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Bishopswood After School Club
Bishopswood Infant School
Barlows Road
Tadley
Hampshire
RG26 3NA

Our Reference 110349

Dear Bishopswood After School Club Committee

Monitoring for provision judged as inadequate

An Ofsted inspector, Carla Roberts, monitored your provision on 22/10/2014 following your inspection where the provision was judged to be inadequate.

Outcome of monitoring

As a result of our inspection on 26/06/2014, 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.

You were also sent a notice of actions to improve. The actions you were set 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 and Suitable People. The notice of actions to improve required you to comply with the Statutory Framework for the Early Years Foundation Stage under the following requirements: Managing behaviour, Staff training, support and skills, Information and records and the Learning and development requirements. The steps you were required to take were detailed in full in the notices sent to you on 12 November 2013.

During the monitoring visit of 25 February 2014 the inspector discussed with you the steps you have taken to address the actions raised in the Welfare Requirements notice. She found that the lead practitioner and deputy lead practitioner for safeguarding issues had attended an appropriate training course as approved by the local authority. The safeguarding policy and procedure had been updated and includes the process in place to manage the use of mobile phones within the setting. Through discussion the provider was able to demonstrate how staff and committee members manage this process. Safeguarding process packs had been created and

were in the process of being issued to all staff members, however the process of ensuring that all staff fully understood the processes and could implement them had not yet been fully completed. The inspector held discussions with the designated safeguarding lead and another staff member, who demonstrated an improved understanding of safeguarding issues and the actions which need to be taken if they have any concerns about a child who attends their setting. Because the process of ensuring that all staff members had received training and briefing packs had not been fully completed, the inspector informed you that a welfare requirements notice would be re-issued. You informed the inspector that this would be completed over the half term period.

You have now taken steps to ensure that all committee members are fully checked and the inspector found that the vetting process in progress for confirmed committee members to ensure that they are suitable to be involved in the management of childcare, and that they are known to Ofsted. You have also taken steps to recruit a suitably qualified and experienced manager who was also present at the time of the visit. The inspector discussed the recruitment process and found that a full application and interview process had been undertaken to ensure that they are suitable for the role, and all necessary checks are being carried out.

Staff are reminding and encouraging children to follow good hygiene routines, in particular encouraging all children to wash their hands before snacks and meals and this was observed by the inspector during the visit.

The inspector informed you that following changes to the Statutory Framework for the Early Years Foundation Stage in September 2014, that you are no longer required to fully implement the requirements around Learning and Development, however you had taken steps to meet these requirements. You confirmed that a systems was being devised to make regular observations and records of individual children's learning and development which can be fed back to parents and to the school. You were also able to confirm that steps had been taken to liaise with the school to ensure that activities you provide can further extend children's learning. You confirmed that this was in its early stages and that the newly recruited manager would be taking steps to implement this in practice. You confirmed the plans in place to ensure that all children are assigned a key person, however this had yet to be evidenced fully in practice and you confirmed that you wanted to ensure that the newly recruited manager was part of this process. The inspector confirmed that this would be further monitored to ensure that this had been embedded in practice.

You were able to discuss verbally the system to ensure that regular and effective supervisions will be undertaken for all staff and management at the setting and how you will monitor this process. The inspector informed you that this system will be reviewed at a further monitoring visit to ensure that it has been implemented and

embedded into practice.

There is currently no suitable deputy manager in place who can take charge in the absence of a manager, however you were able to demonstrate the steps you had taken and were continuing to take to ensure that a suitable deputy will be in place as soon as possible. You were informed by the inspector that this would be reviewed at a further monitoring visit and it was recognised that you had taken steps to try and get a suitable deputy in place.

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 further monitoring.

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 learning and development is implemented through planned, purposeful play and through a mix of adult-led and child-initiated activity	26/07/2014	22/10/2014
ensure that the registered person and any person caring for, or in regular contact with, children is suitable to work with children which must include obtaining an enhanced Disclosure and Barring Service check (voluntary part of the Childcare Register)	26/07/2014	22/10/2014
promote the good health of children by teaching them to manage their own personal hygiene routines	26/07/2014	22/10/2014
develop systems for the effective supervision of staff to identify any training needs and foster a culture of continuous development	26/07/2014	22/10/2014
obtain and share information with parents and other professionals working with the children to ensure there is a regular two-way flow of information to offer continuity in children's learning and development.	26/07/2014	22/10/2014
keep and implement a written statement of procedures the protection of children, intended to safeguard the children being cared for from abuse or neglect (compulsory part of the Childcare Register)	26/07/2014	22/10/2014
ensure that the registered person and any person caring for, or in regular contact with, children is suitable to work with children which must include obtaining an enhanced Disclosure and Barring Service check (compulsory part of the Childcare Register)	26/07/2014	22/10/2014
ensure that the manager has a	26/07/2014	22/10/2014

qualification at a minimum of level 3 in a relevant area of work (compulsory part of the Childcare Register)

keep and implement a written statement of procedures the protection of children, intended to safeguard the children being cared for from abuse or neglect (voluntary part of the Childcare Register)	26/07/2014	22/10/2014
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train all staff so they understand the setting's safeguarding policy and procedures, and ensure that all staff have up to date knowledge of safeguarding issues; training must enable staff to identify signs of possible abuse and neglect and respond in a timely and appropriate way	19/09/2014	22/10/2014
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ensure the lead practitioner attends a child protection training course so they can identify, understand and respond appropriately to signs of possible abuse and neglect	19/09/2014	22/10/2014
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update and implement the safeguarding policy and procedures to be in line with the Local Safeguarding Children Board (LSCB) guidance and procedures, and ensure it covers the use of mobile phones and cameras in the setting	19/09/2014	22/10/2014
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implement effective systems to ensure that committee members are suitable including the provision to Ofsted of an application for an enhanced Disclosure and Barring Service check for all committee members	22/07/2014	22/10/2014
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ensure that a manager is in place who holds a current and relevant qualification at level 3	19/09/2014	22/10/2014
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ensure that there is a named deputy who is suitably qualified and experienced to take charge should the manager be absent	26/07/2014	22/10/2014
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assign each child a key person to ensure that every child's care is tailored to meet	26/07/2014	22/10/2014
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their individual needs effectively, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents

improve knowledge of the learning and development requirements in order to consider the individual needs, interests, and stage of development of each child and use this information to identify their next steps and plan a challenging and enjoyable experience for each child in all of the areas of learning and development	26/07/2014	22/10/2014
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develop systems for the effective supervision of staff to identify any training needs and foster a culture of continuous development	02/12/2014
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assign each child a key person to ensure that every child's care is tailored to meet their individual needs effectively, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents	02/12/2014
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ensure that there is a named deputy who is suitably qualified and experienced to take charge should the manager be absent	02/12/2014
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