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Penny's Club at Harwood Meadows
Harwood Meadows CP School
Orchard Gardens
Bolton
Lancashire
BL2 3PS

Our Reference EY300751

Dear Christine Penelope Elrington

Monitoring for provision judged as inadequate

An Ofsted inspector, Vickie Halliwell, monitored your provision on 24/09/2014 following your inspection where the provision was judged to be inadequate.

Outcome of monitoring

As a result of our inspection on 09/07/2014, 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.

During the monitoring visit the inspector discussed with you the steps you have taken to address the actions raised in the notice to improve. The inspector also had discussions with individual members of staff to assess their knowledge and understanding of safeguarding procedures and their ability to safeguard children effectively. She looked at a range of documentation, which included the setting's safeguarding policy and procedures, evidence of staff training in relation to paediatric first aid, staff records and the record of complaints. The inspector also looked at documents and discussed with you the arrangements for managing the performance of staff. She also had a discussion with a representative from your local authority.

The inspector found that with the support of the local authority you have developed an action plan to address the issues raised at the last inspection and to plan for ongoing improvement. The inspector noted that the club operates term time only; consequently, you closed shortly after the inspection and have only recently reopened. This has meant you have only recently been able to implement some of your planned improvements.

Since the last inspection, you have ensured a written statement, intended to safeguard the children being cared for, from abuse or neglect is available on the premises. In addition, flow charts consistent with your Local Safeguarding Children

Board procedures are displayed in the kitchen area for staff to view this information. You are currently working with your local authority adviser to align the various written documents to provide a single point of reference for yourself and the staff team. The inspector found that to raise staff's knowledge and understanding of the safeguarding policy and procedures, the staff team have re-visited previous training and have read and discussed the club's written procedures. Through discussion, the staff questioned demonstrated their ability to respond in a timely and appropriate way to safeguarding issues. You explained how you intend to develop a staff questionnaire to monitor staff knowledge and understanding of safeguarding. This will help ensure staff maintain an up-to-date knowledge of the safeguarding policy and procedures.

The inspector found that effective systems are now implemented to ensure that, there is at least one person working in the club who has a current paediatric first-aid certificate. The inspector also found that staff records are now held on the premises. These include evidence of staff qualifications and vetting processes, which have been completed for all staff, including a record of the existing Criminal Records Bureau check reference number and the date it was obtained. Checks are several years old and you explained your intention to update these. In the meantime, you are questioning individual staff in relation to their ongoing suitability. You confirmed that you personally obtained the Criminal Records Bureau check for the staff and have added this information to the records you hold. You confirmed that while completing the checks, you viewed passports to confirm the identity of the staff and are currently gathering evidence that the identity checks have been completed for staff files.

The inspector also found that a record of the names, home addresses and telephone numbers of all staff employed by the club is now available on the premises. In addition, a written record of any complaints received, the action that was taken as a consequence, and their outcome is also now available for inspection on the premises.

Since the club reopened on 03 September 2014 you have introduced a system to manage the performance of staff and to check their knowledge and understanding of the club's policies and procedures. To this end, you are in the process of meeting individually with each member of staff to conduct a one to one supervision meeting. You have already held an initial meeting with some of the staff to discuss individual strengths and to identify areas for professional development. Initially you have focused on staff knowledge and understanding of safeguarding and explain how this and staff's ongoing suitability will be monitored through ongoing supervision meetings.

You have welcomed support from your local authority and are clear about the progress you have made and how this has improved the safety and welfare of the

children. You have demonstrated a clear commitment to the continued improvement of your provision.

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 staff have a secure and up-to-date knowledge of safeguarding policy and procedures in order to safeguard children effectively	30/09/2014	24/09/2014
demonstrate that there is at least one person working in the club at any one time who has a valid paediatric first-aid certificate	29/08/2014	24/09/2014
ensure that a record is available of staff qualifications, identity checks and vetting processes, which have been completed for all staff including the Disclosure and Barring service check reference number, the date it was obtained and the details of who obtained it	29/08/2014	24/09/2014
ensure that the club has information held on the premises and available for inspection regarding the names, home addresses and telephone numbers of all staff employed by the club	29/08/2014	24/09/2014
ensure that the record of complaints is available for inspection	29/08/2014	24/09/2014
implement a robust system to manage the performance of staff and check their knowledge and understanding of the club's policies and procedures.	30/09/2014	24/09/2014
keep and implement a written statement of procedures to be followed for the protection of children, intended to safeguard the children being cared for from abuse of neglect (compulsory part of the Childcare Register)	29/08/2014	24/09/2014
keep and implement a written statement of procedures to be followed for the protection of children, intended to safeguard the children being cared for from abuse of neglect (voluntary part of the Childcare Register)	29/08/2014	24/09/2014

demonstrate that at least one person who is caring for children has an appropriate first-aid qualification (compulsory part of the Childcare Register)	29/08/2014	24/09/2014
demonstrate that at least one person who is caring for children has an appropriate first-aid qualification (voluntary part of the Childcare Register)	29/08/2014	24/09/2014
make available to Ofsted on request a summary of complaints made in relation to the requirements during the past 12 months and the action that was taken as a consequence and produce for Ofsted on request a list of such complaints made during the previous three years (compulsory part of the Childcare Register)	29/08/2014	24/09/2014
make available to Ofsted on request a summary of complaints made in relation to the requirements during the past 12 months and the action that was taken as a consequence and produce for Ofsted on request a list of such complaints made during the previous three years (voluntary part of the Childcare Register)	29/08/2014	24/09/2014
keep a record available for inspection of the names, addresses and telephone numbers of every person working in the club (compulsory part of the Childcare Register)	29/08/2014	24/09/2014
keep a record available for inspection of the names, addresses and telephone numbers of every person working in the club (voluntary part of the Childcare Register).	29/08/2014	24/09/2014