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St Walburga's Out of School Club
St Walburga's Catholic Primary
School
Victoria Park
Shipley
BD18 4RL

Our Reference EY245507

Dear St Walburga's Out of School Club Committee

Monitoring for provision judged as inadequate

An Ofsted inspector, Elizabeth Patricia Edmond, monitored your provision on 12/05/2015 following your inspection where the provision was judged to be inadequate.

Outcome of monitoring

As a result of our inspection on 16/04/2015, 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 requirement: safeguarding. Additionally you were issued with a notice to improve requiring you comply with the Statutory Framework for the Early Years Foundation Stage under the following requirements: suitable people, safeguarding, staff qualifications, training, support and skills, key person, safety and suitability of premises, information and records.

During the monitoring visit of the 12 May 2015 the inspector discussed with you the steps you have taken to address the actions raised and scrutinised the relevant documentation. The inspector observed the children at play, spoke to staff and observed improved security systems.

You were able to show that your updated recording systems are now well organised, you easily turned to the records of staff's Disclosure and Barring Service (DBS) checks to clarify that staff were suitable to be working with children. Staffing files, policy folders and risk assessments were similarly well organised and effectively maintained to demonstrate that the setting could operate safely. Induction and supervision records confirmed staff's ongoing suitability and confirmed that important

safeguarding training had been attended by all staff with further training booked for those with additional responsibility. This means that children are cared for by staff who are suitable to do so and who understand their role in safeguarding children's welfare.

Filed first aid certificates, alongside staffing rotas, showed that there is now always someone with relevant paediatric first aid on the premises at all times. Revised risk assessments showed that you had considered immediate risks to children and also where you had placed additional pin-code locks to doors to prevent children leaving the premises unsupervised. This has improved children's safety and the security at your setting. Your safeguarding policy now covers all relevant parts of the legislation including how you handle allegations against staff and how you keep children safe in relation to the use of mobile phones. All documentation, required for the safe operation of the premises, and for inspection purposes, are now kept on site; this enabled the inspector to confirm the suitability of all processes, staff and premises.

Discussion, documentation and Ofsted's records of your calls and correspondence now confirm that you have a more organised approach to liaising with the regulator. This means that the suitability of adults responsible for the childcare can be checked and Ofsted knows that you are dealing with difficult situations appropriately. The inspector spoke to several members of staff present about who they would contact if they were concerned about the welfare of any child. Each member of staff was able to explain who they would contact and they knew where the relevant contact numbers were filed. They explained that there had been additional staff meetings to discuss revised policies and procedures. This means that children are now effectively protected by all staff. The inspector also checked your daily attendance registers and could see when the children had been present at the club. The children are beginning to use a self-registration system and this is monitored and effectively recorded by staff. This makes it clear who is on the premises so that staff can ensure their safety.

You now have a dedicated member of staff to act as key person to the children in the early years age-group. The manager and the relevant member of staff explained how this is now working well to support the younger children and provide an effective link between parents and the youngest children's teachers. There were no young children attending on the day of the visit.

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
take all necessary measures to minimise any risks to the health or safety of the children and staff in their care, with particular regard to ensuring children do not leave the area used by the out of school club unsupervised (compulsory part of the Childcare Register)	08/05/2015	13/05/2015
take all necessary measures to minimise any risks to the health or safety of the children and staff in their care, with particular regard to ensuring children do not leave the area used by the out of school club unsupervised (voluntary part of the Childcare Register)	08/05/2015	13/05/2015
record information about the identity checks and vetting processes that have been completed, including the Disclosure and Barring Service check reference number, the date this was obtained and details of who obtained it, in order to confirm the suitability of staff	08/05/2015	13/05/2015
ensure there are effective systems to ensure that the registered person, the manager and any person caring for, or in regular contact with, children and any person who lives or works on the premises where childcare is provided is suitable to work children, which must include obtaining an enhanced Disclosure and Barring Service check (compulsory part of the Childcare Register)	08/05/2015	13/05/2015
ensure there are effective systems to ensure that the registered person, the manager and any person caring for, or in regular contact with, children and any person who lives or works on the premises where childcare is provided is suitable to work with children, which must include obtaining an enhanced Disclosure and Barring Service check	08/05/2015	13/05/2015

(voluntary part of the Childcare Register)

ensure that documentation is maintained to confirm there is at least one person with a current paediatric first-aid certificate on the premises at all times when children are present	08/05/2015	13/05/2015
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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)	08/05/2015	13/05/2015
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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)	08/05/2015	13/05/2015
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ensure that all staff receive effective induction training, so that they have a clear understanding of their roles and responsibilities	08/05/2015	13/05/2015
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make available to Ofsted, on request, a summary of complaints made in relation to the requirements during the past 12 months and the action that was taken as a consequence (compulsory part of the Childcare Register)	08/05/2015	13/05/2015
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make available to Ofsted, on request, a summary of complaints made in relation to the requirements during the past 12 months and the action that was taken as a consequence (voluntary part of the Childcare Register)	08/05/2015	13/05/2015
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ensure that Ofsted are notified of any serious harm to, or abuse of, a child committed by any person looking after children on the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or by any person, where the allegation relates to harm or abuse occurring on those premises (compulsory part of the Childcare Register)	08/05/2015	13/05/2015
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WRN:ensure that all staff, including the lead practitioner, are trained to	08/05/2015	13/05/2015
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understand the safeguarding policy and procedures and have up-to-date knowledge of safeguarding issues, in order to identify signs of possible abuse and neglect and to respond in a timely and appropriate way to concerns and allegations against members of staff

ensure that Ofsted are notified of any serious harm to, or abuse of, a child committed by any person looking after children on the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or by any person, where the allegation relates to harm or abuse occurring on those premises (voluntary part of the Childcare Register)	08/05/2015	13/05/2015
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inform Ofsted of changes of circumstance as soon as they can (no later than 14 working days after the change occurs) (voluntary part of the Childcare Register)	08/05/2015	13/05/2015
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inform Ofsted of changes of circumstance as soon as they can (no later than 14 working days after the change occurs) (compulsory part of the Childcare Register)	08/05/2015	13/05/2015
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inform Ofsted of the name, date of birth, address and telephone number of any partner, director, senior officer or other member of the governing body (compulsory part of the Childcare Register).	08/05/2015	13/05/2015
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produce for Ofsted, on request, a list of such complaints made during the previous three years (compulsory part of the Childcare Register)	08/05/2015	13/05/2015
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ensure that child protection policies and procedures include a clear explanation of the action to be taken in the event of an allegation being made against a member of staff and cover the safe use of mobile phones and cameras	30/04/2015	13/05/2015
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keep and implement a written record of	08/05/2015	13/05/2015
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policies and procedures to be followed for the protection of children, intended to safeguard the children being cared for from abuse or neglect (compulsory part of the Childcare Register)

keep and implement a written record of policies and 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)	08/05/2015	13/05/2015
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train all staff on the written statement of procedures to be followed to safeguard children from abuse or neglect (compulsory part of the Childcare Register)	08/05/2015	13/05/2015
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ensure that the lead practitioner liaises with any local Safeguarding Children Board and Director of Children's Services as appropriate (compulsory part of the Childcare Register)	08/05/2015	13/05/2015
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implement systems to ensure that staff know that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children, during their employment at the out-of-school club	08/05/2015	13/05/2015
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ensure that information is provided to Ofsted so that the suitability of every committee member can be checked	08/05/2015	13/05/2015
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ensure risk assessments identify and minimise risks to children, with particular regard to ensuring children cannot leave the area used for the out of school club unsupervised	08/05/2015	13/05/2015
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produce for Ofsted, on request, a list of such complaints made during the previous three years (voluntary part of the Childcare Register)	08/05/2015	13/05/2015
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ensure appropriate arrangements are put in place for the supervision of staff in	08/05/2015	13/05/2015
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order to monitor individuals personal effectiveness and to identify training needs

provide, or secure the provision of, any training which is necessary to ensure that all staff have suitable skills and experience to care for children (compulsory part of the Childcare Register)	08/05/2015	13/05/2015
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enable a regular two-way flow of information with parents and/or carers and other providers, in order to continually find out about and meet children's individual needs through a consistent approach	08/05/2015	13/05/2015
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ensure that the record of complaints is made available to Ofsted.	08/05/2015	13/05/2015
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keep a daily record of the names of the children looked after on the premises and their hours of attendance and retain this for a period of two years (compulsory part of the Childcare Register)	08/05/2015	13/05/2015
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keep a daily record of the names of the children looked after on the premises and their hours of attendance and retain this for a period of two years (voluntary part of the Childcare Register)	08/05/2015	13/05/2015
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