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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 02/02/2015 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.

On 17 December 2014, we conducted a further monitoring visit and found that you had taken steps to meet some of the actions issued, however a further welfare requirements notice was issued to you on 12 January 2015, to ensure that you were fully meeting the requirements around 'Staff training, support and skills'.

During the monitoring visit of 2 February 2015, the inspector discussed with you the steps you have taken to address the actions raised in the Welfare Requirements notice.

You have taken appropriate steps to initiate the recruitment process for a new deputy manager and have confirmed that there is some interest in the role. You demonstrated clearly that the process will be thorough to ensure that you recruit someone with the appropriate skills, qualification and experience to undertake the role. In the short term you have taken appropriate steps to ensure that an interim, suitable qualified deputy manager is in place. This temporary deputy is an existing member of the staff team, who knows parents and children well, and is being well supported by the manager to develop within that role and is able to cover her when she is absent.

You have now put in place a new supervision process for all staff and to drive continuous improvement and good performance. You confirmed that recent supervisions had been undertaken and termly supervisions as well as an annual appraisal will take place. You confirmed that this process will ensure that any training needs are identified and steps taken to make sure that they are met promptly and on a regular basis. You confirmed that the committee will review the appraisal and supervision system at termly intervals to make sure that they drive a culture of continuous improvement throughout the setting on an ongoing basis.

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 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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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
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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	17/12/2014
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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	17/12/2014
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develop systems for the effective supervision of staff to identify any training needs and foster a culture of continuous development	30/01/2015	02/02/2015
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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	30/01/2015	02/02/2015
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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	19/09/2014	22/10/2014
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appropriately to signs of possible abuse and neglect

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 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
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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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