

Appendix C - Name of Setting - Kittybrewster

| Areas for improvement  | Action required  | Stakeholders & timescale/checkpoints                       | Desired outcomes for children and families         | Evidence and review/confirmed completion   | RAG Rating |
|--|--|--|--|--|------------|
| <b>Leadership QI</b>   |  |  |  |  |            |
|  |  |  |  |  |            |
| <b>Children Thrive and Develop in Quality spaces QI</b>  |  |  |  |  |            |
|  |  |  |  |  |            |
| <b>Children Play and Learn QI</b>  |  |  |  |  |            |
|  |  |  |  |  |            |
| <b>Children are Supported to Achieve QI</b>  |  |  |  |  |            |
| Share person centred risk assessments promptly with parents and staff to ensure consistent care. | Staff to ensure when a PCRA is completed that it is printed immediately and signed and dated by parents. | ELC Staff, Parents<br>Ongoing – Monthly reviews by manager | PCRA's are shared promptly with families.          | All PCRA are printed and shared with staff. ELC manager to review monthly.             |            |
| Consistently follow best practice during snack and mealtimes                                     | Staff to inspect lunch and snack components when they are delivered from the school kitchen and be       | ELC Staff<br>Catering staff<br>Ongoing                     | Children's safety is a top priority for all staff. | Senior staff to inform kitchen if food consistently comes through unsuitable via email |            |

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| to minimise choking risks.  | prepared to cut into smaller pieces should this be required.  |                               |  | and include catering manager and ELC manager.   |  |
| Improve medication storage and documentation for safe medication administration.                                    | Medication to be transferred into sealable plastic tubs which have children's photograph, name and date of birth clearly displayed. These will be secured on the top shelf of the locked cabinet which is easily accessible for staff. All medication forms to be completed online so that there is ample space for important information to be included and then printed and signed and dated by parent and staff. | ELC Staff, Parents<br>Ongoing | Medication is stored more clearly and forms are more detailed with required information. | Medication is now stored as described and reviewed monthly by ELC manager.                                    |  |
| Further develop outdoor risk assessments to ensure they are robust in ensuring a secure environment.                | Update staff and children's outdoor risk assessment to include gate locks and fencing.  | ELC Staff<br>Children         | Outdoor area is more secure  | New risk assessment includes Wild Garden gate being locked and is reviewed monthly by ELC manager or seniors. |  |
| Improve accident and incident records to capture all key information and confirm timely communication with parents. | New Accident and Incident forms created with specific areas to include specific details to be captured. Space for staff and parents to date and sign.   | ELC Staff<br>Parents          | Accident and incident forms are more detailed for parents/carers.                        | New accident and incident forms are in place and are reviewed monthly by ELC manager.                         |  |

