

Recorded delivery

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

5 June 2019
2018370733
CS2007167787

Dear Sirs

COMPLIANCE WITH IMPROVEMENT NOTICE

On 17 October 2018 you were served with an Improvement Notice in relation to Headstart Nursery School at Leith, 16 Queen Charlotte Street, Leith, Edinburgh, EH6 6AT, in terms of section 62 of the Public Services Reform (Scotland) Act 2010 ("the Act"). The Improvement Notice stated that unless there was a significant improvement in provision of the service, Social Care and Social Work Improvement Scotland (hereinafter referred to as "the Care Inspectorate") intended to make a proposal to cancel your registration. The Improvement Notice specified the nature of the improvements to be made, and the period within which they were to be made.

As there has been a significant improvement in the service, the Care Inspectorate has decided not to proceed to make a proposal to cancel the registration of the service. Our conclusions about the improvements made are noted below.

Improvements

1. By Wednesday 15 May 2019, extended from Monday 22 October 2018 and Monday 15 April 2019, 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).

During an unannounced visit on Friday 24 May 2019, we found that

- (a) An internal medication policy had been written and was being followed by staff;
- (b) Medication forms had been created to ensure that appropriate information was obtained from parents. As yet no medication had been completed on these forms;
- (c) A locked box within the office would be used to store medication.

This improvement has been met.

The following improvements were complied with and are reported on in the inspection report dated 4 February 2019.

- 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).

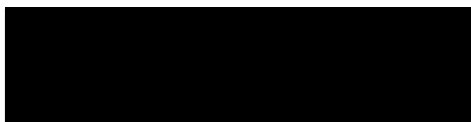
- 3 By Thursday 17 January 2019, you must ensure that all children attending the service benefit from a robust approach to quality assurance and management which continually improves their safety and protects their well being. In particular you must:-
- (a) monitor and quality assure children's e-learning 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).

A copy of this notice has been sent to the local authority within whose area the service is provided.

The Improvement Notice dated 17 October 2018 is no longer in force.

Yours faithfully



Audrey Donnan

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