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Henry's Afterschool Club  
Horfield C of E School  
Bishop Manor Road  
Westbury-on-Trym  
Bristol  
BS10 5BD

Our Reference EY289325

Dear Henry's Afterschool Playscheme

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

An Ofsted inspector, Sarah Haylett, monitored your provision on 09/10/2014 following your inspection where the provision was judged to be inadequate.

### **Outcome of monitoring**

As a result of our inspection on 08/05/2014, 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: Suitable people and Information and records. The steps you were required to take were detailed in full in the notice sent to you on 28 May 2014.

Ofsted visited on 13 May 2014 and found that sufficient staff were appropriately vetted to supervise any unvetted staff. However, at the monitoring visit on 10 June 2014 you had not taken prompt and effective action to comply with all the requirements. Not all documentation was immediately available for inspection, and you were still in the process of reviewing your risk assessment. The mobile phone policy had not been finalised. You were reviewing staff supervision arrangements and you were improving processes to meet children's individual learning and development needs.

A further monitoring visit was completed on 9 October 2014. A new manager was in place and the routines had been reviewed and amended to better meet children's needs. Children now have their meal when they arrive and they then have a choice of planned activities or free play. Children have been asked about what they would like to do while they are at Henry's and their ideas, such as a movie night, have been implemented. Resources have been organised so that they are accessible to children

and this enables children to choose what they want to do each day. Children enjoy a range of planned and child initiated activities such as making bookmarks with leaves, decorating a dolls house, hat making, dressing up, physical games in the school hall and in the playground, origami etc. Children were observed to be actively engaged in activities and staff responded to their individual needs.

A key person system is in place. The children in the early years age-group had started at Henry's the week of the visit. The manager had met with their teacher before they started and an agreement was reached where the youngest children started 15 minutes before the older children so they could settle before the older children arrived. This demonstrates how staff effectively plan for the youngest children and how best to meet their needs.

The risk assessment has been reviewed and daily checks are completed every day. This ensures potential risks to children are identified and managed to ensure the risk is minimised or eliminated. Walkie talkies are used when staff take children outside so staff in different locations can communicate with each other at all times.

Recruitment procedures are firmly implemented and staff supervisions take place. The mobile phone policy has been shared with staff and they ensure visitors are alert to it on arrival.

The children enjoy their time at Henry's and staff are aware of and respond to their individual needs.

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
keep a written record of any complaints received and their outcome	23/05/2014	10/06/2014
implement a system for the effective management of risk assessment, to inform staff practice and share with parents to remove or minimise all possible risks to children's safety	23/05/2014	09/10/2014
ensure that all staff receive effective induction training to make sure they gain a clear understanding of their roles and responsibilities	23/05/2014	09/10/2014
plan and provide enjoyable experiences for all children by identifying and building on children's interests and skills, taking into account their individual needs and stage of development	23/05/2014	09/10/2014
develop a system to ensure that all staff receive effective supervision, including opportunities for managing and appraising their performance, to identify any training needs for their continued professional development	23/05/2014	09/10/2014
take reasonable steps to ensure the safety of children, staff and others on the premises in the case of a fire, with regard to all staff being able to implement the emergency evacuation procedure.	23/05/2014	09/10/2014
implement a 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)	23/05/2014	09/10/2014
implement a 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	23/05/2014	09/10/2014

the Childcare Register)

implement effective systems to ensure that any person caring for, or in regular contact with, children is suitable to work with children which must include obtaining an enhanced Criminal Records Bureau check (compulsory part of the Childcare Register) 23/05/2014 10/06/2014

implement effective systems to ensure that any person caring for, or in regular contact with, children is suitable to work with children which must include obtaining an enhanced Criminal Records Bureau check (voluntary part of the Childcare Register) 23/05/2014 10/06/2014

demonstrate that at least half of all persons caring for children have successfully completed a qualification at a minimum of level 2 in a relevant area of work (compulsory part of the Childcare Register) 23/05/2014 10/06/2014

ensure that all necessary measures are taken to minimise any identified risks (compulsory part of the Childcare Register) 23/05/2014 09/10/2014

ensure that all necessary measures are taken to minimise any identified risks (voluntary part of the Childcare Register) 23/05/2014 09/10/2014

keep a written record of complaints including the outcome of the investigation and the action the provider took in response (compulsory part of the Childcare Register). 23/05/2014 10/06/2014

keep a written record of complaints including the outcome of the investigation and the action the provider took in response (voluntary part of the Childcare Register). 23/05/2014 10/06/2014

ensure there is a key person assigned to each child when they start attending the setting and parents are aware of the identity of their child's key person to help 23/05/2014 10/06/2014

children become familiar with the setting and to offer a settled relationship for the child and their family

provide evidence that a Disclosure and Barring Service check has been obtained for all staff	06/06/2014	12/06/2014
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ensure all staff receive appropriate child protection and safeguarding training which enables them to clearly identify the signs of possible abuse and neglect	23/06/2014	09/10/2014
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ensure all staff understand the setting's child protection policies and procedures, and can clearly implement them to safeguard children	23/06/2014	09/10/2014
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ensure a suitably qualified and experienced manager is employed	23/06/2014	09/10/2014
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provide evidence that at least half of all staff, other than the manager, hold a full and relevant level 2 qualification	06/06/2014	12/06/2014
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ensure all documentation is held by the provider and easily accessible for inspection, specifically evidence of notifications made to Ofsted, records relating to all adults who work with or are in regular contact with, children, and evidence of valid public liability insurance	06/06/2014	09/10/2014
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