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Ropley Breakfast and After School
Club
Ropley C of E Primary School
Church Street, Ropley
ALRESFORD
Hampshire
SO24 0DS

Our Reference EY386708

Dear Alresford Youth Association Committee

Monitoring for provision judged as inadequate

An Ofsted inspector, Elaine New, monitored your provision on 18/12/2014 following your inspection where the provision was judged to be inadequate.

Outcome of monitoring

As a result of our inspection on 10/11/2014, 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 requirement notice asked you to train all staff to understand the safeguarding policy and procedures, including the role and responsibilities of the lead professional, and ensure all staff have up-to-date knowledge of safeguarding issues; ensure that the safeguarding policy and procedures are in line with relevant Local Safeguarding Children Board procedures and include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras; and, ensure that staff records are easily accessible and available for inspection; in particular information about staff qualifications and the identity checks and vetting processes that have been completed including the Disclosure and Barring Service check. You were also issued with a notice to improve that asked you to ensure at least one person who has a current paediatric first-aid certificate is on the premises and available at all times; improve staff deployment to ensure children are adequately supervised at all times; ensure the equipment provided meets the needs of the children present by providing activities to motivate and challenge children; improve procedures for staff induction by ensuring new staff are trained to understand their roles, and responsibilities and that any identified training needs are implemented; and, implement effective performance management and monitoring systems by putting in place arrangements for the supervision of staff to provide support, and training that fosters a culture of

mutual support, teamwork and continuous improvement. You were also issued with a notice to improve for the Childcare Register that asked you to ensure all staff are trained on the written statement of procedures to be followed to safeguard children from abuse or neglect; ensure the lead practitioner is able to liaise with any local Safeguarding Children Board and Director of Children's Services as appropriate; and, ensure that at least one person who is caring for children has an appropriate first aid qualification.

At the first monitoring visit on 18 December 2014, the inspector found, through discussion with the person in charge of the after school club, observation of practice and scrutiny of records that you have taken some action to address the areas for improvement.

The person in charge explained that members of staff at the after school club now know who the lead practitioner for safeguarding is. However she was unsure if this is true for the staff working in the breakfast club. Up to date safeguarding contact numbers are now available and accessible to all staff and the lead practitioner for safeguarding was able to describe the action she would take in response to an allegation being made against a member of staff. However up to date safeguarding training for all staff cannot be arranged until the spring 2015 term and no alternative interim training has been arranged.

You have updated the safeguarding policy and there is now also a policy to cover the use of mobile phones and cameras. However, the safeguarding policy and procedures are still not clear in relation to managing allegations against staff. These will therefore need to be further updated.

The Disclosure and Barring Service checks for all members of staff are now available. However it became clear during discussions with the person in charge that you do not have procedures in place for checking the on-going suitability of staff and therefore a new action will be raised in relation to this.

The first aid certificates for the after school staff were available and the manager of your second club explained that a member of staff from there has been covering the breakfast club in Ropley to ensure that there is always a member of staff on site with a current paediatric first aid certificate. She also explained that first aid training has been booked for all staff in January 2015. The person in charge explained how you have altered staff deployment to ensure that children are adequately supervised at all times. She also explained that the activities provided for the children have been reviewed, particularly for the older children attending the club. This is on-going and the impact on the children will need to be further assessed at the next visit.

The person in charge explained that the procedures for staff induction, performance

management and supervision are the responsibility of the clubs trustees and the manager of your second club and that to date she is not aware of any changes in these arrangements. This means that there is still limited monitoring of the clubs operation by the trustees and improvement is not being robustly driven.

Following the monitoring visit a meeting was held on 20 January 2015 with your nominated person and the managers from both your clubs. The nominated person explained that the safeguarding policy and procedures are in the process of being further updated. She explained your plans for providing up to date safeguarding training for all staff. She also explained your plans in relation to how you intend to provide for staff induction and supervision. However as the plans discussed are on-going they have yet to have an impact on children. Therefore the actions raised from the inspection that are not yet met will be raised again as detailed below and time given for them to be implemented. At the next monitoring visit the inspector will speak to the nominated person and the staff team and observe practices to evaluate the impact of the actions you have taken.

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

The next step will be further monitoring.

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
improve staff deployment to ensure children are adequately supervised at all times	02/12/2014	20/01/2015
ensure the equipment provided meets the needs of the children present by providing activities to motivate and challenge children.	10/12/2014	20/01/2015
ensure the record of risk assessment clearly states when it was carried out, by whom, date of review and any action taken following a review or incident (Documentation).	08/08/2011	20/01/2015
train all staff to understand the safeguarding policy and procedures, including the role and responsibilities of the lead professional, and ensure all staff have up-to-date knowledge of safeguarding issues	02/12/2014	20/01/2015
ensure that staff records are easily accessible and available for inspection; in particular information about staff qualifications and the identity checks and vetting processes that have been completed including the Disclosure and Barring Service check.	02/12/2014	20/01/2015
ensure all staff are trained on the written statement of procedures to be followed to safeguard children from abuse or neglect (compulsory part of the Childcare Register)	02/12/2014	20/01/2015
ensure that the safeguarding policy and procedures are in line with relevant Local Safeguarding Children Board procedures and include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras	02/12/2014	20/01/2015

ensure at least one person who has a current paediatric first-aid certificate is on the premises and available at all times	10/12/2014	20/01/2015
implement effective performance management and monitoring systems by putting in place arrangements for the supervision of staff to provide support, and training that fosters a culture of mutual support, teamwork and continuous improvement	02/12/2014	20/01/2015
ensure the lead practitioner is able to liaise with any local Safeguarding Children Board and Director of Children's Services as appropriate (compulsory part of the Childcare Register)	02/12/2014	20/12/2014
ensure that at least one person who is caring for children has an appropriate first aid qualification (compulsory part of the Childcare Register)	10/12/2014	20/01/2015
ensure that at least one person who is caring for children has an appropriate first aid qualification (voluntary part of the Childcare Register).	10/12/2014	20/01/2015
improve procedures for staff induction by ensuring new staff are trained to understand their roles, and responsibilities and that any identified training needs are implemented	02/12/2014	20/01/2015
train all staff to understand the safeguarding policy and procedures and ensure all staff have up-to-date knowledge of safeguarding issues - WRN	23/02/2015	
ensure that the safeguarding policy and procedures are in line with relevant Local Safeguarding Children Board procedures and include an explanation of the action to be taken in the event of an allegation being made against a member of staff - WRN	23/02/2015	
implement procedures to ensure that you are able to check that staff remain suitable to work with children	23/02/2015	

implement effective performance management and monitoring systems by putting in place arrangements for the supervision of staff to provide support, and training that fosters a culture of mutual support, teamwork and continuous improvement 23/02/2015

improve procedures for staff induction by ensuring new staff are trained to understand their roles, and responsibilities and that any identified training needs are implemented 23/02/2015

ensure all staff are trained on the written statement of procedures to be followed to safeguard children from abuse or neglect (compulsory part of the Childcare Register) 23/02/2015