

## Appendix A - Riverbank CI Action Plan

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>					
Ensure children's overall wellbeing is supported through effective use of personal planning	<ul style="list-style-type: none"> <li>- Review and make amendments to personal plans to ensure that they are user friendly and updates are clear to read</li> <li>- Staff to engage in self-evaluation and research the information that is recorded in high quality personal plans to inform changes to our processes</li> <li>- Personal plan monitoring to be RAG rated in order of priority and completion of actions- document to be created and used</li> </ul>	<p>05.08.2024 SEYP &amp; HT</p> <p>10.06.2024 All staff</p> <p>01.05.2024 SEYP &amp; HT</p> <p>All staff</p>	Children will have detailed personal plans which will be regularly reviewed and updated with staff and families. The detailed plans will be used by all staff and shared with relevant professionals to ensure there is a consistent approach shared for better outcomes for each individual child.	<p>10.06.2024- Staff have engaged with self-evaluations to indicate the information that they agree is important to be shared within a child's personal plan- SEYP will create a new personal plan format and clear guidance on how to complete these will be created and identified before the new intake of children in August 2024.</p> <p>01.08.2024 – New personal plans are now being used for all children, staff have given the feedback that they find the new format more user friendly and easier to identify information. We will seek parent feedback after the new intake of children have transitioned into the ELC setting. The new format has provided staff the opportunity to be able to clearly identify any additional supports that may be required for each individual.</p>	<p>10/06/2024</p> <p>05/08/2024</p>

<p>Effective use of planning and child observations</p>	<ul style="list-style-type: none"> <li>- Staff to be given refresher training on evaluative language</li> <li>- Create an example of a high quality observation for staff to reflect on</li> <li>- SEYP to quality assure SEESAW observations and ensure that there is relevant information within the contents and next steps are being identified and followed</li> <li>- Staff to indicate next steps for children individually and use this information to plan for future activities and learning</li> <li>- Planning board to be utilised by the whole team to show continuous provision, responsive &amp; intentional planning</li> <li>- Key workers to meet termly with key children's parents to discuss learning developments and next steps, creating a link between home and nursery learning opportunities</li> </ul>	<p>08.07.2024 SEYP</p> <p>08.07.2024 All Staff</p> <p>26.08.2024 KW</p>	<p>Children will benefit from relaxed, play experiences which are well planned around their individual needs and extend their learning in a way which is personal to them. These being shared with families will allow the further extension of learning opportunities at home and promote a consistent approach to care and learning.</p>	<p>01.08.2024 – SEYP has evaluated the current key worker system and has renewed it so that each EYP has less key children that they are responsible for, allowing EYPs to have better time management and be able to provide high quality detailed observations and plan for next steps for each individual child.</p> <p>01.08.2024 - SEYP created an exemplar observation with all ELC. The exemplar shares how to ensure we are providing high quality observations for the children, indicating the child's interests and engagement, the learning that has taken place and next steps.</p> <p>14.08.2024- EYPs have now been using the new observations format, they have sought out feedback from SEYP and continue to evaluate their observations.</p>	<p>08/07/2024</p>
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<p>Staff interactions to be meaningful and support learning</p>	<ul style="list-style-type: none"> <li>- Staff to be upskilled and have opportunities to engage in meaningful interactions and play experiences</li> <li>- Staff deployment and area zones to be followed consistently to ensure adequate staffing available for interactions across the setting</li> <li>- HT, LLO &amp; SEYP's to complete staff practice observations and share feedback with staff, highlighting any potential training needs.</li> <li>- Children's learning and next steps will inform planned activities and learning interactions</li> <li>- All staff to be responsive to children's needs: HT &amp; SEYP to engage in reflective conversations with staff about interactions and ensuring that they are not just task-based</li> </ul>	<p>26.08.2024 SEYP</p> <p>10.06.2024 SEYP All Staff</p> <p>09.09.2024 HT, SEYP &amp; LLO</p> <p>24.06.2024 KW</p>		<p>01.08.2024 – In preparation for the upcoming change of hours provided, a new deployment rota has been created by SEYP to ensure there is adequate staffing across the setting throughout the day. The new rota allows each zone to be supported by an EYP for the full duration of the day with SW's available for additional support and fulfilling daily duties such as nappy changing, snacks etc. Rota allows staff to remain within their zone for one week, allowing time to gauge children's interests and scaffold their learning through a variety of offered play experiences. Areas of interest and learning developments will be shared between staff at the end of each session to inform opportunities provided the following day.</p>	<p>01/08/2024</p>
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**How good is our setting? 2.2 - Children experience high quality facilities**

<p>Ensure children experience high quality facilities, the provider, manager and staff should ensure that the environment provides a well-furnished, comfortable and homely place for children.</p>	<ul style="list-style-type: none"> <li>- Staff to be given new lead roles for area developments, using CIRCLE framework to audit the opportunities provided and children's engagement with the area and resources</li> <li>- Staff to be reminded to use the zone checklists at the beginnings and ends of day and held accountable for doing so</li> <li>- Staff should use the planning documents to provide opportunities, experiences and provocations for the children to engage with</li> </ul>	<p>01.05.2024 SEYP</p> <p>03.06.2024 SEYP</p>	<p>Children's learning, play and wellbeing needs will be met. Children will have access to a comfortable well furnished, well-resourced environment.</p>	<p>May 2024- All staff have been given areas of development within the setting to ensure the areas are improved and well resourced</p> <p>03.06.2024- All staff were reminded of the use of Zone checklists. SEYP regularly reviews the checklists to ensure they are being completed/amended as appropriate</p>	<p>01/08/2024</p> <p>15/08/2024- Circle framework to be utilised by staff in deployment areas to evaluate resources and learning available</p>
<p>Ensure the environment is literacy and numeracy rich with opportunities for the children to engage in learning through play experiences</p>	<ul style="list-style-type: none"> <li>- Audit of resources to support literacy and numeracy development</li> <li>- Staff to utilise their CIRCLE training and resources to evaluate the setting and resources provided</li> <li>- Children's learning and next steps to be clearly identified within their SEESAW profile</li> </ul>	<p>29.07.2024 All Staff</p>			
<p>Ensure that there is a smooth transition as we transition to a new routine of offering 9am - 3pm attendance for all children</p>	<ul style="list-style-type: none"> <li>- Regular team discussions about the changes to delivery</li> <li>- Full staff team including HT, SEYP and LLO to participate in discussions about the new routine</li> <li>- Liaise with parents to ensure that we are supporting each child individually to transition to the new hours</li> <li>- Continue to evaluate how the new routine is having an impact and reflect on the</li> </ul>	<p>05.07.2024 SEYP, HT, LLO &amp; All Staff</p> <p>09.09.2024 SEYP, HT</p> <p>All Staff</p>		<p>01.08.2024 New routine has been shared with ELC staff and LLO. No concerns raised. ELC staff are trialling the new routine over the quieter summer break to highlight any potential changes that may need to be made in preparation for the new term.</p>	<p>15/08/2024- Planning and preparation complete- new routine pending</p>

	positives and negatives to further develop				
<b>How good is our leadership? - 3.1 Quality assurance and improvement are led well</b>					
To ensure quality care and experiences for children, quality assurance and self-evaluation should be embedded into practice	<ul style="list-style-type: none"> <li>- Increased staff observation to be undertaken by SLT to identify any areas for development and training / support required.</li> <li>- SEYP to reintroduce one to one Support and Supervision meetings once monthly for all staff</li> <li>- Develop better strategies for parents and children engaging with self-evaluations</li> <li>- Ensure information from self-evaluations are used to inform changes</li> <li>- Re-visit vision, values and aims and update as appropriate in collaboration with staff, children and families</li> <li>- Continue with regular staff meetings: as the hours delivered changes we will introduce more frequent and more focused meetings in relation with self-evaluation</li> <li>- The team to engage more frequently with planning, tracking and monitoring.</li> </ul>	<p>09.09.2024 SEYP &amp; HT</p> <p>26.08.2024 SEYP</p> <p>03.06.2024 SEYP &amp; HT</p> <p>09.09.2024 SEYP &amp; HT</p>	Children and families are meaningfully involved and influence changes within the setting Quality assurance, including self-evaluation and improvement plans, lead to high quality care and support for all children and their families	<p>03.06.2024 Parents are now engaging with SEESAW as a communication tool - Self-Evaluations have been sent out to parents as a google form via SEESAW which has seen an improved number of responses from before. We will continue to review how parents engage with self-evaluations through this platform.</p> <p>16.07.2024- We have created an improvement tree located within the ELC entrance where we will evidence actions taken from staff, children and parents feedback and self-evaluations. The "You said, we did" approach will allow service users to clearly see how the team have acted on feedback. During transition meetings</p>	<p>31/07/2024- staff and parents</p> <p>15/08/2024- Children</p>

				<p>with new families, staff will highlight the improvement tree and encourage parents to contribute regularly.</p> <p>31.07.2024 – SEYP has created a clear plan and focus for weekly meetings (Wednesday's) for the remainder of the year, ensuring there is a clear understanding of what is expected at each team meeting, with each week have a different challenge question for self-evaluation. Feedback from these meetings will inform future improvement actions and evaluate current progress and improvement.</p> <p>During each weekly meeting, there will be time set aside for planning, allowing the full team to contribute to the planning and share ideas and areas for development for individual children.</p>	
<b>How good is our staff team? – 4.3 Staff deployment</b>					

<p>Ensure effective supervision and quality engagement with children across the day</p>	<ul style="list-style-type: none"> <li>- Planning board to be utilised by all staff to share outcomes for children and next steps.</li> <li>- SEYP to review staff deployment zones before the changes to hours are introduced</li> <li>- Review of the environment and deployment to cater for the increase in children present when the new hours change</li> <li>- Utilise the cloakroom area to create a fourth zone</li> </ul>	<p>05.07.2024 All Staff 29.07.2024 SEYP</p>	<p>Children will be supported by staff who are knowledgeable and fully aware of their care and learning needs and are able to communicate effectively in order to promote these, improving outcomes for children and families.</p>	<p>03.06.2024- Staff have engaged in informal conversations about how they would like to set up the setting for the changes- discussions about utilising the cloakroom as a fourth zone and what this would look like - what activities would be offered, how it would be managed around drop off and collection times etc. This will be reviewed and discussed again at the next team meeting 11.06.2024</p> <p>03.06.2024- SEYP reviewed rota due to staff movement - If changes are made to rota SEYP indicated this daily on the whiteboard to ensure all zones/ duties are covered with relevant staffing</p> <p>01.08.2024 – In preparation for the upcoming change of hours provided, a new deployment rota has been created by SEYP to ensure there is adequate staffing across the setting throughout the day. The new rota allows each zone to be supported by an EYP for the full duration of the day with SW 's</p>	<p>01/08/2024</p>
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				available for additional support and fulfilling daily duties such as nappy changing, snacks etc.	
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**Key**

HT – Head Teacher & Registered Manager

SEYP – Senior Early Years Practitioner

LL – Locality Lead Officer

KW – Key Workers

SW – Support Workers

EYP – Early Years Practitioner