voluntary part of the Childcare Register)	17/06/2014	09/09/2014
ensure there are effective systems to ensure that the registered person, the manager of the later years provision and any person caring for, or in regular contact with, children is suitable to work with children, which must include obtaining an enhanced Disclosure and Barring Service check (voluntary part of the Childcare Register)	17/07/2014	09/09/2014
provide a written statement of procedures to be followed in relation to complaints which relate to the requirements of the Childcare Register and which a parent makes in writing or by email (voluntary part of the Childcare Register)	17/07/2014	09/09/2014
keep records of the following and retain them for a period of two years; the name, home address and date of birth of each child who is looked after on the premises, and the name, home address and telephone number of a parent/guardian/carer of each child who is looked after on the premises (voluntary part of the Childcare Register).	17/07/2014	09/09/2014