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Pangbourne Valley Playgroup  
Kennedy Drive  
Pangbourne  
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 15/01/2015 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.

The welfare requirements notice required you to comply with the Statutory Framework for the Early Years Foundation Stage under the following requirements: safeguarding practice; information and records; and medicine. The steps you were required to take were detailed in full in the notices sent to you on 18 December 2014.

During the monitoring visit of 15 January 2015 the inspector discussed with you the steps you have taken to address the areas identified for improvement. The inspector spoke to you and your staff members present and discussed practice. The inspector also looked at the action plan devised, which you are using to set clear targets to meet the areas identified during the inspection. You continue to engage with the local authority advisor for support and guidance. You have also booked onto training to support staff and committee members.

During the visit staff demonstrated they have a more secure knowledge and understanding of safeguarding issues and the procedures for protecting children and keeping them safe. All those working with children have been vetted and have completed a DBS, (Disclosure and Barring Service check). You have reviewed some of the policies and procedures and consulted with parents to update and improve the information you have on individual children. You demonstrated you have reviewed the procedures in place for administration of medication to ensure they are more

robust and protect children's well-being.

Some actions that were set had a longer time frame to be completed. These will be checked at the next monitoring visit.

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 further monitoring.

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	
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	
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	
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	
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	
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	
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

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

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

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

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

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

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

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

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

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

ensure that every person caring for 27/01/2015

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

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

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

demonstrate how you ensure that adults looking after children, or having unsupervised access to them, are suitable to do so, including carrying out regular appraisals and checks for ongoing suitability and ensuring staff required to conduct appraisals are aware of their responsibilities to do so 19/01/2011 29/01/2015

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

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

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

the nursery class at the school