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18/01/2010

The Forest Chapel Playgroup  
The Forest Chapel  
Charnwood Drive  
Leicester Forest East  
Leicestershire  
LE3 3HL

Our Reference 226487

Dear Mrs Ruth Lynam

### **Outcome of monitoring visit for provision judged as inadequate**

An Ofsted inspector, Mark Evans, carried out a monitoring visit of your provision on 18/01/2010. This visit follows on from your inspection where the provision was judged to be inadequate.

### **Outcome of the visit**

As a result of our inspection on 16/09/2009, we sent you a welfare requirements notice.

In addition to the welfare requirement notice you were also issued a notice to improve. The welfare requirements notice required you to ensure that the safeguarding policy is in line with the Local Safeguarding Children Board in relation to the procedure to follow in the event of an allegation being made against a member of staff; obtain an enhanced Criminal Records Bureau (CRB) Disclosure in respect of every person aged 16 or over' who works directly with children or lives or works on the childcare premises; undertake risk assessment and maintain a record of all aspects of the environment that need checked on a regular basis and ensure that hazards to children both in and outdoors are kept to a minimum.

The notice of improvement required you to ensure that the complaints policy includes the procedure to investigate all written complaints relating to the requirements and that complainants are notified of the outcome of the investigation within 28 days; ensure all documentation with regard to children's personal details are easily accessible and available for inspection; display the certificate of registration and work in partnership with parents to identify what children know and can do in relation to the six areas of learning when they first start at the setting.

Having considered all the evidence, the inspector is of the opinion that at this time the setting is making satisfactory improvement overall.

To further improve the early years provision the registered person should:

- ensure that a written record of all complaints made in any specific period is made available to Ofsted on request (Safeguarding and promoting children's welfare) 01/02/2010
- ensure that the current complaints procedure and safeguarding children policy are provided for parents (Safeguarding and promoting children's welfare) 01/02/2010
- ensure that the record of risk assessment clearly states when it was carried out, by whom and the date of review for an action taken following a review or incident (Documentation) 01/02/2010

### **Overall effectiveness of the improvement and outcomes for children**

The provider has made satisfactory progress and continues to meet with the actions set out in the welfare requirement notice and notice to improve. There is maintained partnership with the local authority to review policy and practice and support the improvement of children's welfare, care, learning and development.

Systems have been developed to ensure that Criminal Records Bureau (CRB) checks on staff and adults working on the premises are completed. The safeguarding children policy is reviewed and updated; it includes sound reference to the Local Safeguarding Children Board guidelines and the procedure to follow in the event of an allegation being made against a member of staff. These aspects of practice and policy help to safeguard children's welfare. A complaints form is available for recording any complaints that link to the requirements of the Early Years Foundation Stage (EYFS) and the provider has a written complaints policy in place that confirms procedures for raising any concerns and contacting Ofsted. However, the complaints procedure and safeguarding children policy are not provided for all parents and complaints are not always logged, which impairs the effectiveness for safeguarding and promoting children's welfare. Personal details for each child are recorded and available for inspection and the certificate of registration is displayed in the entrance area. This provides a more open and informative service for children.

Risk assessment has been undertaken and shared with staff. This practice reduces risk to children and maintains more consistent levels of safety, such as ensuring the safety gate is secured to the kitchen area and the premises are kept secure. Although improvement has been made to safeguard children's safety and well-being, risk assessment does not include details such as who completed the assessment and date of completion and the dates for any additional review of risk assessment.

The development of a system to obtain information on what children can do in relation to the Early Years Foundation Stage six areas of learning at their initial stage of their placement is ongoing. There are forms now available which are to be completed with parents to inform of children's emotional and care needs and their development and interests at this early stage. For children starting placement this will provide key persons with useful knowledge for their starting points and

information to plan their next steps.

Overall, the provider has makes satisfactory progress in addressing the points for improvement. The next visit will be a monitoring visit.

### **Next steps**

Having considered all the evidence the inspector is of the opinion that at this time:

- The setting has made satisfactory progress in addressing the points for improvement. The next visit will be a further monitoring visit.

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

A handwritten signature in black ink that reads "Sheila Brown".

Sheila Brown HMI  
National Director, Inspection Delivery