

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

Telephone: 0300 123 1231
Fax: 0300 123 3159
Minicom: 0161 618 8524
Email: enquiries@ofsted.gov.uk
Web: www.ofsted.gov.uk



Chives Montessori School
Akenham Studios
Akenham
Ipswich
Suffolk
IP6 0HL

Our Reference EY290559

Dear Carolyn Olive Juliet McNeill

Monitoring for provision judged as inadequate

An Ofsted inspector, Caroline Clarke, monitored your provision on 30/10/2014 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 previous monitoring visits, completed on 31 July 2014 and 4 September 2014, the inspector discussed with you the steps you have taken to address the actions raised in the notice to improve and welfare requirements notice. She found that you had taken action to meet some requirements, however, insufficient progress had been made in respect of some of the other notices.

During the monitoring visit on 30 October 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. The inspector found that you have taken prompt and effective action to meet the welfare requirement notice.

You have now appointed a member of staff who fulfils the role of named SENCO, this information has been added to the policy and procedure and staff are aware of which

member of staff has this responsibility.

The inspector observed staff deployed effectively both indoors and outdoors to ensure that children were appropriately supervised at all times. You have ensured that your staff team is qualified to the required level for the age of the children being cared for. The inspector saw documentary evidence of staff qualifications. As a result children's safety is prioritised and they are cared for in a safe environment.

You have continued to support your staff team in completing observations, assessments and planning next steps for children. Staff have shown that they are confident to liaise with the SENCO when they have concerns about any gaps in development, this has then enabled further support to be sought from other agencies. This ensures that children's needs are highlighted and supported and promotes good progress.

You continue to monitor staff performance by completing informal observations and reviewing children's files to ensure staff are identifying children's interests and to check that they are planning for next steps. You have encouraged staff to evaluate and assess each other's practice which is then used during staff appraisals. You have also arranged for staff to attend external training to further support them with linking next steps to planning.

You have made progress in ensuring there is an enriched learning environment, both indoors and outdoors. You were able to show the inspector a wider variety of resources indoors and have further adjusted the physical layout of one of the rooms which is now a more welcoming and inviting environment for children to play and learn. Staff members assess children's interests and introduce them to additional resources in order to challenge, extend and support their learning.

You have reminded all staff about the importance of not allowing any member of staff who has not had their suitability checked to have unsupervised access to children. You have implemented a system to ensure that staff know who is not allowed unsupervised access to children by displaying their photograph in the staff room and on the staff area of your website. The safeguarding policy also reinforces this procedure, you have asked all staff to read and sign to say they understand. Staff articulated this procedure to the inspector confidently.

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
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	30/10/2014
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	30/10/2014
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	30/10/2014

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	30/10/2014
---	------------	------------

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	30/10/2014
--	------------	------------

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	30/10/2014
---	------------	------------

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	29/08/2014	30/10/2014
--	------------	------------

and provide experiences which promote children's good progress

ensure that the premises and equipment used for the purposes of the childcare are safe and suitable for that childcare (compulsory part of the Childcare Register) 29/07/2014 31/07/2014

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 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
--	------------	------------

take reasonable steps to ensure the safety of children on the premises in case of fire.	29/08/2014	04/09/2014
---	------------	------------

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