

Care Inspectorate Action Plan and Evidence

Hanover Street School ELC



Inspection Date: 6th – 8th November 2023
Action Plan Update : February 2024

Contents:

How good is our care, play and learning? *(1 Improvement)*

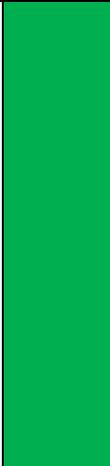
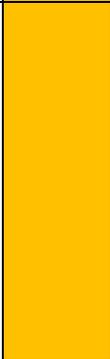
How good is our setting? *(1 Requirement , 2 Improvements)*

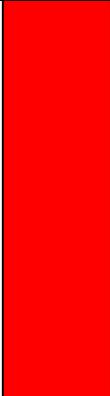
How good is our leadership?

How good is our staff team?

Completed actions will be highlighted Green.

How good is our care, play and learning?			
<p>AREA FOR IMPROVEMENT 1 OF 1: To ensure children experience high quality play, learning and development opportunities that are safe and meet their individual needs, the manager should ensure staff are skilled, knowledgeable, and competent in providing high quality play and learning experiences.</p> <p>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); and “I have confidence in people because they are trained, competent and skilled, are able to reflect on their practice, and follow their professional and organisational codes” (HSCS 3.14)</p>			
Action	Responsible Person	Timescale	RAG
Create document identifying toxins and risk factors in play –share and discuss scenario examples with staff in professional development meeting.	Nursery Manager DS	By January end 2024	
<p><u>Review structure of day to incorporate the following:</u></p> <ul style="list-style-type: none"> • Intentional planned learning experiences AM/ Responsive and individual target based learning opportunities PM • Planned activity time with key groups • Quiet/ Soothing time after lunch 	Nursery managers DS/NS Led by SEYP in Playroom	Term 3 - By end of March 2024	

<p><u>Planning for learning:</u></p> <ul style="list-style-type: none"> • Utilise weekly planning grid to bundle CfE Es and Os from intentional planning Learning Worlds overview grid. Focus on the learning benchmarks when preparing experiences. • Nursery Managers to model bundling of Es and Os and planning learning with benchmarks, to SEYP • SEYP to attend weekly planning support meetings with DS to continue to develop this skill and build confidence • Friday team meetings to discuss focus of learning for week ahead with ELC team, led by SEYP and monitored by nursery managers. • ELC team to prepare their areas with learning benchmarks in mind to support staff understanding of learning opportunities and what they need to do to support/extend learning for individual learners 	<p>Nursery managers DS/NS SEYP</p>	<p>Established Term 3 (Jan to Mar 2024) Ongoing development Term 4 (April – July 2024)</p>	
<p>Early level personal planner to be developed and used by all ELC key workers for each individual child in their key group to track individual learner progress and next steps – this will feed into tracking and monitoring meetings.</p>	<p>Nursery Manager DS Used by ELC team</p>	<p>By March end 2024 Focus of February INSET days</p>	
<p><u>Observation of Learning:</u></p> <p>Continue to develop observation system in the following ways:</p> <ul style="list-style-type: none"> • Continued SLT monitoring and feed back to ELC team to ensure consistency of observation quality, quantity and frequency for individual children. • Focus given to developing and extending identified next steps within the afternoon responsive/targeted slot of the nursery day. • Follow-up comments with date to be added to Seesaw learning journeys to evidence learner progress and development. 	<p>All ELC team led by Nursery Managers DS/NS</p>	<p>Term 3 – By March end 2024 Focus of February Inset days</p>	

<p><u>Professional Development Training for Staff:</u></p> <ul style="list-style-type: none"> • Visible learning based training session exploring feedback and effective questioning. (INSET Day May 2024) • Reviewing training videos of effective and ineffective practice (nursery managers to be videoed, not ELC team) and engaging in professional discussion. • Follow up –action task for all ELC staff to experiment, practise and develop skills competence and confidence- results to be shared with each other at later staff development meeting. • Peer observation sessions between team members • SLT observations in term 4 to focus on ELC staff interactions. (Before and after training inputs.) 	<p>ELC Team led by Nursery Managers DS/NS</p>	<p>January – June 2024 Training Focus of INSET day May 2024</p>	
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How good is our setting?			
<p>REQUIREMENT: By <u>12th April 2024</u>, the provider must 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.</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> • Walls and painted surfaces are in good order • All doors and surfaces are clean • Any holes in walls repaired • Furniture, walls and radiators clean and well presented for children • Worktop areas around sinks are in full working order • Kitchen units and cupboard doors are repaired <p>This is to comply with Regulation 4(1)(a) (Welfare of users) of The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011 (SSI2022/210)</p> <p>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)</p>			
Action	Responsible Person	Timescale	RAG
Holes in the nappy area walls to be filled and area painted.	ACC	By April 12 th 2024	Green
Kitchen units and cupboard doors repaired.	ACC	By April 12 th 2024	Green
Worktop areas around sinks to be repaired.	ACC	By April 12 th 2024	Red
Deep clean sessions focusing on walls, radiators, surfaces, furniture and toys.	ELC team led by ELC managers DS/NS	18.12.23, 11.01.24 and 18.01.24	Green
Quiet room emptied. All surfaces disinfected. New soft furnishings purchased and room re-established for purpose.	ELC managers – DS/NS	By January end 2024	Green

Cleaning Rota established - detailing daily, weekly, monthly and termly cleaning tasks with rota of responsibility.	Nursery Manager - DS	By January end 2024	
New furniture purchased for story corner and house corner.	Nursery Managers NS/DS	By 12 th April 2024	

How good is our setting?			
AREA OF IMPROVEMENT 1 OF 2: To ensure children have fun and experience high quality play and learning, the manager and staff should ensure all areas of the learning environment are well resourced, clean and attractive.			
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
New furniture purchased for story corner and house corner.	Nursery Managers NS/DS	December 2023 - July 2024	
Resource audit to establish what to remove, refresh or replace. Visit charity shops to acquire “new” resources. Purchase resources where necessary and when funds allow. Introduce consistent storage and labelling system within the playroom.	ELC team led by Nursery Managers NS/DS	Ongoing (Dec 2023 – June 2024)	
Redesign of playroom layout to create better flow	Nursery Managers NS/DS	By 12 th April 2024	
Cleaning Rota established - detailing daily, weekly, monthly and termly cleaning tasks with rota of responsibility.	Nursery Manager DS.	By January end 2024	
Quiet room emptied. All surfaces disinfected. New soft furnishings purchased and room re-established for purpose.	Nursery Managers DS/NS	By January end 2024	

How good is our setting?			
AREA OF IMPROVEMENT 2 OF 2:			
<p>To help keep children safe and well, the manager should ensure children’s health and safety in relation to effective infection prevention and control. This should include, but not limited to, effective supervision when handwashing.</p> <p>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); and “I have confidence in people because they are trained, competent and skilled, are able to reflect on their practice, and follow their professional and organisational codes.</p>			
Action	Responsible Person	Timescale	RAG
Key group leader to monitor, model and support handwashing for their group in the playroom, before and after lunch.	All ELC Key group leaders led by SEYP	Immediate	
Disinfect touch points and stair case bannisters prior to children walking to the dining hall.	ELC staff (lunch time duties rota) led by SEYP	Immediate	
Raise awareness and improve process: Handwashing learning focus area for children as part of the “Scotland: Our Food” learning world.	ELC Team led by SEYP	January 2024	
Cleaning Rota established - detailing daily, weekly, monthly and termly cleaning tasks with rota of responsibility.	Nursery Manager DS.	By January end 2024	
Adjust timings of cleaning checks in toilet area to accommodate high frequency times e.g. before and after lunch.	Nursery Manager DS. Maintained by SEYP and completed by all ELC Team	Immediate	
Create and follow Kitchen cleaning procedure to be used by all staff.	Created by Nursery Manager DS All ELC team to adhere to procedure SEYP to monitor	By January end 2024	

How good is our leadership?		
<p>No specific Improvements or requirements.</p> <p>Findings of the report stated: “ Areas for development were recognised in the service improvement plan, such as developing the environment, self-evaluation skills, staff skills and knowledge, and parental engagement. Changes were ongoing and beginning to lead to improved outcomes for children.”</p> <p>For Specific development actions as part of ongoing ELC improvement, please see Service Improvement plan, which sits alongside this document.</p>		

How good is our staffing?		
<p>No specific Improvements or requirements.</p> <p>The actions below are based on findings within the report. Further development actions as part ongoing ELC improvement are detailed on the Service Improvement Plan which sits alongside this document.</p>		
Action	Responsible Person	Timescale
Leadership support:	Nursery Managers DS/NS SEYP	Term 3 (January to March 2024)
		RAG

<ul style="list-style-type: none"> • Nursery Managers to model bundling of Es and Os and planning learning for benchmarks to SEYP • SEYP to attend weekly planning support meetings with DS to continue to develop this skill and build confidence • Friday meetings to discuss focus of learning for week ahead with ELC team, led by SEYP and monitored by nursery managers. • ELC team to prepare their areas with learning benchmarks in mind to support staff understanding of learning opportunities and what they need to do to support learners. SEYP to provide support to team for this, guided by nursery managers. 	<p>ELC Team</p>		
<p><u>Professional Development Training for Staff:</u></p> <ul style="list-style-type: none"> • Visible learning based training session exploring feedback and effective questioning. • Reviewing training videos of effective and ineffective practice (nursery managers to be videoed, not ELC team) and engaging in professional discussion. • Follow up –action task for all ELC staff to experiment, practise and develop skills competence and confidence- results to be shared with each other at later staff development meeting. • Peer observations within ELC Team <p>SLT observations in term 4 to focus on ELC staff interactions.</p>	<p>ELC Team led by Nursery Managers DS/NS</p>	<p>Terms 3&4 (January – June 2024)</p>	