

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



Stepping Stones @ St Josephs
St. Josephs RC Church
Pontefract Road
CASTLEFORD
West Yorkshire
WF10 4JB

Our Reference EY331188

Dear David Christopher Olde

Monitoring for provision judged as satisfactory

An Ofsted inspector, Julie Larnar, monitored your provision on 10/11/2014 following your inspection where the provision was judged to be satisfactory.

Outcome of monitoring

As a result of our inspection on 16/10/2014, 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: Information and records, Child Protection and Risk Assessments. The steps you were required to take were detailed in full on the notice sent to you on 29 October 2014.

During the monitoring visit on 10 November 2014 we found that you had complied with the welfare requirements notice. You were able to show the inspector the criminal reference disclosure number and the date that this was obtained for all staff who work in the setting. The inspector also looked at the qualifications that all of the staff working in the group hold and this showed that the qualification requirements to meet ratios were met. You were able to show the inspector the risk assessment that had been produced to minimise hazards when children are collected from school and ensure their safety. You told us that this has been shared with the staff working in the group to ensure that it is consistently implemented. All staff have now received training in child protection. The inspector talked to the staff working in the setting to find out about their understanding of safeguarding policies in the setting. The manager and most staff showed a clear understanding of their role and the procedures to follow if they have a concern about a child in the setting. They also showed a sound awareness of what they would do if they had concerns about the behaviour of other members of staff working in the group and knew who to contact

depending on who their concerns were about. However, some staff showed less confidence about what the next steps would be in this situation if they were not able to get in touch with the registered person of the setting to pass on their concerns.

During the same visit the inspector discussed with you the steps you had taken to address the actions raised in the notice to improve. The inspector talked to you about induction training for staff, the arrangements that had been made for supervision of staff and the key person system. She also looked at the documentation that is provided for parents to see how they are informed about the types of activities available for children.

The inspector found that while you had begun to address some of the actions raised, the progress in tackling some of the other actions was still on-going. The staff have started to receive induction training to ensure that they are aware of their roles and responsibilities and have read through all of the policies of the setting. You told the inspector that this will then be followed up with staff in their supervision sessions. Questionnaires will also be used to ensure that you can monitor that staff have a sufficient understanding of their roles in the setting which benefits the care and development of the children.

The key person system is in the process of being developed. You told us that staff have identified the children that they will have in their groups as a key person. However, how the key person system will work and the roles that staff will undertake to ensure that every child's care is tailored to meet their individual needs is still currently being developed. You told the inspector that the staff will receive support in setting up this system to ensure that it effectively benefits the welfare of each child.

You showed us the information that is being developed to ensure that parents are informed about the range and type of activities provided for children attending the setting. The staff showed the inspector the boards that are displayed in the room and told the inspector that they will soon start to add photographs of activities and displays of the children's work for parents to view and that these will change as they link in with what the children have been doing at school. The staff told the inspector that they let parents know what their children have done during the session and what they have planned for the next day. The inspector saw the planning that was displayed for parents to ensure that they are kept updated about the experiences available for their child.

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 |
|--|------------|-------------|
| ensure records are easily accessible and available to those that have a right or professional need to see them; in particular information about staff qualifications and vetting processes that have been completed to ensure the suitability of staff to work with children | 06/11/2014 | 10/11/2014 |
| train all staff to understand the safeguarding policy and procedures and ensure that all staff have up to date knowledge of safeguarding issues | 06/11/2014 | 10/11/2014 |
| ensure that all reasonable steps are taken to minimise any identified risks; in particular in ensuring children's safety when walking from the local schools. | 06/11/2014 | 10/11/2014 |
| review the risk assessment for collection of children from school and take action to minimise the risk of children running into the road | 16/12/2011 | 06/01/2012 |
| organise staffing to ensure safety and meet need of the children; this relates specifically to the collection of children from school (also applies to both parts of the Childcare Register) | 16/12/2011 | 06/01/2012 |
| ensure records are easily accessible and available for inspection by Ofsted; this relates specifically to a written record of complaints and the action taken as a result of each complaint (also applies to both parts of the Childcare Register) | 16/12/2011 | 06/01/2012 |
| ensure that all staff have a sound understanding of the procedures to follow when they have concerns about a child, in this case by ensuring that all staff in the setting know who to contact with any concerns if the registered person is not available. | 27/03/2015 | |
| ensure that an effective key-person | 27/03/2015 | |

system is implemented to ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, and build a relationship with their parents