

Appendix F – Kindergarten Action Plan

Areas for improvement	Action required	Stakeholders & timescale	Desired outcomes for children	Evidence and review/confirmed completion	RAG Rating
How good is our care play and learning? 1.1 Nurturing care and support & 1.3 Play and learning					
To support children's care and wellbeing, the provider and manager should ensure that personal plans consistently contain clear information on how children are to be supported. Staff should use this information to support children's development and progression.	Create a clearer care plan for children to reflect needs and progress Ensure all staff have a clear understanding of their key children's plans, and how do evaluate them. -Staff training (in house) -Management and lead staff to monitor (added to new QA Calendar)	Manager and all keyworkers 1 week to create new document and put into place for new starts (Completed 13.09.2024)	'My personal plan (sometimes referred to as a care plan) is right for me because it sets out how my needs will be met, as well as my wishes and choices' (HSCS 1.15); and 'My needs, as agreed in my personal plan, are fully met, and my wishes and choices are respected (HSCS 1.23)	New Care Plan and Registration forms created in line with CI recommendations. There is more focus on the child's voice (I am/ my statements included), and a section specifically for changes, challenges and achievements. Key workers have been paired, one practitioner and one support worker, to ensure high quality knowledge and guidance. Continue to update regularly, where there are changes, and evaluated every 6 months.	
To ensure children are nurtured and supported through their daily experiences, the provider, manager and staff should ensure that mealtimes are a safe, relaxing experience that meets the individual needs of children	Mealtimes promote choice, independence and social skills for all ages of children. Food provided to children is appropriate for their age and stage of development. Staff are skilled in their understanding of safe foods for children and how to support weaning -New routine/ process to be implemented - Staff training (in house) - Most up to date guidance to be sent/ available at the nursery	All staff 1 week to discuss and implement new routine (Completed 23.08.2024) All new documentation to be sent when available Ongoing monitoring of practice	'My care and support meets my needs and is right for me' (HSCS 1.19); and 'I can enjoy an unhurried snack and mealtimes in as relaxed atmosphere as possible' (HSCS 1.35).	All staff (including the nursery cook) have been directed to and sent the most up to date Setting the Table guidance (2024), and the CI document "Good practice guidance: prevention and management of choking episodes in babies and children" (2019) via email. Each room has implemented an updated routine that is safe, relaxed, and encourages independence.	
To ensure children have fun and experience high quality play, learning and development opportunities	Ensure planning processes are effective to promote children's learning. Ensure that staff demonstrate an understanding of child development and how to use play to support children's learning.	All staff In-house training completed 05.09.2024	'I am supported to achieve my potential in my education and employment if this is right for me' (HSCS 1.27)	With support from our LLO, we have implemented an effective intentional planning method which will directly link to our responsive and in the moment planning.	

	<p>Ensure that observation and assessment of children's individual learning supports and identifies progress.</p> <p>-Staff training (in house refresher on tracking and monitoring)</p>	<p>Room audit completed 25.10.24</p> <p>Intentional planning (using planning exemplar) to be completed by 15.11.24</p> <p>Evaluation to be completed by 29.11.24 (2 weekly cycle)</p>		<p>All staff have been resent the Curriculum for guidance documents, and had a refresher in how to use monitoring and tracking, to solidify their knowledge, enabling them to confidently explain our planning processes.</p> <p>Continue to use our online Learning Journals, however, we will document evidence of our intentional planning in the "story" section, and responsive planning in the "observation" section.</p>	
How good is our setting? 2.2 - Children experience high quality facilities					
<p>To ensure the safety and wellbeing of children the provider, manager and staff should ensure that the environment is safely and respectfully maintained</p>	<p>There is sufficient lighting on the stairs to ensure safety and in the playrooms to support effective use of this area. That trip hazards on the stairs are repaired. Unpleasant odours are effectively eliminated. The environment throughout is of good standard to promote children's safety and wellbeing</p> <p>-Maintenance reporting and completion (re-worded and added to QA Calendar)</p>	<p>Owner and manager</p> <p>Maintenance reporting to the owner for these issues complete at the time of inspection (14.08.24)</p>	<p>'My environment is safe and secure' (HSCS 5.19); and</p> <p>'My environment is relaxed, welcoming, peaceful and free from avoidable and intrusive noise and smells' (HSCS 5.20)</p>	<p>New lighting bought by the owner and in place for stairway</p> <p>Extractor fans have been re-cleaned and block air fresheners in place (out of reach of children)</p> <p>The manager will continue to report any maintenance/ environment issues to the owner</p>	
<p>To support the health and safety needs of children, the provider and manager should ensure nappy changing spaces are well maintained at all times and safe infection prevention and control practice are carried out by staff</p>	<p>To support the health and safety needs of children, the provider and manager should ensure nappy changing spaces are well maintained at all times and safe infection prevention and control practice are carried out by staff</p> <p>-Staff training (in house)</p> <p>-Maintenance reporting and completion (re-worded and added to QA Calendar)</p>	<p>Owner Manager</p> <p>Changing area updated/ work completed 24.08.24</p>	<p>'I experience an environment that is well looked after with clean, tidy and well-maintained premises, furnishings and equipment' (HSCS 5.24)</p>	<p>The nappy changing area has been cleared out and redecorated to reflect good infection control and hygiene.</p> <p>All staff already receive infection prevention and control training within the first 3 months of employment, which is refreshed every 3 years.</p> <p>'Nappy changing for Early Learning and Childcare settings</p>	

				(excluding childminders)' (2023) has been resent to all staff.	
How good is our leadership? - 3.1 Quality assurance and improvement are led well					
To ensure high quality care and experiences for children, quality assurance and self-evaluation should be embedded into practice	Children and families are meaningfully involved and influence changes within the setting. Quality assurance, including self-evaluation and improvement plans lead to high quality outcomes and experiences for children and families. -New QA calendar -Continue parental involvement through evaluation processes	Manager and Setting Leads (Deputy Manager, Teacher and Baby Room Supervisor) QA calendar complete 10.10.24	'I benefit from a culture of continuous improvement, with the organisation having robust and transparent quality assurance systems' (HSCS 4.19)	With support from our LLO, an updated QA calendar has been created and put in place. There is a colour coding system in place to identify which lead has responsibility for each action. Evidence will be provided in the corresponding folders (we hope to eventually move this to a paperless system) Children and families will continue to be involved in the life of the setting through stay and play sessions, parent's evenings, development reviews, learning journals, questionnaires etc. We will also continue to encourage them to take part in evaluation processes. This will ensure they are meaningfully involved and influence changes in the setting.	
How good is our staff team? - 4.3 Staff deployment					
To support children's wellbeing, learning and development, the provider and manager should ensure staff are deployed effectively in a way that ensures children are cared for by staff who have the mix of appropriate knowledge, skills and experience	Ensure that staff were supported, and children's needs were being met When reviewing the deployment of staff, the provider and manager should ensure that the care and experiences of children remain consistent as possible through changes -Staff training (NDNA online – Baby Room Lead) -Minor changes to allocation of staff at certain times of the day -Add staff observations to QA calendar (team leads to observe practice and document)	Manager Baby Room Lead NDNA training complete 14.09.24 Staff allocation complete 19.08.24	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)	Although already in ratio, an extra member of staff has been allocated to the baby room to help cover lunches, nappy changing times etc. This will ensure the children's needs are consistently met. Staff undergo in house training when moving rooms for the first time and given sufficient time to get to know the children and their care plans. To extend on this, the baby room supervisor has	

				completed the NDNA "Baby Room Lead" training course. The manager has daily contact with each room to support and mentor staff.	
To ensure children are cared for by skilled and suitable staff, the provider and manager should ensure recruitment procedures consistently meet the recommended guidance	Ensure recruitment practices are robust and consistent More in depth interview records and application history -New interview questions (NDNA)	Manager Interview questions in place 10.09.24	I am confident that people who support and care for me have been appropriately and safely recruited' (HSCS 4.24)	Safer Recruitment records are already in place, and the manager uses the Safer Recruitment guidance. This has now been re-read, and new interview questionnaires in place. This will allow for a simple to follow, step-by-step recruitment process that is robust and consistent.	