

Appendix D – Puddleducks Action Plan following Care Inspectorate Inspection Date:30/04/24

Areas for improvement	Action required	Stakeholders & timescale	Desired outcomes for children	Evidence and confirmed completion	RAG
<b>How good is our care, play and learning? 1.1 Nurturing care and support &amp; 1.3 Play and learning</b>					
<p>.In order to promote children's overall wellbeing, personal plans should be developed until they all contain sufficient information on children's needs and detail strategies on how they will be met.</p>	<p>We are going to have our Acc development officer review personal plans with us to suggest any tweaks or improvements that could be made to ensure that all relevant information is recorded.</p> <p>Build time into the staffs weekly rota to ensure that they have time to ensure all updates ( no matter how small or obvious) are recorded in the child info sheets.</p>	<p>Nursery Manager</p> <p>All staff</p> <p>Acc development officer</p> <p>End of June 2024</p>	<p>Children will be cared for by staff who have comprehensive, detailed and up to date information on that child and ways to meet their specific needs. Meaning they can provide the best care to meet each child's individual needs.</p>	<p>Care Packs</p> <p>Audits to ensure care packs are regularly updated.</p>	
<p>In order to promote progression in children's learning and development, the manager should ensure that all staff have sufficient skills and understanding of children's learning and development. This will include increasing competence and confidence in skilled interactions to extend play and learning.</p>	<p>As we had recently taken on new staff to provide extra support for current staff, these staff were very new at the point of inspection, 4 staff in post two weeks. They are still working through their basic nursery induction and the common induction resource. It is unrealistic to think that staff that new to the sector would perform well under inspection conditions, though they did very well.</p> <p>We will continue to train them to the same standard as our current staff that have been in post for longer and that Care inspectorate were very happy with their interactions, this will take time but will be ongoing as training should be.</p> <p>We have been working with more experienced staff on accessing training that would benefit them to extend their knowledge.</p> <p>We are also introducing peer training, we are very fortunate to have some staff who are very highly skilled in certain aspects of practice and we plan to capitalise on this expertise by having these staff deliver small workshops on how they do these areas so well ensuring that best practice is shared throughout the nursery.</p>	<p>Nursery management team</p> <p>All staff</p> <p>Ongoing</p>	<p>Children will be supported by highly skilled and confident staff who can extend and deepen their learning and experiences.</p>	<p>Room/ staff monitoring</p> <p>Peer monitoring</p> <p>Induction packs</p> <p>Common induction resource</p> <p>Tna forms</p> <p>Personal Development plans</p> <p>Training packs</p>	

<b>How good is our setting? 2.2 - Children experience high quality facilities</b>					
			Nursery		
<b>How good is our leadership? - 3.1 Quality assurance and improvement are led well</b>					
<b>How good is our staff team? – 4.3 Staff deployment</b>					
In order to support positive attachments for children and consistent good quality care. The provider should ensure that the deployment of staff promotes a good balance of skilled and experienced staff in playrooms.	<p>Again this was difficult to evidence at inspection as we had 4 new staff who had very recently been appointed, this was not to replace staff that had left but to replace staff that will be moving to our new setting and due to an increase in numbers in our toddler department.</p> <p>Staff deployment is very well considered in each room ensuring that we have a balance of both qualified staff and staff who are maybe close to completing their qualification but have significant experience in the setting.</p> <p>Staff have been advised to update their SSSC registration for the job they are doing, not just the cheapest option.</p>	<p>Nursery management team - completed</p> <p>Individual staff - completed</p>	Children will be cared for by high quality experienced, knowledgeable staff who know the children individually and well and can support them and their families to provide high quality support and meaningful learning experiences.	<p>Staff training packs</p> <p>Staff deployment sheets</p> <p>Staff cpd folders</p> <p>TNA forms</p> <p>Personal Development plans</p> <p>Support and supervisions</p>	

	<p>The assistant manager is now deployed in each room one day per week to support staff and help with role modelling, training, monitoring etc to build staff capabilities.</p> <p>The one staff member who we did have concerns about has now been placed on performance improvement following inspection.</p>	<p>Assistant Manager - ongoing</p> <p>Mnagement team – actioned but ongoing assessment</p>		<p>Appraisals</p> <p>Room and peer monitorings</p> <p>Self evaluation</p>	
<p>In order to promote safe and high quality care for children the provider must ensure that systems are in place to support staff in developing knowledge and understanding of their role and to promote staff wellbeing.</p>	<p>Staff training has and always will be a huge priority at J.Puddleducks and will continue to be, it takes time to build staff knowledge and confidence in a role and we will not rush that. Staff will be adequately trained using the common induction resource and our own induction pack.</p> <p>We were aware that staff had felt under significant pressure before and during inspection as rooms were quite often leaving paperwork until the last minute or failing to upload observations from notes for significant periods of time, meaning that every time a room was audited or when inspection was imminent staff suddenly felt that they then had a lot of paperwork to get into the right places etc.</p> <p>This had started to be improved upon with our new quality assurance and self evaluation systems but was not yet running seamlessly as the system had only begun in January.</p> <p>We spoke with staff in detail about how we could make this easier or more manageable for them and stop them getting behind, then feeling stressed to catch up and we have agreed upon a weekly check on all basic paperwork like observations being uploaded etc, if staff complete this they are eligible for a half day off per week.</p> <p>We have then put other things in place such as time outs for staff to get time to complete paperwork, this was in place before but staff often forgot about them or didn't use them effectively so we have supported staff with helping them use these effectively and look at time management etc.</p>	<p>Nursery management team</p> <p>All staff</p> <p>Actions completed but auditing and checking will be ongoing.</p>	<p>Children will have absolutely up to date information recorded and in place so that all planning etc can be meaningful and meet their current developmental needs.</p> <p>Staff will be happy and enjoy their job leading to high staff retention and a happy team which will have positive impacts in the consistency and standard of care for the children.</p>	<p>Staff training packs</p> <p>Staff induction packs</p> <p>Weekly audits</p> <p>Monthly room audits</p> <p>Staff wellbeing questionnaires</p> <p>Observations, next steps, planning documents</p>	

**Key**

HT – Head Teacher & Registered Manager

PT – Principal Teacher

SEYP – Senior Early Years Practitioner

LL – Locality Lead Officer

KW – Key Workers