

Appendix B – Kirkhill CI Action Plan

Areas for improvement	Action required	Timescale	Desired outcomes for children	Evidence and confirmed completion	Rag rating
How good is our care play and learning? 1.1 Nurturing care and support & 1.3 Play and learning					
Lunchtime routine	Procedures in place – revisited and understood by all staff	Immediately	Children will be effectively supported during lunchtime and kept safe	Staff meeting Thursday 16 th May at 4pm Lead by HT and attended by all present staff (MS and TS did not attend). Procedures emailed to all staff	
Lunchtime staffing	Rota adapted to ensure staffing is more consistent and staff capability can be observed more effectively.	Immediately	Children will be effectively supported during lunchtime and kept safe	This is in place. Changes prior to Summer holidays have been done gradually so staff can be monitored.	
Lunchroom – other activities	Sand and Water to be closed at 11am and art and craft also closed and resources placed	Starting 17 th May	Lunchtime will be a calm, safe and enjoyable experience	This is in place and is being	

Appendix B – Kirkhill CI Action Plan

	out of reach of children while lunch is going on.			monitored by SEYPs.	
Medication – some forms had not been signed by parents after administration. - Some medication forms had been filed incorrectly.	Where medication is administered, this will be recorded on the register on the iPad to highlight this to the person in charge of pick up. The form will also be added to the pick-up clip board. Effective quality assurance will highlight any issues regarding medication paper work and forms.	Starting June 2024	All forms will be signed by parents when medication is administered. All paperwork will be completed and filed correctly to ensure the safety of all children.	All forms are now signed by parents.	
Resources to promote literacy and numeracy	Self-evaluation (Circle Literacy and Numeracy Audits) of each area of the environment will be carried out and areas will be developed accordingly.	Nov 24	<ul style="list-style-type: none"> • Children will develop literacy and numeracy skills appropriately in all areas of the nursery. • Staff will be more knowledgeable and therefore more effective promoting numeracy and literacy 		
Staff interactions with pupils	Senior staff will regularly carry out playroom observations to monitor staff interactions and identify next steps for individual staff.	Oct 24	<ul style="list-style-type: none"> • All children will experience quality interactions to further develop their learning and support progression. • Staff will be more aware of their role in a child's play and progressing learning. 		

Appendix B – Kirkhill CI Action Plan

<p>Planning process requires further development</p>	<p>Staff will continue to be supported to engage with the new planning system. Quality assurance will identify where further improvements are required and these will be acted upon.</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> • Children will be engaged in quality learning experiences which promote curiosity, creativity and inquiry. • Staff will be more confident with responsive and intentional planning processes. 	<p>SEYPs led staff in planning session during Aug in service.</p>	
<p>Online journals</p> <ul style="list-style-type: none"> - Some children had limited entries and next steps were not identified. - Some parents could not access their child's profile 	<p>Quality assurance will monitor how many quality entries are made for each child and that necessary next steps are recorded and supported.</p> <p>Parents will be supported to access their child's learning journal. This will be built into the induction process going forward.</p>	<p>Starting Aug 24</p>	<p>An appropriate number of records will be added to each child's online journal along with appropriate next steps which support progression of learning.</p> <p>Parents will all have access to their child's online journal and be encouraged to contribute entries from home learning and comments from ELC posts.</p>	<p>SEYPs started more closely monitoring the number of entries beginning July 24.</p> <p>New parents are now supported to access online journals during inductions.</p>	
<p>Community links</p>	<p>Nursery staff will consider how to make best use of the community when planning learning experiences.</p>	<p>Starting Aug 24</p>	<p>Community links will be built into children's learning experiences.</p>	<p>This was considered when planning as a staff</p>	

Appendix B – Kirkhill CI Action Plan

					on August in service.	
How good is our setting? 2.2 - Children experience high quality facilities.						
Resources to promote literacy and numeracy	Self-evaluation (Circle Literacy and Numeracy Audits) of each area of the environment will be carried out and areas will be developed accordingly.	Nov 24	<ul style="list-style-type: none"> Children will develop literacy and numeracy skills appropriately in all areas of the nursery. Staff will be more knowledgeable and therefore more effective promoting numeracy and literacy 			
How good is our leadership? - 3.1 Quality assurance and improvement are led well						
Vision, values and aims to be embedded in practice	Staff to use this language with children and families.	Aug 24 onwards	The vision, values and aims will be evident in practice.			

Appendix B – Kirkhill CI Action Plan

	e.g during planned activities, snack, lunch times etc.				
Self-evaluation requires formalisation	Self-evaluation will be carried out regularly using the 'Care Inspectorate: 'Quality framework for daycare children, childminding and school-aged children'	Aug 24 onwards	Self-evaluation will identify where improvements are required and this will impact positively on outcomes for children.		
Quality assurance	A robust quality assurance calendar will be followed and next steps for improvements identified on an ongoing basis.	Aug 24 onwards	Systems will be in place and embedded in practice to promote high quality outcomes for children and families.	New calendar in place. Aug 24	
How good is our staff team? – 4.3 Staff deployment					
Monitoring of staff practice	<ul style="list-style-type: none"> Staff 1-2-1 meetings to be continued to ensure that individual support is offered, and that staff practice is developing. Observations of staff practice will be undertaken with clear focus and detailed feedback, next steps and support provided 	Stated April 2024	All staff will be competent and following relevant guidance and procedures.		

Appendix B – Kirkhill CI Action Plan

	by SEYPs and manager.				
Staff deployment at times was ineffective to meet children's needs	<ul style="list-style-type: none"> Staff duties rota adapted to ensure staffing is more consistent where it is needed, and staff capability can be observed more effectively. 	Immediately	<ul style="list-style-type: none"> Children's needs are being met effectively. Staff will be more confident to move where they are needed and communicate this more effectively to team members. Staff will have a more effective overview of the setting and be able to act accordingly. 	Rotas are now created so that staff are completing the same duties for a longer period of time.	