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Chapel Allerton Out of School Club  
22 School Lane  
Chapel Allerton  
LEEDS  
LS7 3PN

Our Reference EY386734

Dear 4 Children

### **Monitoring for provision judged as inadequate**

An Ofsted inspector, Laura Hoyland, monitored your provision on 03/07/2014 following your inspection where the provision was judged to be inadequate.

### **Outcome of monitoring**

As a result of our inspection on 27/05/2014, we sent you a notice to improve. 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.

During the monitoring visit, the inspector held discussions with both the manager and deputy manager to review the steps taken to address the actions raised in the notice to improve. She discussed the lack of involvement of the local authority and looked at the action plan that the manager had put into place. The inspector also looked at staff records, recruitment and vetting procedures and the visitors log.

The inspector found that staff still had a weak knowledge and understanding of how to safeguard children. Staff have not been supported by the management team to develop their knowledge and understanding since the inspection. For example, staff are still unsure of the course of action to take if they are concerned about a colleagues behaviour or an allegation against a member of staff is made. Further safeguarding procedures in the setting are also still ineffective. For instance, a robust system for checking the identity of visitors is still not in place. On arrival, the door to the setting was propped open while the deputy manager took rubbish to an outside bin, enabling visitors to enter the building without their identity being checked. Only when the deputy manager had deposited the rubbish did she check the inspector's identification. Furthermore, the inspector was not asked to sign in or out of the building.

The inspector discussed the recruitment process for new staff who have been

employed and supply staff who regularly work in the setting. She found that as yet there is still no rigorous vetting of staff to ensure they are suitable to work with children. For example, the manager was unaware that checks on staff's identity need to be in place and the date of Disclosure and Barring Service checks need to be recorded as well as who obtained the check. The inspector found that the deputy manager has not been supported effectively to understand her role and responsibilities. This is because the manager is working at other settings within the out of school club chain the majority of the time and sufficient time has not been allocated to supporting the deputy. The deputy manager is not aware of how to address the actions raised at the last inspection.

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**

We will take enforcement action to ensure compliance with children's welfare and/or learning and development requirements.

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 the deputy manager is suitably competent and capable to take charge in the absence of the manager	10/06/2014	03/07/2014
develop practitioners' knowledge of safeguarding procedures, ensuring they have a clear understanding the procedures about what to do if they have a concern about a child or if there is an allegation made against a member of staff	10/06/2014	03/07/2014
develop procedures to check the identity of visitors to the club	10/06/2014	03/07/2014
record and maintain details of the identity checks and vetting processes that have been completed for supply practitioners, including Disclosure and Barring Service check reference numbers, the date when the disclosure was obtained and details of who obtained it.	10/06/2014	03/07/2014
ensure that effective systems are in place so that any person caring for, or in regular contact with, children is suitable to work with children, which must include obtaining an enhanced Disclosure and Barring Service check (compulsory part of the Childcare Register)	10/06/2014	03/07/2014
ensure that effective systems are in place so that any person caring for, or in regular contact with, children is suitable to work with children, which must include obtaining an enhanced Disclosure and Barring Service check (voluntary part of the Childcare Register).	10/06/2014	03/07/2014
ensure that effective systems are in place so that any person caring for, or in regular contact with, children is suitable to work with children, which must include obtaining an enhanced Disclosure and	03/07/2014	

Barring Service check (compulsory part of the Childcare Register)

ensure that effective systems are in place so that any person caring for, or in regular contact with, children is suitable to work with children, which must include obtaining an enhanced Disclosure and Barring Service check (voluntary part of the Childcare Register). 03/07/2014