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Groovy Kidz
Bardsey Primary School
Woodacre Lane, Bardsey
Leeds
West Yorkshire
LS17 9DG

Our Reference EY301349

Dear Caroline Hullah

Monitoring for provision judged as inadequate

An Ofsted inspector, Tracie Dodd, monitored your provision on 12/08/2014 following your inspection where the provision was judged to be inadequate.

Outcome of monitoring

As a result of our inspection on 27/05/2014, we sent you a notice to improve. 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 and Suitable People. The steps you were required to take were detailed in full in the notice sent to you on the 20 June 2014. A previous monitoring visit on the 4 July 2014 found that you had taken prompt and effective action and were complying with this notice.

During the monitoring visit on the 12 August 2014 the inspector discussed with you the steps you had taken to address the actions raised. She looked at a number of documents and records including, written policies for recruitment, keeping children safe, children's progress records and information now shared with parents and wider partners including schools.

You have improved the range and frequency of information you now share with parents, particularly for the younger children. Information shared with parents now includes the option for parents to comment on the progress their child is making and how the setting could improve the services it offers. You described how you are sharing information with parents through a weekly communication book. This gives parents or carers further choice in the type of activities being provided for their children and by whom.

The inspector observed effective interaction between staff and children attending the setting and suitable and appropriate resources and activities were available for the children. Staff to child ratios were in line with the statutory framework and the inspector observed evidence of suitable staff qualifications for both the manager and play worker. This ensures children are safeguarded while attending the setting as they are cared for by knowledgeable and suitably trained staff.

You have implemented a more rigorous process for inducting new staff and this includes staff demonstrating that they have read and understood the required policies including health and safety, emergency evacuation and equality and diversity.

You have ensured there is a member of staff on site at all times with a suitable paediatric first aid qualification and a current public liability insurance certificate is now displayed. You have taken steps to ensure staff have supervision meetings and are able to access training and identify future professional development needs. You have also contacted the local authority to identify the availability of suitable training.

The inspector also observed signs and notices which visually guide and inform children and young people about the importance of effective personal hygiene such as hand washing after visiting the toilet and before handling food. She also observed staff verbally reinforcing this with children while they were in the setting. This improves the health and safety of the setting and raises children's awareness of how to keep themselves healthy and safe.

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
ensure that people looking after children are suitable to fulfil the requirements of the role	24/07/2014	12/08/2014
ensure that required staff-to-child ratios are maintained at all times	24/07/2014	12/08/2014
ensure that staffing levels meet minimum qualification requirements at all times, particularly during the absence of the manager	24/07/2014	12/08/2014
ensure that at least one person who has an appropriate paediatric first-aid qualification is on the premises at all times when children are present	25/09/2014	12/08/2014
ensure the good health of children attending the setting is promoted, and that they are supported to develop good hygiene practices with particular regard to hand washing	24/07/2014	12/08/2014
ensure the key-person system is used effectively to exchange information with parents and the school to support children's learning and development needs	24/07/2014	12/08/2014
ensure that up-to-date public liability insurance is maintained	24/07/2014	12/08/2014
ensure effective systems are in place so that any person caring for, or in regular contact with, children is suitable to work with children, is of integrity and good character, has skills and experience suitable for the work and is physically and mentally fit for the work (compulsory part of the Childcare Register)	24/07/2014	12/08/2014
ensure effective systems are in place so that any person caring for, or in regular contact with, children is suitable to work with children, is of integrity and good	24/07/2014	12/08/2014

character, has skills and experience suitable for the work and is physically and mentally fit for the work (voluntary part of the Childcare Register)

ensure 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 and the manager has a qualification at a minimum of level 3 in a relevant area of work (compulsory part of the Childcare Register)	24/07/2014	12/08/2014
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ensure that at least one person has successfully completed a qualification at a minimum of level 2 in an area of work relevant to the childcare, or training in the core skills as set out in the document 'Common Core of Skills and Knowledge for the Children's Workforce' (voluntary part of the Childcare Register)	24/07/2014	12/08/2014
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ensure that all records are fully maintained, easily available and accessible, with particular regard to documents relating to the suitability of staff	24/07/2014	12/08/2014
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ensure that children receiving childcare are kept safe from harm (compulsory part of the Childcare Register)	24/07/2014	12/08/2014
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ensure that children receiving childcare are kept safe from harm (voluntary part of the Childcare Register)	24/07/2014	12/08/2014
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ensure that at least one person who is caring for children has an appropriate first-aid qualification (compulsory part of the Childcare Register)	25/09/2014	12/08/2014
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ensure that at least one person who is caring for children has an appropriate first-aid qualification (voluntary part of the Childcare Register)	25/09/2014	12/08/2014
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implement and keep a written statement of procedures to be followed for the protection of children, intended to	24/07/2014	12/08/2014
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safeguard the children being cared for from abuse or neglect (compulsory part of the Childcare Register)

implement and keep 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 the Childcare Register)	24/07/2014	12/08/2014
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ensure that at least two suitable persons who have attained the age of 18 are present on the premises at all times (compulsory part of the Childcare Register)	24/07/2014	12/08/2014
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ensure that at least two suitable persons who have attained the age of 18 are present on the premises at all times (voluntary part of the Childcare Register)	24/07/2014	12/08/2014
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maintain up-to-date insurance in respect of liability which may be incurred for death, injury, public liability, damage or other loss (compulsory part of the Childcare Register)	24/07/2014	12/08/2014
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maintain up-to-date insurance in respect of liability which may be incurred for death, injury, public liability, damage or other loss (voluntary part of the Childcare Register).	24/07/2014	12/08/2014
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ensure that there is an effective programme of professional development for all staff, arising from identified staff needs and improving relevant qualifications; this should particularly address skills required to keep children safe and support children's learning	25/09/2014	12/08/2014
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ensure all staff receive induction training to help them understand their roles and responsibilities; induction training must include information about emergency evacuation procedures, safeguarding, child protection, the provider's equality policy and health and safety issues.	24/07/2014	12/08/2014
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ensure that staff have an up to date knowledge of safeguarding issues, with specific regard to procedures to follow should a concern arise about a child or member of staff.	01/07/2014	11/07/2014
ensure the safeguarding policy includes procedures to cover the use of mobile phones and cameras in the setting.	01/07/2014	11/07/2014
implement a robust recruitment and selection system for all staff which demonstrates staff's suitability to work with children. This should include checking work history and obtaining references.	01/07/2014	11/07/2014