

**Inspection date**

18 September 2017

Previous inspection date

Not applicable

**The quality and standards of the early years provision****This inspection:****Not met**

Previous inspection:

Not applicable

## Summary of key findings for parents

### The provision does not meet requirements

- There are no clear processes in place to monitor or coach staff to ensure they understand their role to meet all of the safeguarding and welfare requirements.
- Records of information for each child attending the setting are not up to date, including their full name, date of birth, name and address of every parent, information about any other person who has parental responsibility and emergency contact details for parents.
- A daily record of the names of children, their hours of attendance and their named key person is not up to date. This also includes required information relating to children's dietary needs, preferences and food allergies, and any special health requirements.
- All required records are not available for inspection. Staff are unable to provide evidence of first-aid qualifications and public liability insurance. The written complaints policy does not include all the required detail that must be provided to parents.
- Key persons understand their role to implement the learning and development requirements. They know how to plan activities to help children make progress.
- Staff know how to promote children's safety and complete risk assessments to ensure that all areas used by the children are safe.

There were no children present when this inspection took place. The findings in this report are based on evidence gathered from discussions with those who care for the children and an inspection of the premises, equipment and relevant documentation. Where there are no children present, no judgement is made on the quality of the early years provision as there is no reliable evidence on which to assess its impact on children. The report states whether the provider continues to meet the requirements of registration.

## What the setting needs to do to improve further

**To meet the requirements of the early years foundation stage the provider must:**

	Due Date
■ ensure that the staff working directly with the children receive sufficient coaching to fully understand their role and meet all of the safeguarding and welfare requirements	22/09/2017
■ keep a record of required information for each child receiving care, including: full name, date of birth, name and address of every parent and/or carer who is known to the provider, information about any other person who has parental responsibility for the child, which parent(s) and/or carer(s) the child normally lives with, and emergency contact details for parents and/or carers	22/09/2017
■ obtain and record information on each child's dietary needs, preferences and food allergies, and any special health requirements, prior to starting the setting	22/09/2017
■ maintain a daily record of the names of the children being cared for on the premises, their hours of attendance and the names of each child's key person	22/09/2017
■ ensure all records are available at inspection, with specific regard to evidence of staff's first-aid qualifications and public liability insurance	22/09/2017
■ make sure that the written complaints policy includes all of the required details that must be provided to parents.	22/09/2017

## Inspection activities

- This inspection was carried out following the risk assessment process.
- The inspector held a meeting with the deputy manager.
- The inspector looked at children's records, policies and procedures and a range of other documentation.
- The inspector checked evidence of suitability and qualifications of staff working with children.

## Inspector

Hayley Lapworth

## Setting details

<b>Unique reference number</b>	EY544818
<b>Local authority</b>	Coventry
<b>Inspection number</b>	1111502
<b>Type of provision</b>	Full-time provision
<b>Day care type</b>	Childcare - Non-Domestic
<b>Registers</b>	Early Years Register
<b>Age range of children</b>	2 - 2
<b>Total number of places</b>	30
<b>Number of children on roll</b>	1
<b>Name of registered person</b>	Areba Zaffer
<b>Registered person unique reference number</b>	RP544817
<b>Date of previous inspection</b>	Not applicable
<b>Telephone number</b>	07903081417

Cookies-N-Milk registered in 2017. The provider and a team of two staff work with the children. Both employed staff are qualified to level 3. The nursery is open Monday to Friday from 8am to 6pm all year round, except for bank holidays and one week at Christmas. Funded early education is provided for two-, three-, and four-year-old children.

This inspection was carried out by Ofsted under sections 49 and 50 of the Childcare Act 2006 on the quality and standards of provision that is registered on the Early Years Register. The registered person must ensure that this provision complies with the statutory framework for children's learning, development and care, known as the early years foundation stage.

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