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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 27/02/2015 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 that you had taken some action to address the areas for improvement. A further meeting was held on 20 January 2015 with your nominated person and the managers from both your clubs. Following these meetings the inspector found that, although some of the actions were met, overall you had not taken prompt and effective action to address all the areas for improvement. As a result some of the actions were raised again along with a further notice to improve that asked you to implement procedures to ensure that you are able to check that staff remain suitable to work with children.

At the second monitoring visit on 27 February 2015, the inspector found through discussion with your nominated person and manager, observation of practice and scrutiny of records that you have now taken action to address the areas for improvement.

You explained that all staff have now completed on-line up to date safeguarding training and arrangements have been made for two members of staff to attend advanced safeguarding training in the summer term. You confirmed that the manager has been through all the safeguarding policies and procedures with each member of staff individually and knowledge will be kept up to date through workshops and regular staff meetings. Additionally you have changed your staffing arrangements so that the manager of the after school club is also now in charge of the breakfast club. This means that continuity of care for children is better managed.

You have further up dated your safeguarding policy and the procedures for managing allegations against staff are now clear. You have also introduced procedures for checking the on-going suitability of staff including checking if adults are or become disqualified from working with children.

You confirmed that all staff have now completed paediatric first aid although the certificates have not yet been received. The inspector observed how staff are now deployed in the outdoor area to ensure that children are adequately supervised. The manager explained that the review of activities continues to be on-going and she continues to receive support with planning from the manager of your Alresford club who oversees both sites. The inspector observed that all children present during the visit were actively engaged with the activities provided.

You explained that you have now employed a Supervision Support Manager who will provide staff induction training and supervision. This process has been started but will clearly need time to develop and embed. This will therefore need to be further assessed at your next full inspection in relation to its effectiveness and the impact it has on children.

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
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
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 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	13/03/2015

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
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	13/03/2015
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	13/03/2015
implement procedures to ensure that you are able to check that staff remain suitable to work with children	23/02/2015	13/03/2015
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	23/02/2015	13/03/2015

mutual support, teamwork and continuous improvement

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	13/03/2015
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