

RIVERBANK ELC – Appendix G	Action required	Stakeholders & timescale	Desired outcomes for children	Evidence and confirmed completion	RAG
Areas for improvement					
How good is our care, play and learning? 1.1 Nurturing care and support & 1.3 Play and learning					
<p>a) ensure that children are nurtured and supported throughout their daily experience in a way that is suitable to them as an individual.</p> <p>b) ensure children's overall wellbeing is supported through effective use of personal planning</p> <p>c) ensure all children get the support they need to reach their full potential, the staff should increase their knowledge and skills in relation to adverse childhood experiences</p> <p>d) ensure that children have fun and experience high quality play, learning and development opportunities.</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. 	<p>01.05.23 All staff</p> <p>30.06.23 – SEYP & KW</p> <p>30.06.23 2023 LL</p> <p>30.06.23 2023 SEYP & KW</p> <p>30.06.23 SEYP</p> <p>07.06.23 SEYP & LL</p> <p>HT & SEYP 30.06.23</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. IEPs and PCRA will be in place for those who require these and they will support the children within the ELC</p>	<p>01.05.23 – Draft feedback at Inset day. 08.06 23 – All staff provided with a copy of the report.</p> <p>Ongoing- IEP's and PCRA's to be implemented for new start children (if required) with 4 weeks of their settling in visit. Keyworkers to lead this with support from SEYP's</p> <p>30.06.2023- SEYP – created an overview sheet of children's needs, this was shared with all staff and relief staff on arrival. This document will be ongoing with changes being made as and when new children arrive. SEYP will monitor monthly.</p> <p>07.06.23 – LL modelled case tracking – shared with all staff at staff meeting 07.06.23</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. The following child protection process followed by all: Child protection concern form completed by staff member with the concern 	<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>01.05 23 – All ELC staff attended refresher training led by HT – all have signed to confirm they have understood all the procedures.</p>	

	<p>Concern shared immediately with CP officer or depute. CP officer to action in line with ACC policy CP officer to feedback to staff member as appropriate.</p>				
<p>a) Undertaking a full review of all medication to ensure details and records are up-to-date. b) Carrying out a review of long-term medication every three months along with parents. c) Ensuring staff are knowledgeable and competent in the safe storage, recording, and administration of medication.</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 all staff to ensure they are aware of best practice. Medication policy shared with parents to aid support and understanding Designated member of staff / and depute identified to organise medication 	<p>18.04.23 – SEYP, HT & PT</p> <p>Ongoing SEYP</p> <p>07.06.23 PT</p> <p>30.06.23 SEYP</p> <p>07.06.23 HT</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 children to feel secure in their health needs being met.</p>	<p>18.04.23 Medication forms reviewed</p> <p>15.09.23 QA Calendar updated to include monthly monitoring by SEYP & Termly by HT</p> <p>07.06.23 Medication policy shared with all staff (2 absent) at staff meeting – all signed to confirm they understand this.</p> <p>07.06.23 Designated member of staff is Holly Coleman (SEYP), depute is Rachael Smith (SEYP) (Updated 15.09 due to staff absence)</p>	
<p>a) Ensuring staff are knowledgeable in supporting children's learning and their wellbeing needs are met.</p>	<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 to ensure best practice a Riverbank ELC 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 	<p>07.07.23 SEYP</p> <p>30.06.23 SEYP</p> <p>23.06.23 HT SEYP</p> <p>30.06.23 All staff</p> <p>Aug 2023 HT & SEYP</p> <p>Nov 2023 SEYP & HT - Further input Feb 2024</p>	<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.</p>	<p>28.05.23- Planning board created within cloakroom area which all staff and parents can access.</p> <p>29.05.23- Planning expectations displayed on staff information board detailing process and expectations of staff.</p> <p>22.04.23- Circle audit completed by SEYP & LL – information collated used to implement changes.</p> <p>Nov 2023- Initial training provided to staff attending strike days to explore the use of SEESAW</p>	

	<p>children's learning and linking to home. – monitored weekly</p> <ul style="list-style-type: none"> • 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 training to be provided for all ELC staff 	<p>30.06.23 SEYP, PT & HT</p> <p>30.06.23 SEYP, PY & HT</p> <p>22.04.23 SEYP & LL</p> <p>Inservice day Aug & Nov 2023</p>		<p>and how to upload observations.</p> <p>Dec 2023- Children enrolled into class lists on SEESAW .</p> <p>04.08.23 – Circle audit used to implement changes to the nursery environment.</p> <p>08.06.23 ACEL tracking meeting with SEYP & HT</p> <p>15.09.23 QA Calendar update to include tracking meetings</p> <p>15.09.23 HT to deliver at Nov Inset - Rescheduled for Feb inservice day- CIRCLE framework training prioritised</p>	
<p>How good is our setting? 2.2 - Children experience high quality facilities</p>					
<p>a) Ensure all areas for children maintain children's safety at all times</p> <p>b) Ensure all areas for children are clean and well maintained</p> <p>c) Ensure staff at all levels are trained and knowledgeable in good hygiene practices and carry this out as per relevant guidance</p>	<ul style="list-style-type: none"> • Share will all staff clear expectations with regard to their role to support infection control, read signed & understood by all staff • Rotas created to ensure infection control procedures are followed in all areas (zone specific) • Cleaning rota improved for toilet area, (hourly checks) • 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. 	<p>07.06.23 PT</p> <p>15.05.23 SEYP</p> <p>20.04.23 SEYP</p> <p>19.04.23 HT (ongoing)</p> <p>Reported 19.04.23 – repair due July 2023</p>	<p>The environment will be clean and free from possible sources of infection/ contamination. Children's learning, play and wellbeing needs will be met. Children will have access to a comfortable well furnished, well resourced environment.</p>	<p>07.06.23 Infection control policy shared with all staff (2 absent) signed to confirm understanding.</p> <p>15.05.23 – Cleaning rotas discussed and shared with staff – displayed in zoned areas</p> <p>20.04.23 Toilet cleaning rota updated to reflect hourly checks</p> <p>19.04.23 HT met with cleaning supervisor to highlight issues with cleaning in the nursery</p>	

<p>d) ensure children experience high quality facilities, the provider, manager and staff should ensure that the indoor environment provides a well-furnished comfortable and homely place for children.</p>	<ul style="list-style-type: none"> Audit of current resources within the nursery, disposal of those no longer required, appropriate resources / furnishings procured. 	<p>Audit April 2023 Procurement August 23</p>		<p>19.04.23 Areas of disrepair have been reported – gate issued solved 02.06.23. Other issued will be repaired July 2023</p> <p>30.04.23 – Audit completed- disposal of those not required to be arranged.</p> <p>July '23- Areas of despair have been restored : ELC room has been freshly painted (walls, interior doors, skirting boards and window ledges) Children's toilet area has had replacement skirting boards and toilet 'splash backs' replaced.</p> <p>02.08.23 – SEYP reported to assets and estates officer that the replacement boards in children's toilet area have not been finished to a high standard. Advised that building services have been informed that they need to return to repair the area. 15.09.23 HT contacted C Cowan for update re damage to replacement boards and external lighting</p>	
<p>How good is our leadership? - 3.1 Quality assurance and improvement are led well</p>					
<p>a) To ensure quality care and experiences for children, quality assurance and self-evaluation should be embedded into practice.</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 	<p>01.05.23 HT, SEYP, PT & KW 30.06.23 SEYP, PT & HT</p>	<p>Children and families are meaningfully involved and influence changes within the setting Quality assurance, including self-evaluation</p>	<p>01.05.23 Inset day agenda 15.09.23 Updated QA calendar agree based on ACC template</p>	

	<p>of key areas such as personal plans, observations and medication.</p> <ul style="list-style-type: none"> 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. Staff to engage with parent focus groups to ensure parental feedback is sought and acted upon Create self-evaluation board for parents and staff – monthly focus Vision, Values & Aims <i>We aim for all children to be happy and have fun whilst playing in Nursery.</i> <p><i>We aim to provide a secure, enabling and challenging environment where children's are respected and their talents are valued.</i></p> <p><i>We aim to and maintain positive relationships with parents, carers and professional partners in order to enable children to reach their full potential.</i></p> <p><i>We aim to improve the Health and Wellbeing of all children in Nursery including helping them to make friends and encouraging them to be responsible, resilient and confident.</i></p> <p>- revisit these with all stakeholder and align with school VVA as appropriate.</p> <p>rights</p>	<p>30.06.23 HT</p> <p>01..05.23 All staff</p> <p>30.06.23 SEYP, PY & HT</p> <p>30.06.23 SEYP</p> <p>30.09.23 SEYP, PT & HT</p> <p>30.06.23 SEYP</p> <p>15.10.23 SEYP & HT</p>	<p>and improvement plans, lead to high quality care and support for all children and their families</p>	<p>01.05.23 – Remits discussed and reviewed (<u>action, staff signed that they have understood their remit</u>)</p> <p>10.07.23- Self-evaluation undertaken for staff in accordance to Care Inspectorate feedback – displayed for staff on staff information board so that they can add accordingly. ("How do we ensure children's overall wellbeing is supported through effective use of personal planning? What do we do well? How can we improve this?")</p>	
<p>How good is our staff team? – 4.3 Staff deployment</p>					
<p>a) Ensure staff have the skills and are deployed in a way that keeps children safe.</p> <p>b) ensure effective supervision and quality</p>	<ul style="list-style-type: none"> Staff rotas to be reviewed to ensure staff are deployed to maximise the experience for the children and that their safety is prioritised at all times Ensure SEYP prioritise good communication between staff & effective staff deployment 	<p>10.05.23 SEYP</p> <p>10.05.23 SEYP</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</p>	<p>10.05.23 – Nursery zones created – clear staff deployment in these</p> <p>10.05.23 – Zoning implement / daily comms</p>	

engagement with children across the day	<ul style="list-style-type: none"> Relief staff information sheets improved and shared with all relief staff when working in the ELC Planning board to be utilised by all staff to share outcomes for children and next steps. Regular staff meeting's and all staff to ensure they read daily the communication book. Regular 1-2-1 meeting's to be held with all staff members focusing on support and development. 	<p>10.05.23 SEYP</p> <p>14.06.23 all staff</p> <p>14.06.23 SEYP</p> <p>05.05.23 PT</p>	effectively in order to promote these, improving outcomes for children and families.	<p>book, monthly staff meetings</p> <p>10.05.23 – Info sheets reviewed & shared with relief staff</p> <p>10.05.23- New communication book implemented, staff to read and sign that they have understood communication.</p> <p>07.06.23 – Monthly staff meetings in place. Staff reminded to read and sign the communication book (daily)</p> <p>05.05.23 – All staff have participated in a 1-2 -1 meeting with PT</p> <p>15.09.23 Monthly whole staff meeting dates and times agreed by all</p>	
---	---	--	--	--	--

Key

HT – Head Teacher & Registered Manager

PT – Principal Teacher

SEYP – Senior Early Years Practitioner

LL – Locality Lead Officer

KW – Key Workers