

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](mailto:enquiries@ofsted.gov.uk)  
**Web:** [www.ofsted.gov.uk](http://www.ofsted.gov.uk)



Our Reference EY421563

## **Monitoring for provision judged as inadequate**

An Ofsted inspector, Catherine Greene, monitored your provision on 04/03/2014 following your inspection where the provision was judged to be inadequate.

## **Outcome of monitoring**

As a result of our inspection on 05/12/2013, we sent you a notice to improve. The actions you were set 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 reviewed your risk assessments, attendance registers, action plan and assessment systems. She observed your interaction with the children. She also observed the safety of the premises and also looked at the self-evaluation process and the required progress checks for two year olds.

The inspector found that you have developed a clear action plan to address the issues raised at your last inspection and that you have quickly implemented these plans.

The inspector found that you have attended child protection training provided by the local authority and have also attended another course on assessing children's development since the inspection. You have said that your assistant is in the process of completing the childminder training with the local authority. You have reviewed your child protection procedures with your assistant to raise her awareness of how to follow your procedures. You are clear about signs and symptoms of possible abuse and neglect and have clear procedures in place to follow in the event of making a referral to the Social Care team. Information for parents is well displayed and tells parents how you will deal with any concerns. Contact numbers for Ofsted are provided in the information. All the required contact numbers for the local authority are filed and close to hand.

The premises are secure as hazardous items have been removed such as the curtain cords and the table lamp is now out of children's reach. Children are closely supervised and they play in a safe environment. You have reviewed your risk assessments to ensure they include every area of the home. By involving the children

in these assessments, you have identified areas where items can be placed out of their reach. You regularly review these as you are aware that children grow quickly. As a result children's safety and well-being is prioritised. You are now recording children's attendance more accurately and have the appropriate consents from parents which contribute to ensuring children are safe in your care.

You have actively welcomed support from your local authority development worker and have attended the training that has been recommended in order to best support your practice. You have devised a new system to seek information from parents and to inform the two year progress check. This includes information about children's likes, achievements and where they may need additional support. The detail in this will help you to have better knowledge about children's starting points and to plan activities which build on what they already know.

Having considered all the evidence, the inspector is of the opinion that the childminder 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 childminding service. If you have any further queries please contact us on the number at the top of this letter.

Yours sincerely

Lorna Fitzjohn  
National Director, Childminding

## Actions

| Action                                                                                                                                                                                                                         | Due date   | Closed date |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------|
| provide evidence that valid public liability is held.                                                                                                                                                                          | 06/01/2014 | 02/04/2014  |
| foster a culture of continuous improvement by developing a system of self-evaluation to identify and address key weaknesses, and to include the opinions of staff, children and parents.                                       | 05/02/2014 | 02/04/2014  |
| improve knowledge of issues relating to child protection and procedures to safeguard children (voluntary part of the Childcare Register).                                                                                      | 05/02/2014 | 02/04/2014  |
| improve knowledge and understanding of safeguarding children issues in order to be able to inform the assistant, so that you both are able to implement an effective safeguarding children policy and procedure appropriately. | 05/02/2014 | 04/03/2014  |
| improve children's safety by making safe identified hazards such as the low level curtain tie backs and the trailing wire from the lamp positioned on a high table.                                                            | 06/12/2013 | 04/03/2014  |
| implement an effective policy on administering medicines by obtaining prior written permission for each and every medicine from parents before any medication is given.                                                        | 06/01/2014 | 04/03/2014  |
| strengthen knowledge and understanding of the current learning and development requirements in the Early Years Foundation Stage to plan effectively for children's individual learning.                                        | 05/02/2014 | 04/03/2014  |
| improve knowledge of issues relating to child protection and procedures to safeguard children (compulsory part of the Childcare Register).                                                                                     | 05/02/2014 | 04/03/2014  |
| improve safety by ensuring that identified hazards are removed, for example, curtain ties and trailing wires (compulsory part of the Childcare Register).                                                                      | 06/12/2013 | 04/03/2014  |
| improve safety by ensuring that identified                                                                                                                                                                                     | 06/12/2013 | 04/03/2014  |

hazards are removed, for example, curtain ties and trailing wires (voluntary part of the Childcare Register).

|                                                                                                                                                                                                                                                                                                                                                   |            |            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|
| keep a record of the name, home address and date of birth of each child and their parents; maintain a daily record of the names of the children looked after on the premises and their hours of attendance and obtain parental consent for medication and record when the medication is administered (compulsory part of the Childcare Register). | 06/01/2014 | 04/03/2014 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|

|                                                                                                                 |            |            |
|-----------------------------------------------------------------------------------------------------------------|------------|------------|
| inform Ofsted of any change to the telephone number of the setting (compulsory part of the Childcare Register). | 06/01/2014 | 04/03/2014 |
|-----------------------------------------------------------------------------------------------------------------|------------|------------|

|                                                                                                                |            |            |
|----------------------------------------------------------------------------------------------------------------|------------|------------|
| inform Ofsted of any change to the telephone number of the setting (voluntary part of the Childcare Register). | 06/01/2014 | 04/03/2014 |
|----------------------------------------------------------------------------------------------------------------|------------|------------|

|                                                                                                                                                                       |            |            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|
| obtain insurance in respect of liability which may be incurred for death, injury, public liability, damage or other loss (compulsory part of the Childcare Register). | 06/01/2014 | 04/03/2014 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|

|                                                                                                                                                                      |            |            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|
| obtain insurance in respect of liability which may be incurred for death, injury, public liability, damage or other loss (voluntary part of the Childcare Register). | 06/01/2014 | 04/03/2014 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|

|                                                                                                                                                                                                                                                                                                                            |            |            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|
| ensure the welfare of children is supported by making sure there are systems maintained for required documentation relating to them, including their full name, date of birth and address; their dietary needs; the address of every parent and/or carer who is known to the provider and their emergency contact details. | 06/01/2014 | 04/03/2014 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|

|                                                                                                                                                                                                                                                                         |            |            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|
| ensure the welfare of children is supported by making sure there is an accurate attendance register that shows the hours that children attend; obtain parental permission for outings and for children to be left in the sole charge of assistants for up to two hours. | 06/01/2014 | 04/03/2014 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|

|                                                                                   |            |            |
|-----------------------------------------------------------------------------------|------------|------------|
| keep a record of the name, home address and date of birth of each child and their | 06/01/2014 | 04/03/2014 |
|-----------------------------------------------------------------------------------|------------|------------|

parents; maintain a daily record of the names of the children looked after on the premises and their hours of attendance and obtain parental consent for medication and record when the medication is administered (voluntary part of the Childcare Register).

|                                                                                                                                                                                               |            |            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|
| develop an effective procedure to observe and track children's progress, including the required progress check for two-year-old children, in order to provide them with sufficient challenge. | 05/02/2014 | 04/03/2014 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|