

Recorded delivery

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

12 March 2019
2018370733
CS2007167787

Dear Sirs

IMPROVEMENT NOTICE – EXTENSION OF TIMESCALE

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.

The Care Inspectorate has decided to extend the timescale within which some of the improvements must be made in order to give you a further opportunity to make a significant improvement in the provision of the service. The revised timescales are as follows:

Improvements

1. By Monday 15 April 2019, extended from 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).

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).

If there is no significant improvement within the revised timescale, we intend to make a proposal to cancel your registration in terms of section 64 of the Act.

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

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

Yours faithfully



Audrey Donnan

Team Manager

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