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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 04/09/2014 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 requirements 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. At a previous monitoring visit, completed on 31 July 2014, we found that you had not taken prompt and effective action to comply with the requirements of this notice.

During the monitoring visit on 4 September 2014 the inspector further 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 decided to remain at the nursery in the managerial role to ensure that all the areas requiring improvement are embedded into the setting. You had appointed a new member of staff with experience of working with children with special educational needs, who would fulfil your vacancy for a SENCO, to further assist you to meet children's individual needs

You had carried out staff appraisals and continue to monitor staff performance. Regular supervision and monitoring arrangements for staff have also been carried out to ensure that any staff weaknesses can be identified, addressed promptly and to promote staffs professional development. You commented that your recent staff appraisals have been positive and have in fact highlighted staff skills which were previously unknown to you but will now be used to further improve children's experience at your setting. You are addressing staff qualifications to ensure that you have sufficiently qualified staff working with children under two years of age.

The staff team talk positively about the weekly staff meetings, they feel listened to and supported and have seen action taken as a result of the issues they raise. For example; staff highlighted their concern about parents walking into the baby room with shoes on, consequently there is now a stair gate across the baby room door to prevent this. This improves the hygiene of the baby room and prevents the spread of germs. You have also undertaken a full overview of policies and procedures, and have reported that you select one policy a week to take to the staff meeting to discuss to ensure staff's knowledge of policies and procedures is current.

You informed the inspector that the key person system has been reviewed to ensure that each staff member is able to meet individual children's needs and that key workers have a balance of key children. You explained that all new children are assigned a key worker who will carry out the introductory session and remain the family's key worker. Staff talk confidently about the procedures for getting to know the children and parents to ensure children's needs are met.

You informed the inspector that you had arranged a parents meeting to discuss the outcome of the Ofsted inspection and to inform them of the steps you have and intend to take to address the areas for improvement. You reported that you had a positive response from the meeting, and that although other areas for improvement were highlighted you have been able to work closely with the parents to ensure that these issues are addressed. For example, you have improved communication channels so that parents are aware of the staff team and will be introducing name badges for staff to wear. You also advised that you were considering a change to the working pattern of staff so that the same member of staff greets the parents at both drop off and collection to improve communication.

During the visit the inspector observed staff to be well deployed and that space requirements continued to be adhered to for the number of children being cared for. The Inspector was asked to sign into the visitor book upon arrival, this demonstrates that staff practice has improved to ensure the children are safeguarded.

The risks identified at the inspection in the outside area have been removed from the premises. The playroom that was not in use at the last monitoring visit has been

cleaned and re-decorated and a new carpet has been fitted, the children were using this room on the day of the visit. The room was observed to be clean, bright and welcoming. You have adequate toilets in place to meet the needs of the children attending. The inspector also observed that you had made the decision to fit door guards to the interior doors following discussions at the previous monitoring visit, showing that you had considered and addressed the risk posed to children.

During the visit you confirmed to the inspector that you continue to be the safeguarding lead for the setting as you decided to continue in your role as manager. At the last visit you had organised for staff to attend safeguarding training, which is still due to take place. Through discussion with a staff member, the inspector identified a weakness in their knowledge and understanding of safeguarding procedures, you confirmed that the member of staff will also attend the safeguarding training.

There are systems in place to obtain and share information with parent's, carers and other professionals. During the visit the inspector observed a care plan for a child with additional needs which contained substantial information from the child's parent and other professionals involved in the child's life. The inspector also observed a learning journal for a child which contained guidance from an occupational health therapist providing ideas for activities to help the child to develop. The child's key person had absorbed this guidance into the planning for activities to assist with the child's development. Photographs and comments from staff observing the child demonstrate how they have implemented these suggestions. The observations clearly show the child is progressing. Ongoing assessments are made for all children, staff liaise with parents when children first start and will carefully observe the child to assess the child's starting points, this information is then used to help them plan the next steps for each individual child's learning.

The inspector observed that you are an effective role model for staff, for example during a story time you supported children's learning effectively, you listened carefully to children and encouraged them to take part as they felt comfortable to do so, therefore guiding them through warm and positive interactions. Staff were also observed to be supporting children's learning effectively, for example in the outdoor area they responded to the children's interest in the animals in the next field and supported their natural curiosity. You are taking steps to provide opportunities for children whose home language is not English, to develop and use their home language in play by introducing new resources and asking parents to provide key words which you can then use to help a child settle.

Through inspection of the staff files the inspector identified that DBS checks had not been completed for two members of staff, you said that you were in the process of obtaining these. You stated that unvetted staff are not allowed to work alone with

the children, however, the inspector observed an unvetted member of staff in the bathroom changing a child's nappy alone and the same member of staff in the baby room alone. This demonstrates that you have not followed appropriate safeguarding procedures and is a breach of the Early Years Foundation Stage Statutory Framework. A notice to improve will be issued to address this weakness and will be monitored at the next visit.

The inspector also observed a staff file that included details of an incident involving a staff member managing a child's behaviour inappropriately. You were unaware of this incident until recently and you stated that you had not referred this incident to the local authority designated officer but had addressed it with the staff member at appraisal. It is imperative that you follow your policies and procedures for safeguarding children and report any issues in line with your Local Safeguarding Children Board guidance.

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	04/09/2014
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	04/09/2014
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	04/09/2014
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	04/09/2014
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 04/09/2014

carry out regular staff appraisals to address weaknesses and promote individual staff's professional development 29/07/2014 04/09/2014

ensure that minimum indoor space requirements are adhered to in all rooms at all times 29/07/2014 04/09/2014

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 04/09/2014

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 04/09/2014

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	04/09/2014
Ensure that you do not allow people whose suitability has not been checked to have unsupervised contact with children being cared for.	15/10/2014	
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	29/07/2014	31/07/2014

than another by reason of disability and/or learning difficulty (voluntary part of the Childcare Register).

ensure an adequate number of toilets are available to meet the needs of the children	29/08/2014	04/09/2014
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take reasonable steps to ensure the safety of children on the premises in case of fire.	29/08/2014	04/09/2014
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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	04/09/2014
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