

Improvement Action Plan

Action Plan 1

Name of Setting: J.Puddleducks Childcare

Areas for improvement	Action required	Stakeholders & timescale	Desired outcomes for children	Evidence and review/confirmed completion	RAG Rating
How good is our care play and learning? - 1.3 Play and learning					
<ul style="list-style-type: none"> 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 learning and play. 					
Ensure that all staff are skilled at extending play experiences.	<ul style="list-style-type: none"> Have new staff complete basic induction training as all new staff would to introduce them to child development and the basics of high quality interactions. 	Management, Staff, Room Leads – Ongoing	Children will be supported and educated by confident, knowledgeable practitioners who can extend play experiences to deepen learning and provide a variety of outcomes and experiences which cover all areas of the curriculum.	Completed common induction resource and our own induction packs for all staff. Training checklists completed.	Green
	<ul style="list-style-type: none"> Staff who are confident in extending play experiences will be encouraged to share this with new staff who are still training and have not yet built these skills, this will be in a range of ways from formal training with staff, to just pointing out how they have extended play regularly to staff so that staff who are training build a natural awareness of this and it begins to become second nature. 	Room Leads, Staff		Monitoring evidence.	Amber
	<ul style="list-style-type: none"> Locality lead to provide training on quality interactions. 	Locality Lead, Management, Pre-School Staff		To be arranged with Carol when she returns from annual leave.	Amber

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	Offer further training opportunities for staff to deepen their understanding of aspects of play and learning, such as schemas.	Management, Room Leads, Assistant Room Leads		Staff to share their learning and implement this. Whole room monitoring's, peer monitoring's etc showing improvements in this area.	
	<ul style="list-style-type: none"> Look at ways to improve staff retention, meaning having less new staff who require training. Discuss this at staff meeting on 13th August. At this meeting also look at ways to improve peer monitoring so that extending play is the focus of this and that staff are giving honest, constructive feedback and suggestions. Build a schedule for this so that staff who may need extra support in this area are monitoring/being monitored by and experienced and skilled staff member at extending play. 	Management		<p>Staff meeting minutes.</p> <p>Improved and focussed peer review paperwork.</p> <p>Staff retention records.</p> <p>Staff were understanding and discussed the challenges they feel with peer monitoring, there was a good chat about how it is not criticising others it is helping to improve and that we want to foster an ethos where staff and management can support each other and can discuss improvements, make recommendations etc without staff feeling it is a bad thing.</p> <p>Staff with more experience, who have been here longer and know the children well can help to guide less experienced staff in learning the children's individual learning styles so</p>	

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				<p>that we can ensure that when we extend learning it suits that individual child's needs. As this is a skill that mainly comes with experience and trial and error to see what works best for each child it is important that staff are comfortable communicating and sharing their knowledge of these things to ensure the best outcomes for the children.</p> <p>That if we aren't doing this peer monitoring is a pointless exercise, staff seemed to really understand this and were keen to move forward in an environment where we can discuss things that don't work be that staff or management and that everyone has an input int what is happening in the nursery.</p> <p>These improvements and constructive discussions will help to support and improve the knowledge of our practitioners which will then in turn lead to more effective learning and teaching for the children</p>	
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				as staff build and increase their own knowledge.	
	<ul style="list-style-type: none"> New assistant manager will be spending one day per week in each room to provide support and guidance for staff, this will allow them to be regularly monitored as a whole class and individually and targeted support given to any staff who are struggling with in the moment planning or extending play. 	Manager/Assistant Manager.		Room monitoring, peer monitoring. Planning sheets.	
How good is our setting? 2.2 - Children experience high quality facilities					
In order to promote children's wellbeing and engagement, the manager and staff should consider ways to ensure that the environment is well organised and inviting for children's play at all times of the day.					
a) Ensure all staff are aware of the importance of keeping areas tidy and clutter free.	<ul style="list-style-type: none"> Area audits to be improved, with staff having specific responsibility for areas to ensure that they are reviewed, stocked and improved to meet the children's interests, needs, next steps and learning goals. 	Manager	Children will have high quality environments that are consistent throughout the nursery and are regularly audited and improved based on the children's needs, interests and learning goals at that time. The nursery will be clutter free with appropriate storage areas for staff paperwork and equipment	Meeting minutes, area audits	
b) Develop areas to look more inviting and	<ul style="list-style-type: none"> Area audits to be reviewed at staff meeting on 13th August to ensure that these are effective and that we can see they are having a positive impact on the environment and children's experiences. 	Manager. All staff		Meeting minutes, area audits. Staff report these are being used and are proving effective but that they possibly could do more with them, we have said we will support and	

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stimulating for the children.			to ensure these things are not left in children's play areas.	continue to review progress, look at obstacles.	
	<ul style="list-style-type: none"> Toddler room review to be carried out, we have already discussed how the room feels quite empty, lots of the larger furniture had been removed and it doesn't have the same level of real life resources as the other rooms. 	Manager, Room Lead, Toddler Staff		Room reviews, whole room monitoring, planning docs	
	<ul style="list-style-type: none"> Garden plan to be discussed at staff meeting, rooms having responsibilities for areas does not seem to have been effective so we need to devise a new plan for improving the garden and discuss maintenance of the garden, ensuring that it is tidied, resources put away etc before children come inside. 	Manager, all staff		Meeting minutes	
	<ul style="list-style-type: none"> Regular reviews on area improvements and garden improvements. 	Manager/ Assistant Manager		Room monitoring, garden monitoring	
	<ul style="list-style-type: none"> Reminding staff of the importance of keeping areas tidy and not leaving clutter around the nursery which could affect the children usage or enjoyment of areas. 	Manager/Assistant Manager		Meeting minutes	
	<ul style="list-style-type: none"> Arrange visits for room leads to CopperPots and Fersands so that they can get inspiration and ideas from other settings. 	Manager/Assistant Manager/ Room Leads			
	<ul style="list-style-type: none"> Assistant manager will be in each room weekly to monitor and support them with improvements so regular consistent support should eliminate the reactive cycle that we have been stuck in. 	Assistant Manager.		Monitorings, room reviews	

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