

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



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 17/12/2014 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 11 July 2014 and then again on 3 October 2014.

On 22 October 2014, we conducted a monitoring visit and found that you had taken action to meet most of the requirements, however a further welfare requirements notice was issued to you on 14 November 2014, to ensure that you were fully meeting the requirements around 'Child Protection'; and a further notice of actions to improve was issued to you to ensure that you were fully meeting the requirements around 'Suitable people', 'Staff training, support and skills', and 'Key person'. The actions you were set are included at the end of this letter.

During the monitoring visit of 17 December 2014, the inspector discussed with you the steps you have taken to address the actions raised in the Welfare Requirements notice. The inspector found that you have now taken steps to ensure that staff have received in-house training around safeguarding and the policies and procedures to follow in the event of an allegation against a member of staff, or safeguarding concerns about a child. Through discussion with the recently appointed manager she was very clear on the steps to be taken if there were any safeguarding concerns and is confident that all staff members have the knowledge to take appropriate steps where necessary to keep children safe.

The inspector also found on the day of the visit, that a key person system is now in place for the children who are still in the Early Years age group who attend the setting. Through discussion with the manager, it was confirmed that all staff are involved in this key person system, and although it is in its early stages, observations are being undertaken and recorded to ensure that children's development is monitored effectively and progressed. There is a good support system in place for staff who have not acted as a key worker before and the effectiveness is being monitored closely by the manager.

The inspector also found that a suitable deputy manager has not been formally recruited at the date of the visit, and it was not clear through discussion with staff and committee members whether there is a formal recruitment taking place to fill that role. In addition although the manager confirmed that there was a staff member who takes charge in her absence, this has not been something that has been formalised fully while the recruitment process takes place. Through discussion with the committee there was insufficient clarity on whether there was a formal temporary deputy in place to take charge when the manager is absent. The inspector confirmed to you that a welfare requirements notice would be issued in respect of this matter.

The inspector found through discussion with some members of the committee and the manager that although there has been some discussion about the supervision system, this has not yet been implemented as practice and no supervisions have taken place. The manager confirmed that appraisals were likely to be scheduled in for January 2015, however there was no evidence that a suitable supervision system had been implemented to monitor staff performance, support staff and make sure that a culture of continuous improvement is being maintained.

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

We will take enforcement action to ensure compliance with children's welfare and/or

learning and development requirements.

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

develop systems for the effective supervision of staff to identify any training needs and foster a culture of continuous development	02/12/2014	17/12/2014
--	------------	------------

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	17/12/2014
---	------------	------------

ensure that there is a named deputy who is suitably qualified and experienced to take charge should the manager be absent	02/12/2014	17/12/2014
---	------------	------------

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

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

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

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
ensure that a manager is in place who holds a current and relevant qualification at level 3	19/09/2014	22/10/2014
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
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	26/07/2014	22/10/2014
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