

# Care Inspectorate Action Plan and Evidence

## Hanover Street School ELC



**Inspection Date: November 2022**  
**Action Plan Date: January 2023**

### **Contents:**

- How good is our care, play and learning?**
- How good is our setting?**
- How good is our leadership?**
- How good is our staff team?**

# How good is our care, play and learning?

## Areas for Improvement 1 of 2:

To ensure children are nurtured and supported through their daily experiences, the manager and staff should ensure that mealtimes are a safe, relaxing experience that meets the individual needs of children.

This is to ensure that care and support is consistent with the Health and Social Care Standards (HSCS) which state that:

“My care and support meet my needs and is right for me.” (HSCS 1.19)

“I can enjoy an unhurried snack and mealtimes in as relaxed atmosphere as possible.” (HSCS 1.35)

Action	Responsible Person	Timescale	RAG
Participation in ELC Improvement Group sessions and Clinic Groups Identified Target: School Lunches – for 85% of children to display increased levels of independence in the dining room by 31 March 2023 create PDSA plan with the following base line targets: <i>Children able to tidy up lunch</i> <i>Children scraping food into bin</i> <i>Small group of children helping in setting up for lunch</i> <i>Seconds – children lining up for seconds independently</i> <i>Children collecting lunch when they come in</i> <i>Self-service of milk and water</i> <i>Self-service of bread</i> (See PDSA plan for further details.)	SLT Lead NS SEYP SL and EYPs	By March end, 2023	
PDSA plan shared with staff and baseline targets discussed.	SLT Lead DS	31.01.23	
Lunch process to be monitored and evaluated weekly and feedback/ next steps shared with ELC staff at team meetings to support improvement. (See PDSA for further detail.)	SLT Lead NS	03.02.23 10.02.23 17.02.23	
IEPs identify specific targets and supports at mealtimes for children with ASN. Quality Assurance includes termly monitoring of IEPs and observation of IEP targets in practice.	SLT Lead DS SEYP	By March end, 2023	

# How good is our care, play and learning?

## Areas for Improvement 2 of 2:

To ensure children have fun as they experience high quality play, learning and development opportunities the manager and staff should ensure that the cycle of observation, planning and assessment is used to maximise children's successes.

This is to ensure that care and support is consistent with the Health and Social Care Standards (HSCS) which state that:

"As a child I am supported to achieve my potential in education and employment if this is right for me" (HSCS 1.27).

Action	Responsible Person	Timescale	RAG
<p>Development of Environment:                      Organising and classifying resources in nursery cupboard.                      Dedicated time allocated on February INSET training days to tidy and update resources. <b>(See QA calendar)</b>                      Identify display board themes and refresh, maintain. <u>Wednesday 15<sup>th</sup> February 2023</u>                      Devise weekly Environment checklist prompt for staff and conduct weekly spot checks.                      Establish development leads within the ELC to take forward enhancing the environment in a specific area of the nursery. Plans to be created and actioned by staff, overseen by SLT by monitoring, observation and Support &amp; Supervision meetings.                      Staff to be trained on creating actions plans and will have the opportunity to look at completed exemplars and case studies for guidance. Tuesday 14<sup>th</sup> February 2023  <b>SLT monitoring of environment. (See QA calendar)</b></p>	<p>SLT Leads NS and DS                      SEYP SL</p>	<p>By March end, 2023                      Maintenance and ongoing through Term 4</p>	
<p>Review and update current planning format:                      Planning format to include "planning in the moment" reflections alongside a wider learning world context grid, allowing for breadth and depth of Es and Os coverage.                      Training, modelling and peer learning session delivered to staff. Tuesday 14<sup>th</sup> February 2023                      Floor books for recording, reflecting and evidencing learning reintroduced and in-house training delivered to all ELC staff by SLT.                      Formalise observation and reporting process:                      All staff to be allocated 1 hour time out dedicated to observation write ups on Seesaw. Minimum of 5 observations per week.                      Observation content and format with exemplars shared and agreed with ELC staff at staff meeting.                      All staff allocated a iPad for updating learning journeys on Seesaw, recording evidence etc.</p>	<p>SLT Lead DS                      All ELC staff</p>	<p>Introduced by March end, 2023                      Developed throughout Term 4</p>	

Update Quality Assurance calendar to include: Monthly monitoring of planning and floor books. Weekly monitoring of Seesaw observation uploads for quantity, quality, consistency. <b>(See QA calendar)</b>	SLT Leads DS and NS		
Develop Highland Literacy programme in ELC: Staff to receive training on the practical application of the Highland Literacy programme. Wednesday 15 <sup>th</sup> February 2023 Introduce practical elements of Phonological Awareness in the ELC setting to be used in Planned activity time with key groups. Create and share planning record sheet to identify skills and activities to be covered in planned activity time and to follow up in ELC playroom. Continue, and enhance continuous provision of FMC and GMC development.	SLT Lead NS All ELC staff	March end, 2023 Throughout Term 3	
Staff to receive training on Blanks Questioning for story time and introduce during planned activity time with key groups.	SLT Lead NS All ELC staff	June end, 2023 (Throughout Term 4)	

## How good is our setting?

### Areas for Improvement 1 of 1:

To ensure children experience a well maintained, comfortable and homely environment the provider, manager and staff should ensure that actions are taken to repair some areas of the nursery. This includes but not limited to:

- Walls and painted surfaces are in good order
- All doors and surfaces are clean
- The nappy changing areas does not have any intrusive smells
- Any holes in walls are repaired
- Furniture, walls, and radiators and clean and well presented for children
- Worktop areas around sinks are in full working order
- Flooring is safe for use and in good working order.

This is to ensure that care and support is consistent with the Health and Social Care Standards (HSCS) which state that:

'I experience an environment that is well looked after with clean, tidy and well-maintained premises, furnishings and equipment' (HSCS 5.24)

Action	Responsible Person	Timescale	RAG
Holes in Nursery walls to be repaired. Nursery walls repainted – ACC contacted, site visited, and job quote given.	Aberdeen City Council	ACC have advised work will be carried out in the new financial year.	
Broken hinges on yellow cabinet door repaired	Janitor	Actioned 26.01.23	
Worktop and flooring repairs - ACC contacted, site visited, and job quote given.	Aberdeen City Council	ACC have advised work will be carried out in the new financial year.	
Nursery environment – Worksurfaces, windowsills, radiators cleared and cleaned, Wall displays updated, layout of nursery to be reviewed and changes made to ensure, a tidy, engaging environment. Nursery resources sorted, cleaned and stored in identified themes in the nursery cupboard to prevent overcrowding within ELC play space. Storage boxes to store nursery resources to be purchased.	SLT Lead NS SEYP SL, EYPs	By February 15 <sup>th</sup> , 2023 Storage boxes to be purchased in new financial year.	

Create toilet and nappy changing cleaning records to be completed by named staff daily within timed intervals, signed and dated. This is in addition to normal nappy changing and cleaning procedures. SLT to spot-check the toilets, nappy changing area and cleaning records daily. (See QA Calendar)	SLT Lead DS SEYP SL, EYPs daily	Actioned 19.01.23 Monitoring ongoing	
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<b>How good is our leadership?</b>			
<b>Areas for Improvement 1 of 1:</b>			
<p><b>To ensure high quality care and experiences for children quality assurance and self-evaluation should be embedded into practice. This should mean that:</b></p> <ul style="list-style-type: none"> <li><b>Children and families are meaningfully involved and influence changes within the setting</b></li> <li><b>Quality assurance, including self-evaluation and improvement plans lead to high quality care and support.</b></li> </ul> <p>This is to ensure that care and support is consistent with the Health and Social Care Standards (HSCS) which state that: 'I benefit from a culture of continuous improvement, with the organisation having robust and transparent quality assurance systems' (HSCS 4.19).</p>			
<b>Action</b>	<b>Responsible Person</b>	<b>Timescale</b>	<b>RAG</b>
Planning is shared with parents at the start of a new theme. Parents are encouraged to share their ideas and suggestions via display board and Seesaw Evaluation of Planned learning displayed on notice board at the end of a theme and completed Floor books shared. Reminder notifications sent to parents at the start and end of each theme to raise awareness and encourage engagement. Staff to encourage parents to look at during "Drop off" and "pick up" time.	SLT Lead DS SEYP SL	By March end, 2023	
Re introduction of "You say, we did..." beginning with a Survey Monkey parent feedback questionnaire Stay and Playcalendar for Term 4 to be displayed and shared with parents in person and via Seesaw.	SLT Lead DS SEYP SL	Term 4	
Increased parental/ home link sessions: Scotland Showcase, Around the World Showcase, National Storytelling Week, Our Natural World Showcase	SLT Leads DS and NS SEYP SL EYP lead LB All EYPs support	Throughout Terms 3 and 4	
Open Evening to share learning and discuss ELC improvement plan. Action plan shared with parents and feedback invited – Survey monkey/parental engagement session	SLT Lead DS and NS SEYP SL	Delivered by June 2023	

Develop Parent Zone outside nursery to engage parents – displays, voting activities, planning and floor book sharing table etc.	SLT Lead DS and NS Maintained by SEYP SL	By April 2023	
Quality Assurance calendar to be redeveloped to include more rigorous monitoring and observation of Quality themes (CI) and Quality Indicators (HGIOELC) QA evidence recorded fully in digital format. Filing system to be developed	SLT Lead DS and NS	Paperwork By March End 2023 Process ongoing thereafter.	
Programme of self-evaluation developed and delivered using “A Quality Framework for day care of children, childminding and school aged children” Self-evaluation incorporated into QA calendar and staff development meetings to support ongoing and future improvement planning for next session.	SLT Lead DS	Throughout Term 3 and 4. January – June 2023	

## How good is our staff team?

### Areas for Improvement 1 of 1:

**To ensure the safety of children the provider and manager should ensure that there is the right number of staff and that these staff are deployed in a way that meets children's needs.**

This is to ensure that care and support is consistent with the Health and Social Care Standards (HSCS) which state that:  
 'My needs are met by the right number of people' (HSCS 3.15)  
 'People have the time to support and care for me and to speak with me' (HSCS 3.16).

Action	Responsible Person	Timescale	RAG
Review of current IEP process and subsequent update of termly IEPs. Specific termly Dates for IEP updating and monitoring to be shared with staff. Monitored IEPs to be shared with all ELC staff at staff meeting termly to ensure full knowledge of roles, responsibilities and requirements. Termly SLT observation of IEPs in practise. <b>(See QA calendar.)</b>	SLT Lead DS SEYP SL	By March end, 2023 Ongoing thereafter	
Create a timetable of Support Worker allocation to individual children to support their individual needs.	SLT Lead DS EYP LB	By 10.02.23	
Create a weekly timetable of staff ratios on playroom floor that includes staff development non-contact time, visits to other parts of the school, staff daily responsibilities.	SLT Lead DS All ELC staff to follow.	By February end, 2023	
Devise procedure to cover staff absence and TOIL that minimises impact and uncertainty on ELC staffing. Share with ELC staff.	SLT Lead DS	By 17.02.23	
Share and discuss procedure for staff utilisation in different scenarios to best meet children's needs.	DS	By January end, 2023	

Observation and monitoring of staff deployment in playroom with reference to staff utilisation procedures, to be carried out monthly. <b>(See QA calendar.)</b>	DS and NS	Ongoing, monthly	
Continue with Autism online training session – 2 modules remain. Completion of reflection paperwork and sharing learning/ next steps at staff meeting follow up.	SLT Lead NS All ELC staff	By March end, 2023	
Audit of staff training needs	SLT Lead NS	By February end, 2023	