

## Appendix C - Muirfield Action Plan 2024-25

Areas for improvement	Action required	Stakeholders & timescale	Desired outcomes for children	Evidence and review/confirmed completion	RAG Rating
<b>How good is our care play and learning? 1.1 Nurturing care and support &amp; 1.3 Play and learning</b>					
<p>a) Ensure all staff are aware of and understand the information within the personal plans and use this to effectively to meet each child's health, welfare, and safety needs.</p> <p>b) Ensure all staff understand and follow all procedures for the safe storage, recording and administration of medication.</p>	<p>IEPs will be created to identify specific targets that will be tracked.</p> <p>Attainment data and QA discussions will evidence impact of interventions</p>	Dec 2023	<p>ELC Team will identify promptly, children who have barriers to learning and require additional support.</p> <p>Increase the provision of high-quality personalised support through effective staged intervention processes to meet learners needs.</p>	<p>All key workers completed personal plan audit detailing how strategies for individual children will be transferred into practice to support play and learning. Audit completed 17/11/23. Key workers shared audit with team to ensure consistent understanding of approaches. Personal Plans reviewed and updated accordingly as part of QA calendar.</p> <p>Key children and strategies discussed and shared at fortnightly team meetings.</p> <p>Key Worker highlights individual children's needs. This will be shared with all supply staff to ensure all staff have a clear overview of individual needs and how to respond to these (completed 08/01/23).</p> <p>Head Teacher reviewed key aspects of updated Medication Policy with team. Simplified flow chart of Medication procedures and correct forms completed also revised with team (17/11/23 and 23/01/23).</p> <p>SEYP provides additional time out for all staff to reread new Medication Policy and sign to show understanding.</p> <p>Medication audits in QA Calendar.</p>	

## Appendix C - Muirfield Action Plan 2024-25

				<p>Care Plans reviewed and signed by parents each term.</p> <p>Head Teacher completes random medication checks to ensure correct medication procedures are being followed at all times.</p> <p>Staff trained on how to write an IEP.</p>	
<p>a) Ensure that children's handwashing is effectively supervised and supported; and</p> <p>b) Have robust arrangements in place to ensure that children are protected through secure entry to the premises.</p>	<p>Quality assurance observations undertaken by Head Teacher and SEYP will show that staff are actively implementing the policy and procedure to ensure children are safe and healthy.</p>	<p>Dec 2023</p>	<p>Staff will understand and implement the appropriate procedures to ensure children are safe and healthy.</p>	<p>Staff Rota documents member of staff responsible for supervising handwashing at lunch, tea and snack times.</p> <p>All staff aware of importance of ensuring good handwashing routines.</p> <p>Cleaning schedules in place to ensure hygiene throughout ELC.</p> <p>Staff rota documents staff member responsible for ensuring secure entry to the premises.</p> <p>Updated Missing Child Policy details procedures that staff follow to ensure children are protected through secure entry to the premises.</p> <p>All staff understand that any visitor should report to the main office to sign in.</p>	

## Appendix C - Muirfield Action Plan 2024-25

				<p>** Additional action following CI inspection 28th February 2024</p> <p>Revisit routines and staffs role in supporting supervision to ensure effective handwashing,</p> <p>Standard operating procedure audits (including handwashing) added to annual quality assurance calendar and completed by the SEYP for individual staff. Staff will be provided with individual feedback.</p>	
<p>To ensure that practice protects and promotes positive outcomes for children, meets regulatory requirements and SSSC expectations, the provider should develop robust quality assurance practices. This should include, but not be limited to:</p> <p>a) Regular support and supervision of staff.</p>	<p>We will create an interactive improvement planning wall which clearly identifies our priorities and the progress we are making towards this.</p> <p>We will include creative and manageable ways to gather feedback from parents on our key priorities and HGIOELC core QI's.</p> <p>Our Improvement wall will clearly identify key priorities of</p> <ul style="list-style-type: none"> <li>-Planning for learning</li> <li>- quality interactions</li> <li>- Quality Environments both inside and out Environment</li> </ul>	<p>Embedded August 2024</p>	<p>Quality Assurance Calendar for session 2023-2024 will provide planned evaluation activities to monitor the progress of our improvement agenda and evaluate our practice against HGIOELC QI's.</p> <p>All stakeholders will be aware of our Improvement Plan and progress made and will be involved in evaluating our provision.</p>	<p>Quality Assurance Calendar will evidence QA focus. Evidence from QA activities and feedback will show continuous self-evaluation of practice linked to HGIOELC QI's and key improvement priorities.</p> <p>Progress will be displayed, visually on our Improvement Wall.</p> <p>Feedback from our stakeholder self-evaluations will show parents understand and help shape our improvement journey.</p> <p>Staff self-evaluation will show a shared understanding of our improvement journey.</p>	

## Appendix C - Muirfield Action Plan 2024-25

<p>b) Audits of all records and practice.</p>				<p>Staff will have a clear understanding of their roles and responsibilities in our improvement journey.</p> <p>Quality Assurance visits will evidence the improvements in practice.</p>	
	<p>Staff will complete feedback forms after each visit to other settings that highlight how their visit will impact on practice and support improvement focus area.</p>	<p>Dec 24</p>	<p>SLT and SEYP's will ensure opportunities for staff to look outwards in order to review and refresh their pedagogical knowledge and learn from best practice.</p> <p>Focus on planning, learning environment, interactions.</p>	<p>HT, SEYP to identify ELC settings to visit.</p> <p>SEYP to give staff members improvement focus areas and responsibilities.</p> <p>Staff will provide feedback from visits to other settings and will share developments on findings.</p> <p>SLT will support staff to identify relevant settings to visit.</p> <p>Realising the Ambition focus as staff team.</p>	
<p>To promote children's learning and development, the provider should ensure all staff have the skills and knowledge to plan for child centred, responsive learning, and support this with high quality observations and interactions.</p>	<p>Children will have consistent opportunities to lead their own learning.</p> <p>Staff will be confident in identifying next steps in learning for children and this will then be evidenced in our planning, children's seesaw, displays and in personal plans.</p>	<p>Feb 25</p>	<p>Children will take more ownership and lead their own learning. They will have opportunities to display their learning in various ways including increased use of technology.</p>	<p>New staff team (August 2024) means consistent key workers are provided to all children. This provides families with a designated staff member who will ensure all personal plans are relevant and up to date.</p> <p>Regular staff meetings are more manageable which allows staff to plan for all children as a team.</p>	
	<p>Create a planning format which has an equal balance of intentional and responsive. Ensure that all staff are confident in using the planning format to support all learners.</p> <p>SEYP to ensure that all staff are providing experiences which align with the focussed</p>	<p>Feb 25</p>	<p>Children will be offered a variety of exciting learning opportunities which are relevant to their interests and stages of development.</p>	<p>Consistent staff team will now allow for permanent key worker groups within the classroom who will identify areas of next steps in learning for their key children</p>	

## Appendix C - Muirfield Action Plan 2024-25

	learning intentions for that cycle. Ensuring that all children within the setting benefit from high quality learning experiences.		Children will be given appropriate support from staff to ensure that high quality learning experiences are accessible to all learners.	Regular staff planning meetings will ensure that we have a whole staff team approach to planning for our learners.  Liasing with other relevant agencies to ensure that all children have strategies used when planning for their learning  Regular Quality assurance to identify areas for improvement	
	Quality of observations to be more consistent and updated frequently.	Feb 25	All children within the setting will receive regular communication with home to allow for higher levels of engagement between nursery and home.	*Training was given to core staff previously (Feb 2024) which can be revisited if needed.  *Staff team changes in August 2024 have meant that a stronger, more consistent team has been created. Experienced EYPs have joined the staffing team and are available to offer support to existing staff where needed. Permanent, experienced SEYP now present to model good practice and support to staff whilst also maintaining high levels of quality assurance.	
	Opportunities for development in Literacy, language and Numeracy skills to be present in all areas of the classroom and outdoors.	Feb 25	Children will be given more opportunities to develop their skills in literacy, language and numeracy which will raise attainment in these areas.	Numeracy and literacy planners have been created to highlight the opportunities that are currently present throughout the classroom and to also provide examples of ways to develop further experiences.  Staff given areas to develop/enhance within the	

**Appendix C - Muirfield Action Plan 2024-25**

				classroom and taking lead on providing opportunities for literacy, language and numeracy within those areas.	
--	--	--	--	--	--