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Chives Montessori School
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Our Reference EY290559

Dear Carolyn Olive Juliet McNeill

Monitoring for provision judged as inadequate

An Ofsted inspector, Caroline Clarke, monitored your provision on 31/07/2014 following your inspection where the provision was judged to be inadequate.

Outcome of monitoring

As a result of our inspection on 07/07/2014, we sent you a welfare requirements notice. 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 welfare requirement notice required you to comply with the Statutory Framework for the Early Years Foundation Stage under the following requirements: child protection; key person, staff: child ratios; safety and suitability of premises, environment and equipment; equal opportunities and information and records. You were also issued with a notice of action to improve.

The steps you were required to take were detailed in full in the notices sent to you on 23 July 2014.

During the monitoring visit on 31 July 2014 the inspector discussed with you the steps you had taken to address the welfare requirement notice and the notice of action to improve.

You informed the inspector that you had returned to work full time at the nursery so that you could address all the areas requiring improvement, monitor staff and undertake a full overview of policies and procedures in place. In the short time since the inspection you had started to address the actions raised within the welfare requirement notice and the notice of action to improve.

You had a meeting planned with staff to review your policy and procedures to promote equality of opportunity for children, additionally weekly staff meetings were being planned to ensure that any concerns about individual children can be highlighted and discussed as a whole staff team to enable all staff to have an understanding of any child's particular needs. The inspector observed that all children present were involved in activities and that the activity was adapted according to children's individual needs.

You do not have a Special educational needs coordinator (SENCO) in place, however, you informed the inspector that you were currently advertising for a new manager and this was one of the criteria for selection.

You told the inspector that the key person system is currently under review to ensure that each staff member is able to meet individual children's needs. A buddy system is being implemented to ensure consistency for children and parents when a member of staff is absent. Regular supervision and monitoring arrangements for staff are also being addressed to ensure that any staff weaknesses can be identified and addressed promptly and to promote staffs professional development.

You are addressing your current systems in place to obtain and share information with parent's carers and other professionals. Care plans are in place for children with additional needs and will be reviewed as necessary to ensure that their individual needs continue to be met. Evidence was seen during the visit that a staff member has received training to carry out specific tasks for a child with additional needs and that they disseminated this training to other staff, this was in agreement with the parent. You reported to the inspector that you would always seek advice to ensure that all staff required to administer specific medication or tasks for a child have the necessary training.

During the visit the inspector observed that staff were deployed effectively and that the minimum indoor space requirements were being adhered to in all rooms. Staff had been reminded of the importance of checking the identity of visitors and were consistently using the visitors book to record their attendance thus ensuring that children are appropriately safeguarded. You were also able to provide evidence that you had reviewed your complaints policy and made this available to parents.

Through discussion and observation the inspector found that a majority of the risks identified at the inspection has been minimised. A playroom that was not fit for purpose was not being used therefore did not pose a risk to children. The premises including the nappy changing area was viewed to be clean and new systems were in place for managing the laundry to ensure that children's health was not compromised.

Staff are no longer permitted to drink hot drinks when in the room with children. There is a designated area where they can drink a hot drink, which must always be placed on a high shelf. The broken equipment in the outdoor area had been removed. You had still not addressed the risks to children with regard to trapping fingers in doors and put preventative measures in place. The inspector discussed with you that options must be considered and implemented. The sleeping arrangement for babies and young children had been addressed to ensure that children are kept safe. Parents have been reminded about the importance of labelling their children's own cream and ensuring that no hazardous substances are left in children's bags and staff are being vigilant when checking the bags to ensure that all risks are minimised.

Regular fire drills have been implemented to ensure that staff and children are familiar with the procedures in case of a fire.

You informed the inspector that until a new manager is appointed you will be the designated person for safeguarding. Staff have been enrolled onto a child protection course in September 2014 to ensure that they have a up to date knowledge of child protection.

You have made some progress in addressing the welfare requirement notice and the notice of action to improve, although further improvement is required. At the next visit the inspector will address the outstanding actions and assess the impact of the proposed changes on the quality of care and learning for children.

Since the inspection we received two complaints that raised concerns about a child being left alone in the nursery garden, that sleeping babies were not regularly checked, unvetted staff were left alone with children and that there were poor hygiene routines when changing nappies. We needed to investigate these concerns to see whether you were meeting the Early Years Foundation Stage welfare requirements relating to; suitable people; ratios and health.

As part of the monitoring visit we investigated these concerns and found no evidence to suggest that the Early Years Foundation Stage welfare requirements were not being met.

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
implement a policy and procedures to promote equality of opportunity for children, including support for children with special educational needs or disabilities which includes how the individual needs of all children will be met, the name of the Special Educational Needs Co-ordinator and arrangements for reviewing, monitoring and evaluating the effectiveness of inclusive practices	29/07/2014	
obtain and share information with parents, carers and other professionals working with the child to ensure the safe and efficient management of the setting and to help ensure the needs of all children are met	29/07/2014	
review the key person system to ensure that it effectively supports children and families by building a relationship that allows every child's care to be tailored to their specific needs	29/07/2014	
deploy staff effectively to meet children's needs and maintain their safety through appropriate supervision	29/07/2014	
ensure that the premises, including outdoor spaces, are fit for purpose and that toys and equipment and spaces used by children are safe, suitable, and hygienically maintained	29/07/2014	
ensure that the designated safeguarding lead has attended an appropriate child protection training course that enables them to identify and respond to signs of possible abuse and neglect	29/08/2014	
ensure that for children aged under two, at least one member of staff holds a full and relevant level 3 qualification and has suitable experience in working with	29/08/2014	

children under two; and, at least half of other staff hold a full and relevant level 2 qualification

ensure appropriate arrangements are in place staff for the regular supervision and monitoring of all staff to foster a culture of mutual support, teamwork and continuous improvement 29/07/2014

carry out regular staff appraisals to address weaknesses and promote individual staff's professional development 29/07/2014

ensure that minimum indoor space requirements are adhered to in all rooms at all times 29/07/2014

take all reasonable steps to prevent unauthorised persons entering the premises, for example, by implementing an agreed procedure for checking the identity of visitors 29/07/2014

ensure a written procedure for dealing with concerns is in place and keep a written record of any complaints and their outcome 29/07/2014

link with, and help families to access, relevant services from other agencies where a child has a special educational need and requires support 29/07/2014

monitor staff to ensure they respond to children's emerging needs and interests and monitor the use and provision of sufficient, stimulating and age-appropriate equipment as children play 29/08/2014

ensure that assessments of children's abilities and achievement are accurate and effectively identify any gaps in development; use the information from assessment to address gaps in learning and provide experiences which promote children's good progress 29/08/2014

ensure that the premises and equipment used for the purposes of the childcare are 29/07/2014 31/07/2014

safe and suitable for that childcare (compulsory part of the Childcare Register)		
ensure that the premises and equipment used for the purposes of the childcare are safe and suitable for that childcare (voluntary part of the Childcare Register)	29/07/2014	31/07/2014
ensure that when children require medication this is administered correctly by trained staff who have the required technical knowledge	29/07/2014	
ensure a written statement of procedures to be followed in relation to complaints is in place, 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)	29/07/2014	31/07/2014
ensure a written statement of procedures to be followed in relation to complaints is in place, 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)	29/07/2014	31/07/2014
ensure that all necessary measures are taken to minimise any identified risks (compulsory part of the Childcare Register)	29/07/2014	31/07/2014
ensure that all necessary measures are taken to minimise identified risks (voluntary part of the Childcare Register)	29/07/2014	31/07/2014
ensure that the childcare is inclusive by not treating any child less favourably than another by reason of disability and/or learning difficulty (compulsory part of the Childcare Register).	29/07/2014	31/07/2014
ensure that the childcare is inclusive by not treating any child less favourably than another by reason of disability and/or learning difficulty (voluntary part of the Childcare Register).	29/07/2014	31/07/2014
ensure an adequate number of toilets are	29/08/2014	

available to meet the needs of the children

take reasonable steps to ensure the safety of children on the premises in case of fire. 29/08/2014

assess the risk to children's safety and take action to minimise the risk; in particular the use of specialist care equipment, medication, the consumption of hot drinks in close proximity to children, broken buggies and a play tunnel with protruding wires and sharp edges, a wooden boat with splinters and protruding nails and screws, items left in children's bags, sun protection, the risk of childr 29/07/2014