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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, Ann Law, monitored your provision on 11/08/2014 following your inspection where the provision was judged to be inadequate.

### **Outcome of monitoring**

As a result of our inspection on 03/07/2014, 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.

The welfare requirements notice required you to comply with the Statutory Framework for the Early Years Foundation Stage under the following requirements: Child protection; Suitable person; Staff qualifications, training, support and skills; and Safety and suitability of premises, environment and equipment. The steps you were required to take were detailed in full in the notice sent to you on 28 July 2014.

During the monitoring visit of 11 August 2014 the inspector discussed with you the steps you had taken to address the actions raised. She looked at your records and documentation and spoke to management and staff. On arrival, the inspector tested out your procedures to ensure that the identity of visitors is checked. She found that these were robust on the day of the inspection and all staff present were aware of their responsibilities in preventing unauthorised persons entering the premises.

The inspector found that staff have completed an in-house induction to safeguarding and online level 1 safeguarding training. Further training is also booked for level 2 safeguarding and designated person for safeguarding training. Staff confidently described to the inspector what they would do if they were worried a child was being abused. Management demonstrated they are fully aware of the procedures to be followed if an allegation of abuse is made against a member of staff. These measures contribute to the safeguarding of children.

Criminal records checks have been undertaken for all people who work at the setting and details have been recorded of the date they were obtained and who obtained them. The staff files also evidence that identity checks and vetting processes have been undertaken for all staff. As a result, you have ensured that the people looking after the children are suitable to do so.

The deputy manager was not present at the visit. Whilst the manager assured the inspector that the deputy is capable and qualified to take charge in her absence, both the manager and deputy are leaving soon. The robustness and sustainability of your procedures to ensure effective leadership and management will be checked at the next inspection.

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 a full inspection.

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 the deputy manager is suitably competent and capable to take charge in the absence of the manager	03/07/2014	11/08/2014
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	03/07/2014	11/08/2014
develop procedures to check the identity of visitors to the club	03/07/2014	11/08/2014
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.	03/07/2014	11/08/2014
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)	03/07/2014	11/08/2014
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).	03/07/2014	11/08/2014