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Guisborough Out of School Club Ltd  
Highcliffe Primary School  
Hutton Lane  
GUISBOROUGH  
Cleveland  
TS14 8AA

Our Reference EY335044

Dear Michelle Dixon Limited

### **Monitoring for provision judged as inadequate**

An Ofsted inspector, Elaine McDonnell, monitored your provision on 20/07/2015 following your inspection where the provision was judged to be inadequate.

### **Outcome of monitoring**

As a result of our inspection on 20/07/2015, 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 (EYFS) under: Premises. The steps you were required to take were detailed in the full notice sent to you on 6 July 2015.

During the monitoring visit of 20 July 2015 the inspector discussed with you the steps you had taken to comply with the welfare requirements notice and also the steps you had taken to address the actions raised in the notice to improve. The inspector found that you had taken prompt and effective action and were complying with the notice sent to you on 6 July 2015. You have had a new lock fitted to the entrance door. The lock was positioned at a height that younger children cannot reach, reducing the risk of them being able to leave the setting unsupervised. The inspector also found that you have implemented an effective procedure for checking the identity of visitors and keeping a log of visitors to the setting.

The inspector also found however, that you have not taken effective action to address some of the notices to improve that were issued to you. For example, in relation to safeguarding practice you did not demonstrate a positive attitude towards meeting this action by the date requested, and you stated that you and your staff had three months to complete an on-line training course. However, no staff have started the course yet, even though it is available for them to access and it has been

a month since you were inspected. In addition, you have not taken any other effective steps to ensure all staff, including yourself, are fully conversant with the safeguarding policy. This means that you and your staff do not have an up-to-date understanding and knowledge of safeguarding issues and of procedures to follow in the event of concerns about children or staff. This lack of knowledge and understanding compromises children's safety and welfare.

You also had not implemented an effective key person system to ensure that every child's care and learning is tailored to meet their individual needs, which enables effective two-way sharing of information with parents and other providers, and supports children's learning and development. This compromises the children's ability to learn and development and subsequently impacts on their future success as learners.

As a result, some of the notices to improve previously issued to you in relation to Safeguarding practice and Key person will now be served as a welfare requirements notice. It is an offence for a person who, without reasonable excuse, fails to comply with a welfare requirements notice. Failure to comply may result in prosecution.

In addition, some new breaches to the Statutory Framework for the Early Years Foundation Stage were highlighted during the inspector's visit. These were in relation to the suitability of the premises, the procedures in place for obtaining an enhanced criminal records disclosure for every person aged over 16 who works directly with the children, and the extension of the safeguarding policy to include all relevant information. The inspector found that the children's bathroom was not in a good state of repair as one of the two hand-washing basins was out of use, and a large section of plaster was missing from the wall close to the wash basins. This does not support effective hygiene practices. You could not provide evidence that you had obtained an enhanced criminal records disclosure for an established senior member of staff. Also, your safeguarding policy did not include the use of mobile phones and cameras in the setting. Again this could compromise children's safety and welfare.

As a result of these additional breaches a notice to improve will be sent to you in separate letter in which you are requested to respond, stating the action taken to meet the notice to improve.

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**

We will take enforcement action to ensure compliance with children's welfare and/or learning and development requirements.

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
WRN - ensure steps are taken to prevent children from leaving the premises unsupervised and prevent unauthorised persons from entering the building	15/07/2015	20/07/2015
ensure that children are unable to leave the premises unsupervised except where the child is aged eight or over and the parent of the child has agreed that they may leave the provision unaccompanied (voluntary part of the Childcare Register).	24/06/2015	20/07/2015
ensure that robust systems for checking the identify of visitors are in place and consistently adhered to by all members of staff	24/06/2015	20/07/2015
ensure that a capable and qualified named deputy is in place to take charge in the manager's absence	20/08/2015	20/07/2015
ensure that all staff are trained in the safeguarding policy and have an up-to-date understanding and knowledge of safeguarding issues and procedures to follow	10/07/2015	20/07/2015
implement an effective key-person system to ensure that every child's care and learning is tailored to meet their individual needs, which enables effective two-way sharing of information with parents and other providers, and supports children's learning and development	10/07/2015	20/07/2015
implement effective systems for observing and assessing children's progress, including accurately assessing children's starting points in learning, and use this information to effectively plan activities which are based on children's individual stage of development	20/08/2015	
ensure that progress checks for children	20/08/2015	

aged between two and three years are consistently completed to ensure the early identification of any gaps in children's learning, and ensure that this information is shared with parents

develop robust procedures for the supervision and performance management of staff including appropriate coaching and training, to improve the quality of teaching. 24/07/2015

ensure that a child is unable to leave the premises without a person who is caring for children on the premises becoming aware of the child leaving (compulsory part of the Childcare Register) 24/06/2015 20/07/2015

ensure that no one can enter the premises without the knowledge of a person who is caring for children on the premises (compulsory part of the Childcare Register) 24/06/2015 20/07/2015

ensure that no one can enter the premises without the knowledge of a person who is caring for children on the premises (voluntary part of the Childcare Register) 24/06/2015 20/07/2015

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) 10/07/2015 20/07/2015

ensure that all staff are trained in the safeguarding policy and have an up-to-date understanding and knowledge of safeguarding issues and procedures to follow 06/08/2015

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) 06/08/2015

extend the safeguarding policy and procedure to include the use of mobile 06/08/2015

phones and cameras in the setting

implement an effective key-person system to ensure that every child's care and learning is tailored to meet their individual needs, which enables effective two-way sharing of information with parents and other providers, and supports children's learning and development 06/08/2015

ensure that the premises meets the needs of the children by maintaining the bathroom in a good state of repair 06/08/2015

ensure that the premises and equipment used for the purposes of the childcare are safe and suitable, particularly in relation to the children's bathroom (compulsory part of the Childcare Register) 06/08/2015

ensure that the premises and equipment used for the purposes of the childcare are safe and suitable, particularly in relation to the children's bathroom (voluntary part of the Childcare Register) 06/08/2015

provide evidence that you have obtained an enhanced criminal records disclosure in respect of every person aged 16 and over who works directly with children 06/08/2015

provide evidence that effective systems are in place to ensure that any person who lives or works on the premises where childcare is provided (including on a voluntary basis) is suitable to work with children which, must include obtaining an enhanced Disclosure and Barring Service check (compulsory part of the Childcare Register) 06/08/2015

provide evidence that effective systems are in place to ensure that any person who lives or works on the premises where childcare is provided (including on a voluntary basis) is suitable to work with children which, must include obtaining an enhanced Disclosure and Barring Service check (compulsory part of the Childcare Register) 06/08/2015

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