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Schools Out Club - St Stephens
St Stephens School
Trethosa Road, St. Stephen
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PL26 7PX

Our Reference EY281273

Dear Yvonne Louise Mary Smith

Monitoring for provision judged as not met (enforcement)

An Ofsted inspector, Linda Williamson, monitored your provision on 22/06/2015 following your inspection where the provision was judged to be not met (enforcement).

Outcome of monitoring

As a result of our inspection on 19/05/2015, 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 take the following actions:
train all staff to understand the safeguarding policy and procedures, and ensure that they have up-to-date knowledge of safeguarding issues to protect children effectively,
implement robust vetting procedures for all adults working with children to determine their suitability, including by obtaining a Disclosure and Barring Service (DBS) check for them,
ensure those staff whose suitability has not been checked do not have unsupervised contact with children,
ensure that there is a named deputy who is capable and qualified to take charge in the manager's absence.
ensure at least one person who has a current paediatric first-aid certificate is on the premises and available at all times.

You were also sent a notice to improve which asked you to take the following actions to meet the requirements of registration on the Early Years Register:
devise and implement effective procedures for staff induction so they understand their roles and responsibilities,
ensure records are easily accessible and available for inspection, including the record

of complaints, and staff suitability checks and qualifications ensure public liability insurance is in place at all times

You were also sent a notice to improve which asked you to take the following actions to meet the requirements of registration on the compulsory and voluntary parts of the General Childcare Register:

ensure that no individual who is unsuitable to work with children has unsupervised access to children

train all staff on the written statement of procedures to be followed to safeguard children from abuse or neglect

implement effective systems to ensure all staff are suitable to work with children which must include obtaining an enhanced DBS check

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

make available to Ofsted, on request, summary of complaints made in relation to the requirements during the past 12 months and the action that was taken as a consequence

produce for Ofsted, on request, a list of such complaints made during the previous three years

inform Ofsted of the appointment of a new manager

ensure insurance in respect of liability which may be incurred for death, injury, public liability, damage or other loss, is in place

ensure at least one person who is caring for children has an appropriate first-aid qualification

We carried out a monitoring visit on 22 June 2015 to assess the progress you had made in addressing the Welfare Requirements notice and the notice of actions set for improvement.

We found that you had met the Welfare Requirements notice because following the inspection you made immediate arrangements for an experienced qualified staff member from your other setting to work at this site. As a result, children are supervised and members of staff are monitored by an adult who has been suitably checked. There is at least one person who has a current paediatric first-aid certificate on the premises and available at all times. You have explained how you will provide paediatric first-aid training for all staff this month. You have reviewed your processes for vetting new staff and ensure you take prompt action to obtain a DBS check for them as soon as possible. The current staff team includes a manager and deputy manager. Staff have received training on the updated safeguarding policy and procedures. Staff are able to demonstrate an improved knowledge and understanding of their roles and responsibilities to safeguard children from abuse or neglect.

During the visit you provided evidence to show there have been no complaints made in relation to the requirements about your provision for over three years. You explained how you will provide additional training for staff members to build upon their skills and experience. You have informed Ofsted of the appointment of a new manager. You have obtained insurance in respect of liability which may be incurred for death, injury, public liability, damage or other loss. You explained how you have improved the induction procedures to ensure staff understand their roles and responsibilities.

Having considered all the evidence, the inspector is of the opinion that you have taken prompt and effective action to address the points for improvement

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
implement robust vetting procedures for all adults that work with children to determine their suitability, including a Disclosure and Barring Service check	05/06/2015	22/06/2015
ensure those staff whose suitability has not been checked do not have unsupervised contact with children, and introduce effective systems to determine staff's continued and ongoing suitability	27/05/2015	22/06/2015
train all staff to understand the safeguarding policy and procedures, and ensure that they have up-to-date knowledge of safeguarding issues to protect children effectively	05/06/2015	22/06/2015
ensure at least one person who has a current paediatric first-aid certificate is on the premises and available at all times	05/06/2015	22/06/2015
ensure records of staff suitability contain information about their qualifications, identity checks and vetting processes, including the Disclosure and Barring Service check	05/06/2015	22/06/2015
ensure all staff employed to work with children have the appropriate qualifications	17/07/2015	22/06/2015
devise and implement effective procedures for staff induction so they understand their roles and responsibilities	05/06/2015	22/06/2015
implement robust systems for staff supervision to provide them with support, coaching and training in order to effectively promote children's needs	05/06/2015	22/06/2015
ensure records are easily accessible and available for inspection, including the record of complaints, and staff suitability checks and qualifications	05/06/2015	22/06/2015

ensure that no individual who is unsuitable to work with children has unsupervised access to children (compulsory part of the Childcare Register)	27/05/2015	22/06/2015
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)	05/06/2015	22/06/2015
ensure effective systems to ensure staff suitability to work with children (compulsory part of the Childcare Register)	05/06/2015	22/06/2015
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)	05/06/2015	22/06/2015
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)	05/06/2015	22/06/2015
produce for Ofsted, on request, a list of such complaints made during the previous three years (compulsory part of the Childcare Register)	05/06/2015	22/06/2015
inform Ofsted of the appointment of a new manager (compulsory part of the Childcare Register).	27/05/2015	22/06/2015
ensure those staff whose suitability has not been checked do not have unsupervised contact with children	19/06/2015	22/06/2015
ensure insurance in respect of liability which may be incurred for death, injury, public liability, damage or other loss is in place (compulsory part of the Childcare Register)	27/05/2015	22/06/2015
ensure at least one person who has a	10/07/2015	22/06/2015

current paediatric first-aid certificate is on the premises and available at all times

train all staff to understand the safeguarding policy and procedures, and ensure that they have up-to-date knowledge of safeguarding issues to protect children effectively	19/06/2015	22/06/2015
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implement robust vetting procedures for all adults working with children to determine their suitability, including by obtaining a Disclosure and Barring Service check for them	19/06/2015	22/06/2015
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ensure that there is a named deputy who is capable and qualified to take charge in the manager's absence	19/06/2015	22/06/2015
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ensure at least one person who is caring for children has an appropriate first-aid qualification (compulsory part of the Childcare Register).	05/06/2015	22/06/2015
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ensure public liability insurance is in place at all times.	27/05/2015	22/06/2015
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