

Appendix E – Riverbank Action Plan

Areas for improvement	Action required	Stakeholders & timescale	Desired outcomes for children	Evidence and confirmed completion
How good is our care, play and learning? 1.1 Nurturing care and support & 1.3 Play and learning				
<p>a) Ensure children's up-to-date care and support needs are included within their personal plan and staff use this information to effectively support them.</p> <p>b) Ensure staff are well informed about the children attending and use this information to provide individualised and responsive care relevant to their needs.</p> <p>c) Ensure children are treated with respect and nurturing interactions.</p>	<ul style="list-style-type: none"> • Staff to be given feedback on the draft CI report, with discussion around improvements required and their role in this. • Personal plan formats to be discussed with the team so that everyone is well informed of what is required and why. • Modelling of personal plan discussions for all staff led by LL. Monitoring of this by HT / feedback from parents • IEP's and PCRA's to be developed for children who require, based on both personal plan information and observations. – discuss when IEP or PCRA is required • Overview sheets of children's needs are to be developed and shared with all staff, focusing on individualised and responsive care needs so that all staff, including relief staff are aware. • Modelling of Case tracking by LL for staff. • Termly Case tracking of children, which clearly identify actions, within a specified time frame. • Transitions 	<p>01.05.23 All staff</p> <p>End of June 2023 – SEYP & KW</p> <p>End June 2023 LL</p> <p>End of June 2023 SEYP & KW</p> <p>End of June 2023</p> <p>SEYP, LL & EP</p> <p>HT & SEYP June 2023</p>	<p>Children will have detailed personal plan which detail the strategies needed to be able to meet their care and learning. These will be fully implemented by the staff team, ensuring children feel loved and nurtured and receive consistent, high-quality personalised care.</p>	
<p>a) Staff understand and follow the service's own Child Protection procedures when reporting to ensure appropriate action is taken.</p>	<ul style="list-style-type: none"> • Child protection refresher training to be revisited by all staff and procedures read, signed, and understood. • Child Protection procedures to be addressed as a team, ensuring all staff are aware of who to contact (these are already displayed) and what information should be recorded. Include relief staff 	<p>01.05.23 All staff led by HT</p> <p>01.05.23 All staff led by HT</p>	<p>Children will be well protected from harm and any information required to support them to do so will be shared appropriately to ensure that their welfare is paramount at all times.</p>	
<p>a) Undertaking a full review of all medication to ensure details and records are up-to-date.</p> <p>b) Carrying out a review of long-term medication every three months along with parents.</p> <p>c) Ensuring staff are knowledgeable and competent in</p>	<ul style="list-style-type: none"> • Medication forms reviewed with parents present, medication plans added to medication boxes and forms organised clearly. • Medication audits will be regularly (at least every 3 months) undertaken to ensure that all medication is up to date, reviewed, stored and administered correctly. • Medication policies and procedures will be reviewed, signed that they have understood by 	<p>18.04.23 – SEYP, HT & PT</p> <p>July 2023 SEYP</p> <p>07.06.23 PT</p>	<p>Children's medical needs will be well documented and shared across the team to ensure that where they require medical support, this is done so safely and sensitively, allowing</p>	

the safe storage, recording, and administration of medication.	<p>all staff together to ensure they are aware of best practice.</p> <ul style="list-style-type: none"> • Medication policy shared with parents to aid understanding • Designated member of staff / and depute identified to organise medication 		children to feel secure in their health needs being met.	
a) Ensuring staff are knowledgeable in supporting children's learning and their wellbeing needs are met .	<ul style="list-style-type: none"> • Planning board to be utilised by the whole team to show continuous provision, responsive & intentional planning • Upskill staff with regard to expectations of observations and planning. • Explore planning processes of other settings • Staff to agree the expectations in terms of what is required for observations and planning and be held accountable to these, receiving support where required. • Identify & establish online methods to increasing communication between staff and parents of children's learning. Provide training for Seesaw for all staff. • Communications to be shared with parents around the intentions of observation and planning and what they should expect, with the intention of involving them more in children's learning and linking to home. – monitored weekly • Planning and observations to be reviewed and audited regularly. • Circle audit on literacy undertaken, actions identified. • Tracking of progress, tracking meetings termly with HT. • Connected and compassionate classroom / nurture training / intensive interactions training for staff. 	<p>End of May 2023 SEYP</p> <p>15.06.23 SEYP</p> <p>15.06.23 SEYP</p> <p>Aug 2023 HT & SEYP</p> <p>15.06.23 SEYP & HT</p> <p>30.06.23 SEYP, PT & HT</p> <p>Inservice day Aug / Nov 2023</p>	Children will benefit from relaxed, play experiences which are well planned around their individual needs and extend their learning in a way which is personal to them. These being shared with families will allow the further extension of learning opportunities at home and promote a consistent approach to care and learning.	
How good is our setting? 2.2 - Children experience high quality facilities				
<p>a) Ensure staff implement and sustain safe and effective infection prevention and control practices.</p> <p>b) All areas are kept clean throughout the session times and that evening cleaning is thorough to ensure infection control procedures are effective.</p>	<ul style="list-style-type: none"> • Share with all staff clear expectations with regard to their role to support infection control, read signed & understood • Rotas created to ensure infection control procedures are followed in all areas (zone specific) • Cleaning rota improved for toilet area, (hourly checks) 	<p>07.06.23 PT</p> <p>15.05.23 SEYP</p> <p>20.04.23 SEYP</p>	The environment will be clean and free from possible sources of infection / contamination. Children's learning, play and wellbeing needs will be met.	

<p>c) Areas of disrepair will be reported and repaired.</p> <p>c) Appropriate resources are provide to support children's learning, play and wellbeing needs.</p>	<ul style="list-style-type: none"> HT to discuss with the Cleaning Supervisor the poor standard of cleaning in the nursery – ongoing monitoring Areas of disrepair reported to ACC and prompt repair organised Audit of current resources within the nursery, disposal of those no longer required, appropriate resources procured. 	<p>19.04.23 HT (ongoing)</p> <p>Reported 19.04.23 – repair due July 2023 Audit April 2023 Procurement 30.06.23</p>		
<p>How good is our leadership? - 3.1 Quality assurance and improvement are led well</p>				
<p>a) Ensure staff are aware of and follow the vision, values, and aims for the setting.</p> <p>b) Ensure effective quality assurance and self-evaluation are in place which have involved staff, children, and parents and lead to continuous improvement.</p> <p>c) Ensure that staff have the capacity and skills to support a programme of continuous improvement</p>	<ul style="list-style-type: none"> Discussions to be held around ensuring that children are always nurtured and cared for and issues immediately addressed. Updated Quality Assurance calendar to be implemented including regular termly audits of key areas such as personal plans, observations and medication. Increased staff observation to be undertaken by SLT to identify any areas for development and training / support required. Refreshed remits to be created for all levels of the team to ensure that roles are clear. Self-evaluation to be carried out regularly, in conjunction with families, using key document to evaluate with clear improvement plans devised. Develop / implement a self evaluation process to ensure parent and pupil voice is heard. Parent focus groups Create self evaluation board for parents and staff – monthly focus VVA – include statement here – revisit these with all stakeholders. 	<p>01.05.23 HT, SEYP, PT & KW</p> <p>End of May 2023</p> <p>30.06.23 HT</p> <p>01..05.23 All staff</p> <p>30.06.23 SEYP</p>	<p>Children will be nurtured and cared for in an environment which promotes continual reflection and improvements, based on the needs of current children and families.</p> <p>Children and families will have their opinion sought and listened to and be fully involved in self evaluation and improvements.</p> <p>Children will benefit from a staff team which provide consistent approaches to their care.</p>	
<p>How good is our staff team? – 4.3 Staff deployment</p>				
<p>c) Staff communicate effectively with each other to ensure the best possible outcomes for children.</p>	<ul style="list-style-type: none"> Planning board to be utilised by all staff to share outcomes for children and next steps. Regular staff meeting's and daily 'catch ups' to be undertaken to ensure needs are discussed. Regular 1-2-1 meeting's to be held with all staff members focusing on support and development. SEYP role in ensuring good communication & deployment 	<p>End of May 2023</p> <p>30.05.23 all staff</p> <p>05.05.23 PT</p>	<p>Children will be supported by staff who are knowledgeable and fully aware of their care and learning needs and are able to communicate effectively in order to promote these, improving outcomes for children and families.</p>	

Key

HT – Head Teacher & Registered Manager

PT – Principal Teacher

SEYP – Senior Early Years Practitioner

LLO – Locality Lead Officer

KW – Key Workers