

Recorded delivery

Headstart Nursery Schools Limited
Belhaven House
Edinburgh Road
Belhaven
Dunbar
East Lothian
EH42 1NS

17 October 2018
2018370733
CS2007167787

Dear Sirs

IMPROVEMENT NOTICE
SECTION 62 PUBLIC SERVICES REFORM (SCOTLAND) ACT 2010 ("the Act")

Social Care and Social Work Improvement Scotland (hereinafter referred to as "the Care Inspectorate") has concluded that Headstart Nursery School at Leith, 16 Queen Charlotte Street, Leith, Edinburgh, EH6 6AT, is not operating in accordance with the requirements of Regulations made under the Act.

The Care Inspectorate hereby gives you notice that unless there is a significant improvement in provision of the service, it intends to make a proposal to cancel your registration in terms of section 64 of the Act.

The nature of the improvements to be made, and the period within which they must be made, are specified below.

Improvements

1. By Monday 22 October 2018, medication must be administered in a manner which protects the safety of children attending the service. In particular you must:-
 - (a) follow your internal medication procedure;
 - (b) correctly complete medication forms; and
 - (c) store medication safely.

This is in order to comply with Regulations 3 and 4 (1)(a) of the Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011 (SSI 2011/210).

2. By Thursday 17 January 2019, you must ensure staff are meeting the health, welfare and safety needs of children attending the service. In particular you must:-
- (a) ensure staff understand and are implementing any training (and in particular child protection training) they receive in their practice and that they follow the service's procedures and child protection policy
 - (b) regularly record observations to inform current assessments of children's needs
 - (c) ensure these needs are being met
 - (d) provide children with activities and resources which enable them to learn and develop physically, mentally and emotionally; and
 - (e) ensure there is sufficient supervision of and meaningful interaction with children.

This is in order to comply with Regulations 4 (1)(a) and 15 of the Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011 (SSI 2011/210).

- (3) By Thursday 17 January 2019, you must ensure that all children attending the service benefit from a robust approach to quality assurance and management which continually improves their safety and protects their well being. In particular you must:-
- (a) monitor and quality assure children's e-learning journals, their care plans and the communication book;
 - (b) ensure staff supervision and appraisals take place regularly; and
 - (c) have an overview of staff's skills, knowledge and ability to provide a quality service for children.

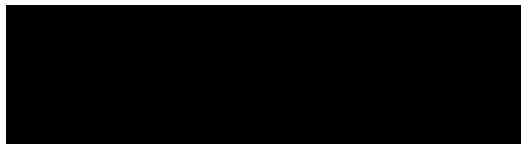
This is in order to comply with Regulations 3 and 4 (1)(a) of the Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011 (SSI 2011/210).

Please note that where more than one improvement is specified, failure to demonstrate compliance with any one of the improvements within the required timescale may result in us proceeding to make a proposal to cancel registration.

A copy of this notice has been sent to the local authority within whose area the service is provided as required by section 62(2) of the Act.

Please contact me if you would like to discuss this notice, or if there is anything in the notice you do not understand.

Yours faithfully



Audrey Donnan

Team Manager

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cc: City of Edinburgh Council

Early Education

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