

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

Telephone: 0300 123 1231
Fax: 0300 123 3159
Minicom: 0161 618 8524
Email: enquiries@ofsted.gov.uk
Web: www.ofsted.gov.uk



Odessa School
Wellington Road
Forest Gate
London
E7 9BY

Our Reference EY299555

Dear ELBWO

Monitoring for provision judged as inadequate

An Ofsted inspector, Debra Davey, monitored your provision on 12/01/2015 following your inspection where the provision was judged to be inadequate.

Outcome of monitoring

As a result of our inspection on 08/12/2014, 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 ensure that all the required records and documentation are readily available for inspection at all times, with particular regard to records of staff's Disclosure and Barring Service checks, first-aid certificates, accident and medication records, and ensure that Ofsted's permission is sought for storing records away from the premises.

At an unannounced monitoring visit carried out on 12 January 2015 the regulatory inspector found that you now have all required records for staff checks and qualifications on site. This means that all required records are available for inspection. They are stored in a lockable cabinet in the after school club.

You were also issued with a notice of actions to improve. You were required to carry out regular risk assessments of the club premises and outings. You were required to update your safeguard policy to make sure that you include all relevant information. You were also required to ensure that there is a named deputy working at the setting and that each child is assigned a key person. You were required to ensure that all staff receive effective supervision and to ensure that the premises are organised in a way that meets the needs of the children. You were asked to keep records of any medicines administered to children. Finally, you were asked to make Ofsted's contact details available to parents.

During the visit on 12 January 2015, the regulatory inspector found that all of the actions had been met in relation to records stored on site. You had all required records available including copies of risk assessments. You have also updated your safeguarding policy and ensured that each child is assigned a key person. The manager has implemented a rota for staff supervision to improve their personal effectiveness and promote the interests of children. You now have a parent information board in place and this provides a range of information for parents including details of how to contact Ofsted.

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 are aware of how to carry out regular risk assessments of the club premises and on outings, to make sure that any potential hazards to children are minimised	05/01/2015	05/02/2015
ensure that the safeguarding policy includes information on the procedures to follow in the event of allegations being made against staff and covers the use of mobile phones and cameras in the setting, in order to demonstrate how children are safeguarded	05/01/2015	05/02/2015
ensure there is a named deputy who is capable and qualified to take charge in the manager's absence, in order to continue to promote children's welfare	05/01/2015	05/02/2015
assign a key person to each child to ensure the care is tailored to meet their individual needs and that effective relationships are built with parents	05/01/2015	05/02/2015
ensure that all staff receive effective supervision by providing support, coaching and training for staff to help improve their personal effectiveness and promote the interests of children	05/01/2015	05/02/2015
ensure that the premises are organised in a way that meets the needs of the children	05/01/2015	05/02/2015
make available to parents and/or carers details about how to contact Ofsted.	05/01/2015	05/02/2015
ensure all records are readily available and retained for a period of two years (compulsory part of the Childcare Register)	05/01/2015	05/02/2015
keep records any medicine administered to any child who is cared for on the premises, including the date and	05/01/2015	05/02/2015

circumstances and who administered it, and 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)

make available to parents details about Ofsted's address (compulsory part of the Childcare Register)	05/01/2015	05/02/2015
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make available to parents details about Ofsted's address (voluntary part of the Childcare Register).	05/01/2015	05/02/2015
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ensure that all the required records and documentation are readily available for inspection at all times, with particular regard to records of staff's Disclosure and Barring Service checks, first-aid certificates, accident and medication records, and ensure that Ofsted's permission is sought for storing records away from the premises	05/01/2015	05/02/2015
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