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Halsall St Cuthberts Kidz Club  
St. Cuthberts C of E School  
New Street, Halsall  
ORMSKIRK  
Lancashire  
L39 8RR

Our Reference EY395420

Dear Halsall St Cuthberts Kidz Club Committee

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

An Ofsted inspector, Mary Wignall, monitored your provision on 17/09/2014 following your inspection where the provision was judged to be inadequate.

### **Outcome of monitoring**

As a result of our inspection on 30/06/2014, 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 observed some staff practice, viewed resources and had a discussion with the manager. The inspector also spoke to children, staff, a representative of the management committee and to a representative from the local authority. She looked at your children's information files, your staff files, and the record of attendance. The inspector also looked at how children's activities are planned and undertook a tour of the premises.

The inspector found that you have implemented changes to address the issues raised at your last inspection and have made progress. The manager explained that you have welcomed support from the local authority and have implemented some improvements, having developed an action plan for further and continued improvement.

Requirements regarding ratios and staff qualifications are now met as you have increased your knowledge and understanding of these. In particular you have developed your understanding of how the changes to the Early Years Foundation Stage, effective from September 2014, impact on your service. In addition, you have advertised for additional staff to ensure a suitably qualified manager and deputy manager are in place to support staff in their roles in helping children make progress.

You explained how the required information regarding personal details, relating to children and staff are now held and are easily accessible in the club. This is because you have reorganised your information files and have worked with parents and the host school, to ensure that you have access to children's information at all times. As a result, the manager is more confident in accessing required information, when needed, to keep children safe.

You have ensured that staff recruitment records are now easily accessible and contain information about staff qualifications. You are aware of the need for comprehensive induction for all staff, once any new staff are employed and have procedures in place. Current staff have an improved knowledge and confidence in safeguarding procedures because you have talked to staff about the safeguarding policy. You also have planned further training on safeguarding issues for all staff in the club to further develop their knowledge and to ensure a consistent understanding across the staff team. Therefore, staff are secure in safeguarding children and child protection is given high priority.

You have improved how you plan activities for children in the club. You have done this by involving children more in the planning process and by asking them what they would like to do. In addition, you are starting to develop written plans to aid closer monitoring and evaluation. You explained that you have talked with the management committee to identify funding for more resources. You added that you are in the process of talking to children about what new resources they would like to enhance their experiences. You explained that you are working with the local authority advisor to consider ways to increase the range of activities for children. Further training sessions are planned to enhance staff knowledge of planning for children's play and learning to be enhanced. You have obtained forms, to be completed with parents, to record information about each child's interests to enable staff to support each child's individual needs more closely. You acknowledge some of the planned improvements are yet to be embedded; this is because the club has just returned from the summer break.

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 the adult to child ratio requirements are met at all times	18/07/2014	17/09/2014
ensure that there is a named deputy with an appropriate level 3 qualification and staff are deployed effectively to meet legal requirements	31/07/2014	17/09/2014
ensure that the name, address and telephone number for each child on roll and each person working in the club is documented and accessible at all times	31/07/2014	17/09/2014
ensure that recruitment records are easily accessible and available for inspection, to prove that staff have the required knowledge, skills and aptitude	31/07/2014	17/09/2014
ensure that staff complete a thorough induction process that includes checking they fully understand the safeguarding policy and procedures	31/07/2014	17/09/2014
establish effective methods of supervising and coaching to ensure staff appropriately meet the needs of all children, with specific regard to the quality of teaching and knowledge of the Early Years Foundation Stage	31/08/2014	17/09/2014
ensure that for every eight children for whom childcare is being provided, at least one person cares for them (compulsory part of the Childcare Register)	31/07/2014	17/09/2014
ensure that the name, home address and date of birth of each child on the premises is recorded and accessible; ensure that the name, home address and telephone number for each person working on the premises and each child's parent or carer, is recorded and accessible (compulsory part of the Childcare Register)	31/07/2014	17/09/2014

ensure that the name, home address and date of birth of each child on the premises is recorded and accessible; ensure that the name, home address and telephone number for each person working on the premises and each child's parent or carer, is recorded and accessible (voluntary part of the Childcare Register)	31/07/2014	17/09/2014
improve the assessment of children's learning by gathering information from parents, in order to identify each child's starting points, monitoring the progress children make and offering suggestions on how parents might extend children's learning at home to promote swifter progress.	31/07/2014	17/09/2014
improve children's learning, development and overall progress, through planning purposeful play reflecting individual children's specific learning needs and a balance of adult and child-initiated activities.	31/07/2014	17/09/2014