

Requirements and Areas for Development arising from inspection	Actions	Responsible Person/persons	Timescale	What does success look like?	Impact on children	Progress updates
<p><b>Key Question) How good is our care play and learning?</b></p> <p>Requirement 1)</p> <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 that staff have the relevant knowledge, skills, and understanding of child</p>	<p>Audit registration forms, personal plans, chronologies, and information held on allergies, medication etc. for each child.</p> <p>Update forms as required, liaising with parents to ensure accurate and current information is held.</p> <p>Provide training opportunities for all FCSS colleagues to ensure they have the</p>	<p>Susan McGhee and FCSS team members.</p> <p>FCSS team members to update forms for children in their key group.</p> <p>Susan McGhee Fiona Ednie (FCSS workforce lead)</p>	<p>By 15/08/22, then continue as ongoing practice.</p> <p>By 15/08/22,</p>	<p>Accurate, well completed plans are in place and are being used by FCSS colleagues in planning and caring for children at the nursery.</p> <p>Chronologies are up to date and accurate.</p> <p>Observation of practice, monitoring of documentation and feedback from team</p>	<p>Children are cared for by practitioners who understand their needs and have up to date information.</p> <p>Children are kept safe from harm and are protected by a team who have access to all relevant information.</p> <p>Children will be cared for by team members who understand their needs and who can effectively meet</p>	<p>Personal plans have been reviewed and updated, a full audit was conducted to ensure all children have appropriate documentation and information in place.</p> <p>Personal (support) plans are being shared with parents and additional information added.</p> <p>All team members have access to appropriate training and development and</p>

<p>development and ensure this is applied in their practice</p>	<p>relevant skills and knowledge required to meet children's individual needs.</p>		<p>then ongoing</p>	<p>members support and supervision evidence clear understanding of child development.</p>	<p>them in day to day practice.</p>	<p>are being supported in daily practice by the organisation's leadership team.</p>
<p>c) 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>Individual team member training plans to be created</p> <p>Ensure FCSS colleagues have access to children's personal information and that there is effective communication amongst team members.</p>	<p>Service Management team (from 3<sup>rd</sup> October)</p> <p>Susan McGhee Kirsty Ferguson New Service Management Team (from 3<sup>rd</sup> October)</p>	<p>By end of October 2022 By 15/08/22, then ongoing</p> <p>By 15/08/22, then ongoing</p>	<p>Each member of the team will have a personalised training plan. These plans will support successful achievement of individual, service, and organisational goals.</p> <p>All team members will have access to personal plans, these will be reviewed regularly and updates shared across the team. There will be an audit trail of checks on documentation and its effectiveness.</p>	<p>Children are cared for by knowledgeable and well trained team members. This improves opportunities and outcomes for children.</p> <p>Children are cared for by practitioners who have information needed to provide individualised, responsive care.</p> <p>Children will be happy and confident in the nursery environment.</p>	<p>Some plans are underway, there is further training to be sourced.</p> <p>All FCSS colleagues working with children in the nursery have access to children's personal support plans, there are clear communication processes to share information regarding individual children's needs.</p>
<p>d) Ensure children are provided with</p>	<p>Provide training, support, and role modelling of nurturing</p>	<p>Susan McGhee Kirsty Ferguson</p>			<p>They will be supported by kind, caring</p>	<p>Support and supervision and a full</p>

<p>warmth, comfort, and compassion.</p>	<p>care. Carry out observation of practice and address any issues identified swiftly and effectively.</p>	<p>New Service Management Team (from 3rd October)</p>	<p>By 15/08/22, then ongoing</p>		<p>practitioners who understand their needs and plan effectively to meet them.</p>	<p>team meeting have taken place. Discussion has taken place around nurturing care. Observations of practice are taking place daily and guidance is provided, as necessary. There is a strong emphasis on nurturing care. Children are supported to settle in to nursery with kindness and warmth.</p>
<p><b>Key Question) How good is our care play and learning?</b> Requirement 2)</p> <p>a) Ensure information to support children with medical needs or allergies are clearly recorded and up-to date.</p>	<p>Audit and update all medication forms, check storage of medication and review with team on site.</p>	<p>Kirsty Ferguson, and team on site.</p>	<p>By 15/08/22, then ongoing</p>	<p>Medication forms are accurate, appropriately signed and are monitored by nursery management.</p>	<p>Children are kept safe and their health needs are effectively met.</p>	<p>Storage and administration of medication has been reviewed to ensure it is in line with our organisation's policy and with national guidance.</p> <p>Information held for each child who requires medication to be administered at nursery has been reviewed and where</p>

<p>b) Ensure staff are knowledgeable and competent in relation to the safe recording and administration of medication and apply this in practice.</p> <p>c) Ensure parents are fully informed when medication has been given.</p>	<p>Provide training and support for FCSS colleagues on safe storage and administration of medication.</p> <p>Discuss with FCSS colleagues the importance of informing parents when medication has been given, also if not given for any reason, and/or if given late (e.g., if child was sleeping at planned time)</p>	<p>Susan McGhee Kirsty Ferguson New Service Management Team (from 3rd October)</p> <p>Susan McGhee Kirsty Ferguson New Service Management Team (from 3rd October)</p>	<p>By 15/08/22, then ongoing</p> <p>By 15/08/22, then ongoing</p>	<p>Regular monitoring of medication forms evidence that FCSS colleagues are following best practice in relation to administration of medication. Forms are correctly completed and signed by parents.</p> <p>Parents are given clear feedback on whether medication has been administered, if not why, timing etc.</p>		<p>necessary additional details recorded.</p> <p>FCSS colleagues are being supported on site by the service's Senior Practitioner and by the organisation's leadership team to ensure safe administration of medication.</p>
<p><b>Areas for improvement</b></p> <p>1. To promote children's understanding and enjoyment</p>	<p>Review mealtime experience, observe current practice and agree actions to</p>	<p>Susan McGhee Kirsty Ferguson New Service Management</p>	<p>By 15/08/22, then ongoing</p>	<p>Mealtimes are calmer and offer opportunities for children to learn about</p>	<p>Children have a better experience and eat more of their</p>	<p>Mealtime routines have been reviewed. The cloakroom areas have been changed to</p>

<p>of healthy eating and drinking, the manager and staff should improve mealtime experiences.</p> <p>This should include promoting opportunities for children's independence, providing fresh water, and encouraging children to keep hydrated.</p>	<p>improve the experience.</p> <p>Relocate dining to cloakroom areas, creating a dining space and moving coat/shoe storage to under outdoor canopy.</p> <p>Purchase new crockery, serving bowls, cutlery and serving spoons, tongs etc.</p> <p>FCSS Team members to sit with children role modelling healthy eating, table manners etc.</p> <p>Create water stations for children to access water as and when needed throughout the day. Monitor this to ensure water is refilled and area is kept safe and clean. Provide clean cups and establish a system for children to place used cups in an agreed</p>	<p>Team (from 3rd October)</p> <p>FCSS team members</p> <p>FCSS team members</p>	<p>By 15/08/22, then ongoing</p> <p>By 15/08/22, then ongoing</p> <p>From October 2022 then ongoing</p> <p>By 15/08/22 then ongoing</p>	<p>healthy eating, share a social experience and be supported in eating their meal.</p> <p>New crockery and serving utensils are in place.</p> <p>Water station is set up and accessible every day.</p>	<p>meal; they are supported by staff who assist them to ensure they are able to eat enough to meet their needs.</p> <p>Children are able to self-serve at mealtimes.</p> <p>Children have support of practitioners who know them well at mealtimes.</p> <p>Children are well hydrated and their health needs are supported.</p>	<p>dining areas. New tables and benches (sourced by CM (ACC)) are in use.</p> <p>Resources to support self-service at meal times have been purchased and are in use daily.</p> <p>FCSS colleagues are sitting with children to share mealtimes, promoting healthy eating, and developing social skills.</p> <p>Hydration stations have been set up in each playroom so children can access drinking water as and when needed throughout the day. Children are supported in this and are prompted to drink</p>
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<p>2. To support children's health and wellbeing, the manager and staff should ensure that children are provided with a warm, comfortable space for sleep and are given the nurturing care to aid rest and relaxation.</p>	<p>location. Where preferred encourage parents to bring water bottles for their children.</p> <p>Review sleeping practice, purchase tote bags for storage of named bedding so this is kept to single child use.</p> <p>Review room layout to ensure there is suitable space for rest and sleep.</p> <p>Discuss with team best ways to support tired children.</p>	<p>Susan McGhee Kirsty Ferguson New Service Management Team (from 3rd October)</p>	<p>By 15/08/22 then ongoing</p>	<p>Sleepers have individual named bedding bags. The environment offers space for rest and sleep.</p>	<p>Children have warm, comfortable, and safe places to rest and sleep, and are comforted and supported by kind practitioners who know them well and understand their needs.</p> <p>Children experience a broad range of</p>	<p>regularly throughout the day.</p> <p>Parents are encouraged to bring drinking bottles for children to use if that is their preference.</p> <p>Sleeping facilities have been reviewed. Sleep mats and blankets have always been available. FCSS colleagues have reflected on the care needed to support a child who may need to sleep or rest and are consistently offering warm and caring support to children.</p> <p>Each child who sleeps at nursery has an individual bag to hold their allocated sheet and blanket.</p> <p>Play room layouts have been reviewed to ensure there are cosy, comfortable areas available for children</p>
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<p>3. To support children's learning and development, the manager and staff should ensure children experience high quality play and learning relevant to their age and stage of development. In order to do this, the provider should ensure staff are knowledgeable and trained in supporting children's learning and use this to plan meaningful play experiences.</p>	<p>Review learning opportunities, provide training for the team on site and role model good practice.</p> <p>Monitor, observe and feedback on practice as needed as part of ongoing QA process.</p> <p>Purchase and collect additional resources and review storage and care of these.</p>	<p>Susan McGhee Kirsty Ferguson New Service Management Team (from 3rd October)</p>	<p>By 15/08/22 then ongoing</p>	<p>Observation of practice shows improved support for children's learning and development.</p>	<p>high quality learning opportunities.</p> <p>Opportunities are appropriate to children age and stage of development and are supported by practitioners who know the children well and understand their individual needs.</p>	<p>to choose to rest during the nursery day.</p> <p>Opportunities for play, learning and development have been reviewed. Support and challenge have taken place within the team and consideration has been given to appropriate opportunities.</p> <p>New resources have been purchased, nursery families and the local community have donated further resources.</p> <p>Observation of practice, role modelling and guidance have been ongoing to support the team in offering a meaningful play experience.</p>
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<p><b>Key question) How good is our setting</b></p> <p>a) Necessary repairs to the building are reported immediately and action taken to keep children safe.</p> <p>b) Staff are aware of the factors which raise the potential risk of children leaving the environment unsupervised and take action to prevent any occurrences. Effective risk assessments are conducted by competent staff.</p> <p>c) The outdoor area, including the fencing, plants, and shrubbery, are appropriate and keep children safe and protected.</p>	<p>Prepare list and re-report all defects/ damage to building.</p> <p>Ensure staff are aware of risks and that effective risk assessment is taking place.</p> <p>Where appropriate and possible carry out immediate repairs. If not possible close the area and make safe immediately.</p> <p>Tidy outdoor area and review garden checks/monitoring process.</p>	<p>Susan McGhee New Service Management Team (from 3rd October)</p> <p>Susan McGhee Kirsty Ferguson New Service Management Team (from 3rd October)</p> <p>Susan McGhee Kirsty Ferguson New Service Management Team (from 3rd October)</p> <p>Susan McGhee to carry out immediate remedial action, then ongoing</p>	<p>By 15/08/22 then ongoing</p> <p>By 15/08/22 then ongoing</p> <p>By 15/08/22 then ongoing</p> <p>By 15/08/22 then ongoing</p>	<p>There is a clear log of maintenance issues.</p> <p>Repairs are carried out timeously effectively.</p> <p>Risk assessments are robust and are effective in keeping children safe.</p> <p>The garden area is well maintained and is checked 2 x daily for safety issues.</p>	<p>Children are cared for in a safe and attractive environment.</p>	<p>Repair needs are identified through risk assessment and reporting of damage/breakages etc.</p> <p>All repairs have been reported to the non-housing repair team. Follow up requests are made where repairs are delayed.</p> <p>Risk assessments are conducted to ensure children are safe while we wait for repairs to be carried out.</p> <p>FCSS colleagues are supported in risk assessment by the senior practitioner and leadership team.</p> <p>Where appropriate FCSS team members</p>

		check by FCSS team members				<p>carry out immediate repairs.</p> <p>All FCSS colleagues are aware of potential risks and take appropriate action to keep children safe.</p> <p>The outdoor area was cut back immediately. A professional gardener has since visited and carried out garden maintenance. Gaps at the bottom of fencing have been covered and or filled in with board or screening.</p> <p>The garden area is risk assessed daily to check for risks such as broken glass, bottles, cans, cigarettes and/or vape equipment, and other risks. Risk assessments are recorded and monitored.</p>
2.		Susan McGhee				

<p>a) Ensure staff implement safe and effective infection prevention and control practices.</p> <p>b) Ensure the appropriate storage and disposal of nappies.</p>	<p>Review infection control procedures.</p> <p>Ensure all team members understand the nappy changing policy and follow it when changing children's nappies and/or wet and soiled clothing.</p>	<p>Kirsty Ferguson New Service Management Team (from 3rd October)</p>	<p>By 15/08/22 then ongoing</p>	<p>The building is clean and there is effective prevention of infection measures in place.</p> <p>The nappy change area is clean and nappies are appropriately stored.</p>	<p>Children are cared for in a clean, healthy environment and are protected from the risk of infection.</p>	<p>Infection control procedures have been reviewed and enhanced processes implemented.</p> <p>There has been a nappy disposal contract in place with PHS since the service opened. Nappy bins are emptied 2 x weekly.</p> <p>Clean nappies are stored in individual children's bags.</p> <p>The nappy change area is clean and well maintained, suitable storage is in place.</p>
<p><b>Areas for improvement</b></p> <p>1. To support children's learning and development, the manager and staff should ensure the environment is equipped and resourced to facilitate children's imagination, enquiry,</p>	<p>Purchase additional resources as required.</p> <p>Register with Community Resource Service (CRIS).</p> <p>Collect authentic resources and develop the environment to</p>	<p>Susan McGhee New Service Management Team (from 3rd October)</p> <p>Susan McGhee and FCSS team members</p>	<p>By 15/08/22 then ongoing</p> <p>By 15/08/22 then ongoing</p>	<p>There are new resources in place and the environment offers a depth of learning opportunities.</p>	<p>Children have access to and choice of a range of resources, both purpose designed and authentic/natural resources to support their</p>	<p>Further resources have been purchased by FCSS and donated by nursery families and the local community.</p> <p>The service has registered with Aberdeen City Council resource service.</p>

<p>and curiosity. This should include, but not be limited to, literacy and numeracy, sensory play, and creative play.</p>	<p>create a more homely and welcoming feel. Display photographs and artwork around the environment to create a sense of belonging and ownership for children attending.</p> <p>Ensure core provision is available at all times.</p>	<p>Susan McGhee and FCSS team members</p> <p>FCSS team members</p>	<p>By 15/08/22 then ongoing</p> <p>By 15/08/22 then ongoing</p>	<p>There are artwork and photographs on display.</p> <p>Core provision is available at all times.</p>	<p>play and learning. Children feel they belong and have a sense of ownership within the nursery. They are comforted by seeing their pictures and photographs of them taking part in play with friends.</p>	<p>The nursery environment has been reviewed and changes to layouts made.</p> <p>Art work and photographs are displayed throughout the nursery.</p> <p>The team have reviewed continuous provision and now have sand, water, malleable play, paint, glue, mark making, role play, small world, construction, loose parts, literacy, numeracy, and sensory play available every day across both the indoor and outdoor areas. This still requires monitoring by onsite management but is improving steadily.</p>
<p><b>Key question)</b> <b>How good is our leadership?</b></p> <p>Requirement 1) a) Ensure effective management and</p>	<p>Carry out investigation into leadership failings</p>	<p>FCSS leadership team</p>	<p>By 15/08/22 then ongoing</p>	<p>The new management team are in post, successfully inducted</p>	<p>Children are cared for by a team who are</p>	<p>There has been a full change in management</p>

<p>leadership arrangements are in place.</p> <p>b) Ensure effective quality assurance, self-evaluation, and improvement plans are in place which have involved staff, children, and parents and lead to continuous improvement.</p> <p>c) Ensure the improvement plan is effectively monitored and embedded into practice.</p> <p>d) Ensure that staff have the capacity and skills to support a programme of continuous improvement.</p>	<p>within the service and address outcome appropriately. Provide leadership team support to ensure effective support for the team.</p> <p>Review quality assurance, create improvement plan and use to develop the service.</p> <p>Carry out regular observation of practice and audit of documentation.</p> <p>Carry out support and supervision with the team on site.</p>	<p>FCSS leadership team</p> <p>Susan McGhee New Service Management Team (from 3rd October)</p> <p>FCSS leadership team</p> <p>Susan McGhee New Service Management Team (from 3rd October)</p>	<p>By 15/08/22 then ongoing</p> <p>By 15/08/22 then ongoing</p> <p>By 15/08/22 then ongoing</p> <p>By 15/08/22 then ongoing</p>	<p>and are supporting the team on site.</p> <p>Improvement plans are in place and their impact is evident within the setting.</p>	<p>well managed. They are kept safe and benefit from high quality provision lead by experienced management.</p> <p>Children benefit from a continually developing and improving service.</p> <p>They are cared for by practitioners whose own practice is monitored, supported, and challenged to ensure a culture of continuous improvement.</p>	<p>and a new, experienced, management team have been recruited. In the interim period the service has been overseen by FCSS Chief Exec, Susan McGhee.</p> <p>Quality assurance is ongoing with improvement plans focussing on both the recent inspection outcome and broader development of the nursery.</p> <p>Support and supervision have taken place, and a full team meeting has taken place. Room observations are included in daily practice.</p> <p>A floor book is in place to record, evaluate and further develop improvement actions.</p> <p>The team are supported in developing self-</p>
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						evaluation and reflective practice skills.
<p><b>Key question) How good is our staff team?</b></p> <p>1. a) Staff undertake a robust induction and when staff move to a promoted post, they must also receive an induction to their new role and responsibilities.</p> <p>b) Staff are effectively deployed and provide high quality outcomes for children</p>	<p>Review induction processes, revisit roles and responsibilities with the team.</p> <p>Review deployment of team members, recruit new team members, source training to achieve qualification for support workers. Provide appropriate staffing cover whilst recruitment is ongoing.</p> <p>Carry out observation of practice and</p>	<p>Susan McGhee New Service Management Team (from 3rd October)</p> <p>Susan McGhee New Service Management Team (from 3rd October)</p> <p>Susan McGhee, FCSS Leadership team and</p>	<p>By 15/08/22 then ongoing</p> <p>By 15/08/22 then ongoing</p>	<p>There is clear evidence of induction in team member records and it is evident in their understanding of their role and responsibilities.</p> <p>Team members are appropriately deployed to effectively meet children's needs.</p>	<p>Children are cared for by a team who know and understand their responsibilities and take accountability for their practice.</p>	<p>Induction processes have been reviewed. FCSS uses the national induction resource, supported by organisation and site specific induction.</p> <p>Staff deployment has been reviewed and further recruitment is ongoing.</p> <p>Where cover is provided by other FCSS colleagues care is taken to ensure continuity of colleagues working within the service.</p>

	support and supervision sessions.	New Service Management Team (from 3rd October)	By 15/08/22 then ongoing			
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