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Our Reference EY470923

Dear Alison Mary Hadley

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

An Ofsted inspector, Alex Brouder, 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 28/04/2014, 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 the steps you have taken to address the actions raised in the notice to improve. She observed interaction between yourself, staff and children within the setting, indoors, outside and at snack time. The inspector toured the premises and viewed the equipment, resources and activities available to children. She also spoke to individual members of staff. The inspector looked at staff recruitment and vetting and safeguarding procedures. She also looked at your planning, observation and assessment documents, self-evaluation and development plan. The inspector found that some support from the local authority had been received to assist you in formulating your action plan to address the issues raised at your last inspection. In addition, you have updated your self-evaluation to evaluate the quality of practice and the impact this has on outcomes for children. In turn, this has allowed you to identify how to address the areas for improvement raised at your last inspection and to plan for ongoing improvement.

Records confirming staff suitability, including their recruitment, induction and Disclosure and Barring Service checks were not available to view at the time of the monitoring visit. This is because, although you have devised an appropriate procedure to recruit and assess staff suitability, you store this information off site. You stated that this is an oversight and that arrangements are in place to rectify this. This is a breach of the safeguarding and welfare requirements and means that it is

not possible to view evidence to show how you ensure staff are safe and suitable to care for children. After the last inspection, in-house training took place to ensure that you and the staff had a stronger understanding of the role of the Local Authority Designated Officer and the safeguarding policy has been adapted to reflect the procedures in line with the Local Safeguarding Children Board. This contributes to children's safety and welfare.

You have developed the key-person system to ensure that all staff have a defined role within this, supporting children to settle and enjoy their time at the setting. Each key person completes regular observations, using this information to plan and tailor the environment to support children's next steps. Staff are able to explain how the children's interests are used to shape their learning experiences. They use a range of methods to record how children learn; assessing this to ensure that any identified gaps can be planned for. In addition, you and the manager monitor and assess what staff record to ensure that this meets the needs of every child and is reflective of the seven areas of learning.

Partnerships with parents have been developed well to ensure that regular information is shared, both verbally, electronically and in a written format regarding their children's individual learning and development needs. These processes enable parents to be fully informed of their child's day, as well as, their progress in the seven areas of learning. In addition, parents are offered regular ideas of how to support and extend children's learning at home, as well as, sharing any learning that takes place outside of the setting. Staff welcome this information and use this to help plan and extend challenges for children in the setting.

You acknowledged that you and your staff struggled with the outcome of the inspection and that this had a significant impact on all staff's confidence. However, you have moved on and are reviewing and reflecting on practice, policies and procedures in order to improve outcomes for children. Weekly meetings take place with you and your staff to enable you to discuss and become more familiar with the Early Years Foundation Stage. As a result, overall, you and your staff speak confidently about your responsibilities and how you meet these at the setting.

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 staff are suitable to work with children, by reviewing the arrangements for vetting individuals known to the provider who have regular, unsupervised contact with children	01/05/2014	10/09/2014
ensure that staff are fully aware of their role to report any concerns about a member of staff to the Local Authority Designated Officer and that the safeguarding policy follows the Local Safeguarding Children Board procedures	30/05/2014	09/09/2014
use the information gained from observations to understand children's levels of achievement and learning styles, to shape learning experiences for each child and to help children achieve their next steps and make good progress	30/05/2014	09/09/2014
implement a key person system, so that key persons are available to support the children for whom they take special responsibility, especially during their settling-in period and at the end of sessions	02/05/2014	09/09/2014
ensure that the provider and all staff are familiar with the Statutory Framework for the Early Years Foundation Stage and meet all of the safeguarding and welfare requirements	02/05/2014	09/09/2014
share information about children's progress and development with parents and carers so they can address any learning and development needs and continue to support children's learning at home.	02/05/2014	09/09/2014
develop systems to monitor the curriculum and the progress that children make, to ensure that all seven areas of learning and development are being	30/05/2014	09/09/2014

provided for the children.

ensure that records, such as recruitment details and Disclosing and Barring details, are easily accessible and available to those who have a right or professional need to see them. 16/09/2014