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

Our Reference EY335044

Dear Michelle Dixon Limited

Monitoring for provision judged as inadequate

An Ofsted inspector, Elaine McDonnell, monitored your provision on 07/08/2015 following your inspection where the provision was judged to be inadequate.

Outcome of monitoring

As a result of our inspection on 24/06/2015, 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.

An Ofsted inspector, Elaine McDonnell, monitored your provision on 20 July and 7 August 2015 following your inspection where the provision was judged to be inadequate.

Outcome of monitoring

During the monitoring visit on 7 August 2015 the inspector discussed with you the actions you had taken to address the actions raised in the welfare requirements notice and also the notice to improve that were issued to you on 24 July 2015.

The inspector found that you had taken prompt and effective action and were complying with the notice as you had ensured that all staff had received up to date training in the safeguarding policy and had also accessed child protection training provided by the local authority. In addition, senior staff had completed an on-line safeguarding children training course.

You had also updated your safeguarding policy and procedure to include the use of mobile phones and cameras in the setting.

You had taken action to ensure that the key person system is more effective. Each child is allocated a key person who is responsible for assessing their development,

and tailoring learning to meet each child's individual needs. Key persons will also share information with parents about their child's learning and development. However, the inspector also found that you were not always keeping a daily record of staff's attendance, so could not demonstrate each child's key person. As a result you were issued with a notice of action to improve this aspect of your provision.

You had taken appropriate action to ensure that the bathroom was repaired, and this is now fully operational with the facilities accessible to children.

The inspector found that you took prompt and effective action to obtain an enhanced criminal records disclosure check, where there had been no evidence that this had previously been undertaken for one member of staff.

The inspector found that you had completed all progress checks for children who have recently left and have sent copies of these to parents. You are still embedding newly implemented systems for observing and assessing children's progress and this will be checked again after the completion date of 20 August 2015.

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 further monitoring.

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
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	07/08/2015
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	07/08/2015
extend the safeguarding policy and procedure to include the use of mobile phones and cameras in the setting	06/08/2015	07/08/2015
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	06/08/2015	07/08/2015
ensure that the premises meets the needs of the children by maintaining the bathroom in a good state of repair	06/08/2015	07/08/2015
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	07/08/2015
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	07/08/2015
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	07/08/2015

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	07/08/2015
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	07/08/2015
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	10/07/2015	20/07/2015

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

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 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 20/08/2015 07/08/2015

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 07/08/2015

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

Register)

ensure that along with your daily record of children's attendance, you also keep a record of each child's key person. 07/08/2015