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Pangbourne Valley Playgroup
Kennedy Drive
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READING
RG8 7LB

Our Reference 110733

Dear Pangbourne Valley Playgroup Committee

Monitoring for provision judged as inadequate

An Ofsted inspector, Maria Conroy, monitored your provision on 03/02/2015 following your inspection where the provision was judged to be inadequate.

Outcome of monitoring

As a result of our inspection on 28/11/2014, 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.

We also issued notices to improve which required you to comply with the Statutory Framework for the Early Years Foundation Stage under the following requirements: training, support and skills; planning; education programmes; key person; staff deployment; safeguarding practice; safeguarding policy. We also issued a notice to improve for the Childcare Register under: welfare of child being cared for; arrangements for safeguarding children; suitability of person to care for, or be in regular contact with, children; records to be kept. The steps you were required to take were detailed in full in the notices sent to you on 18 December 2014. A previous monitoring visit, completed on 15 January 2015 found that you had taken prompt and effective action in relation to the welfare requirement notices.

During the monitoring visit of 3 February 2015 the inspector discussed with you the steps you have taken to address the actions raised as a result of the inspection. The inspector spoke to you and your staff members present and discussed practice. You continue to complete training to improve skills and knowledge and to receive support and guidance from the local authority advisor.

During the visit staff demonstrated they have a secure knowledge and understanding of the signs that may alert them to be concerned about a child's welfare and the steps to take in the event of making a safeguarding referral. You have devised effective strategies to support and improve children's personal, social and emotional

development. This enables children to deal with conflict, by encouraging them to use their kind hands and feet and helps them to learn how to share and take turns. You have reviewed the key person procedure and this along with the improved registration form, enables the staff to know more about the children in their care. You have devised a tracking system to monitor children's progress and identify any gaps in the progress different groups of children make. You have reviewed the procedure in place for keeping children safe in the garden. You do this by deploying staff more effectively to enable them to supervise children in all areas of the outdoor play space. Recruitment procedures have been improved in relation to both staff and volunteers; this enables you to check if they are suitable to work with children. You have developed a system by which staff's ongoing suitability is checked on a regular basis. All staff have been informed that they must disclose any information that may impact on their suitability immediately. Staff and committee members have received training on how to conduct supervision and you are beginning to implement those procedures which will enable you to monitor staff practice and identify training needs.

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
increase awareness of safeguarding to be alert to and recognise any issues of concern in the child's life at home or elsewhere	23/12/2014	29/01/2015
ensure the key-person role is fully effective,, in particular when a child's key person is involved in routine tasks, so that all staff interaction meets the needs of children	27/01/2015	03/02/2015
ensure staffing arrangements and deployment meets the needs of all children, ensuring they are effectively supervised to promote their safety, particularly in the garden and with specific regard to the climbing frame and playhouse area	27/01/2015	03/02/2015
ensure the provider and manager understand their responsibilities, in relation to the procedure to follow should a member of staff disclose that they are disqualified from providing childcare	27/01/2015	03/02/2015
inform Ofsted of the following: the name, date of birth, address and telephone number of any partner, director, senior officer or other member of the governing body (compulsory part of the Childcare Register).	27/01/2015	03/02/2015
keep and implement a written record of policies and procedures to be followed for the protection of children, intended to safeguard the children being cared for from abuse or neglect (voluntary part of the Childcare Register)	27/01/2015	03/02/2015
ensure that every person caring for children is alert to any indications that a child may be suffering from harm (voluntary part of the Childcare Register)	27/01/2015	03/02/2015
ensure all staff are competent and	23/12/2014	29/01/2015

suitably trained to effectively identify signs of possible abuse and neglect and respond appropriately

maintain records and share information with carers, other professionals working with the child and social services to ensure the individual needs of all children are identified and met	23/12/2014	29/01/2015
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implement an up-to-date policy and procedure for administering medicine which includes obtaining prior written permission from the child's parent and/or carer, and maintain a record of children's individual medical requirements	23/12/2014	29/01/2015
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implement effective systems to ensure that the registered person, the manager and any person caring for, or in regular contact with; and any person who lives or works on the premises where childcare is provided (including on a voluntary basis) is suitable to work with children, which must include obtaining an enhanced Disclosure and Barring Service check (compulsory part of the Childcare Register)	27/01/2015	03/02/2015
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keep records of the following and retain them for a period of two years: any medicine administered to any child who is cared for on the premises, including the date and circumstances and who administered it, including medicine which the child is permitted to self-administer, together with a record of a parent/guardian/carer's consent (compulsory part of the Childcare Register)	27/01/2015	03/02/2015
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implement effective systems to ensure that the registered person, the manager and any person caring for, or in regular contact with; and any person who lives or works on the premises where childcare is provided (including on a voluntary basis) is suitable to work with children, which must include obtaining an enhanced	27/01/2015	03/02/2015
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Disclosure and Barring Service check (voluntary part of the Childcare Register)		
take all necessary measures to minimise any risks to the health or safety of the children and staff in their care (voluntary part of the Childcare Register)	27/01/2015	03/02/2015
keep records of the following and retain them for a period of two years: any medicine administered to any child who is cared for on the premises, including the date and circumstances and who administered it, including medicine which the child is permitted to self-administer, together with a record of a parent/guardian/carer's consent (voluntary part of the Childcare Register).	27/01/2015	03/02/2015
implement robust systems for monitoring the educational programmes to ensure that any variations in progress made by children are swiftly identified and acted upon so that all groups of children make good or better progress given their starting points	27/01/2015	03/02/2015
implement an effective recruitment process to ensure that staff, and any other person who is likely to have regular contact with children are suitable with specific regard to obtaining a Disclosure and Barring Service and completing identity checks	27/01/2015	03/02/2015
ensure that people whose suitability has not been checked, including through a Disclosure and Barring Service check, do not have unsupervised contact with children	18/12/2014	29/01/2015
review the setting's safeguarding policy and procedure to ensure they are in line with the procedures of the relevant Local Safeguarding Children Board and includes the correct action to follow should an allegation be made against a member of staff.	27/01/2015	03/02/2015
ensure that every person caring for	27/01/2015	03/02/2015

children is alert to any indications that a child may be suffering from harm (compulsory part of the Childcare Register)

keep and implement a written record of policies and procedures to be followed for the protection of children, intended to safeguard the children being cared for from abuse or neglect (compulsory part of the Childcare Register) 27/01/2015 03/02/2015

ensure the lead practitioner liaises with any local Safeguarding Children Board and Director of Children's Services as appropriate (compulsory part of the Childcare Register) 27/01/2015 03/02/2015

take all necessary measures to minimise any risks to the health or safety of the children and staff in their care (compulsory part of the Childcare Register) 27/01/2015 03/02/2015

put effective arrangements in place for the supervision of staff, which provides support, coaching and training to ensure the quality of teaching and learning is consistently good 27/01/2015 03/02/2015

promote the educational programme for personal, social and emotional development in order to support children to manage their own behaviour, follow group rules and form positive relationships 27/01/2015 03/02/2015

ensure children's next steps are shared with parents and other settings to promote consistency of learning, particularly for those children who attend the nursery class at the school 27/01/2015 03/02/2015