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First Steps Early Years Centre
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Our Reference EY440848

Dear 4 Children

Monitoring for provision judged as inadequate

An Ofsted inspector, Diane Stone, monitored your provision on 28/05/2014 following your inspection where the provision was judged to be inadequate.

Outcome of monitoring

As a result of our inspection on 01/08/2013, 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 unless we have already verified that they have been completed.

The notice required you to:

ensure that all staff are trained to understand the safeguarding policy and procedures and can identify signs of possible abuse and neglect and respond in an appropriate way;

ensure that children are appropriately supervised at all times to promote their safety and that staffing arrangements during routines, such as mealtimes, are organised so that children are not waiting for unreasonable periods of time;

ensure that staff have a clear understanding of their roles and responsibilities so that children's welfare and learning and development is effectively supported;

ensure that the behaviour management policy is implemented effectively to support children's understanding of what is acceptable behaviour and the expectations during activities and routines.

At a monitoring visit on 25 September 2013 the timescale for the notice of actions to improve had not been reached, however the setting had taken action to ensure the keyworker system was effective. The welfare requirement notice relating to ensuring

staff understood the safeguarding policy and procedures had also been met. At that time however, insufficient progress had been made to meet the remaining welfare requirement notices.

A further monitoring visit was undertaken on 5 November 2013. The inspector concluded that all the welfare requirement notices and notice of actions to improve had been met, although further improvement was needed in some areas to ensure progress was sustained. The management of the setting needed to continue to ensure staff's understanding of how children learn and develop was given high priority. This would help to ensure that outcomes for children were good.

At the monitoring visit on 28 January 2014 the inspector concluded that although the actions raised at inspection had been met further improvement was needed to ensure all staff had a clear understanding of their roles and responsibilities with regard to learning and development. In addition the management team needed to ensure that all staff accurately assessed children's development level and that planning consistently covered each area of learning.

During the most recent monitoring visit on 28 May 2014 the inspector observed staff engaging with children; discussed with the manager the steps they had taken to address the outstanding actions; held discussions with the manager and staff and looked at documentation relating to planning and assessment of children's learning.

The local authority and the National Childcare Team within the organisation continue to support the setting in developing practice and addressing any points of action that come from the settings own self-evaluation processes.

The management team have worked hard to develop staff's knowledge of planning and assessment of children's development. Staff are supported in developing their own knowledge through regular supervision, training and staff meetings. Changes in room layout have continued to be reviewed and ensure that staff are better able to encourage children's play and exploration. As a result the quality of teaching has improved and children are engaged in purposeful play. Children behave well and there are good interaction between children and staff. Staff sit with children and engage in their play. In the toddler room staff encourage children to ask questions and predict things for example how tall can they build a tower, what colour bricks are they using, what shape is the tower.

Children's learning journals are well organised so staff can easily see the progress children have made and what their next steps are. Planning consistently covers all areas of learning and there are clear links from staff's observations of children to the resources and activities planned to develop individual skills. Assessment accurately reflects children's level of achievement and all staff now fully understand how to use

the planning and assessment documentation to reflect this.

Daily checks by the manager and deputy ensure that staff have included all their key children on the planning if they are attending that day. A new monthly audit is used by the management team to ensure that children's learning journals show how children are progressing and that staff are accurately assessing children development in all areas of learning.

At the end of the monitoring visit the inspector concluded that the setting had taken prompt and effective action to address all of welfare requirement notice and notice of action to improve set at inspection. However, on 25 May 2014, we received a complaint that raised concerns about the supervision of children, safety of the premises, information not being shared with parents and notification of a significant event not being made to Ofsted. We carried out a visit on 17 June 2014 and looked into this concern to see whether the setting was meeting the safeguarding and promoting children's welfare requirements. In particular, the requirement relating to:

Staff : child ratios (ratios, supervision, staff deployment);

Safety and suitability of premises (safety and risk assessments);

Information and records (general information and record matters and changes that must be notified to Ofsted).

We found that a child had not been in sight or sound of staff at all times and parents had not been informed of an incident involving their child. In addition we found the provider had failed to notify Ofsted of a significant event, which is a requirement of their registration. The manager had also failed to inform us of this event at the monitoring visit on 28 May 2014.

Following our visit, we issued the provider with a warning letter relating to the failure to notify Ofsted of a significant event and a welfare requirement notice on the provider that required them to:

ensure the needs of all children are met, this is with regarding to sharing information with parents about all aspects of the care of their child;

ensure children are in sight or sound at all times.

We are satisfied that the provider had taken action to address safety concerns within the setting. Children are now not able to access areas of the nursery they should not. The risk assessment has been updated to reflect the changes the setting has made and staff practices have been addressed to ensure they close and lock doors to

rooms that children should not have access to.

As a result of findings from the monitoring visit on 28 May 2014 and the visit undertaken on 17 June 2014 the inspector concludes that although the provider has met all of the actions raised at inspection they have failed to ensure that all requirements of registration have been met at all times.

Having considered all the evidence, the inspector is of the opinion that the setting has not taken prompt and effective action to address the points for improvement.

Next steps

The next step will be a full inspection.

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 planning consistently covers each area of learning, takes into account each child's next stage of development and that adult-led activities and resources effectively support children's learning and development	01/11/2013	28/05/2014
ensure that assessment is accurate in reflecting children's level of achievement and is used to identify relevant next stages of learning	01/11/2013	28/05/2014
ensure that staff have a clear understanding of their roles and responsibilities so that children's welfare and learning and development is effectively supported	17/09/2013	28/06/2014