



website: www.careinspectorate.com
telephone: 0345 600 9527
email: enquiries@careinspectorate.gov.scot
Twitter: @careinspect

Sent by email: [REDACTED]

Fife Council
Fife House
North Street
Glenrothes

17 July 2025
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CS2003017080

Dear Fife Council

IMPROVEMENT NOTICE – EXTENSION OF TIMESCALE

On 9 June 2025, you were served with an Improvement Notice in relation to Cardenden Primary School Nursery, Carden Castle Avenue, Cardenden, Lochgelly, KY5 0EW, 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.

Following the Improvement Notice, we carried out two visits to ensure children's safety, support improvement and monitor progress towards the required improvements. An announced visit was made on 2 July 2025 between 09:00 and 17:00 by two inspectors from the Care Inspectorate. An unannounced visit was carried out by two inspectors on 15 July 2025 between 08:30 and 17:00.

Of the five required improvements issued on 9 June 2025 in the Improvement Notice, we found that significant progress had been made to meet two of the required improvements. Action to meet the other three required improvements was ongoing and these remain outstanding.

The Care Inspectorate has decided to extend the timescale within which the three outstanding improvements must be made to give you a further opportunity to make a significant improvement in the provision of the service. Our conclusions about each required improvement or, where relevant, revised timescales have been set out below.

Improvements

1. Child protection and safeguarding

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By 26 August 2025, extended from 9 July 2025, the provider must keep children safe and protected from harm by ensuring staff and leaders fully implement child protection and safeguarding procedures, including whistleblowing.

To do this, the provider must, at a minimum:

- a. keep full, detailed and accurate records of child protection and safeguarding concerns
- b. store all children's information securely
- c. ensure all staff understand child protection procedures, and implement these in practice
- d. ensure all staff implement relevant safeguarding policies, including use and storage of staff personal mobile phones.

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

2. Use of restrictive practice

By 9 July 2025, the provider must keep children safe and protected from harm by ensuring that staff do not use inappropriate physical intervention when supporting children.

To do this, the provider must, at a minimum:

- a. ensure that it has a comprehensive policy on the use of restrictive practice in place which takes account of the Care Inspectorate's policy position on the use of restrictive practice. This policy must be made available to all members of staff
- b. record the monitoring of staff practice to ensure staff consistently adhere to the service's policy on the use of restrictive practice
- c. ensure staff implement the policy on the use of restrictive practice, record any instances of inappropriate physical intervention, and report such instances to the Care Inspectorate
- d. ensure leaders take appropriate action to address staff conduct when staff do not comply with the policy on the use of restrictive practice.

This is to comply with Regulation 4(1)(a) and Regulation 4(1)(c) of The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011 (SSI 2011/210).

We have assessed that there has been significant improvement in this aspect of practice and that children's safety has improved as a result. The provider has complied with the Improvement Notice in relation to this required improvement.

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This required improvement has been met.

3. Personal planning

By 26 August 2025, extended from 9 July 2025, the provider must keep children safe, healthy and protected from harm by ensuring all children have a detailed personal plan that records their rights, needs and choices.

To do this, the provider must, at a minimum:

- a. ensure all personal plans clearly state any identified strategies that should be implemented by staff
- b. ensure that families are consulted on their child's personal plan and the strategies recorded in these plans to meet their child's needs
- c. ensure that staff consistently implement children's personal plans in practice.

This is to comply with Regulation 4(1)(a) and Regulation 5 of The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011 (SSI 2011/210).

4. Medication

By 1 July 2025, the provider must ensure that children's health, safety and wellbeing is protected by staff implementing safe medication procedures.

To do this, the provider must, at a minimum, ensure personal plans record detailed and accurate information on how to meet children's medical and health needs, including symptoms to monitor and respond to.

This is to comply with Regulation 4(1)(a) and Regulation 5 of The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011 (SSI 2011/210).

We have assessed that there has been significant improvement in this aspect of practice and that children's medical needs can be met as a result. The provider has complied with the Improvement Notice in relation to this required improvement.

This required improvement has been met.

5. Staff deployment and effective supervision of children

By 26 August 2025, extended from 9 July 2025, the provider must ensure that children are safe and accounted for at all times by deploying staff in such a way that provides effective supervision of children and meets their rights, needs and choices.

To do this, the provider must, at a minimum:

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- a. ensure staff deployment is planned, implemented in accordance with the plan, and is well led on a daily basis
- b. ensure staff have clear roles and responsibilities for supervising the play space
- c. ensure staff regularly communicate with each other about children's whereabouts when using the service.

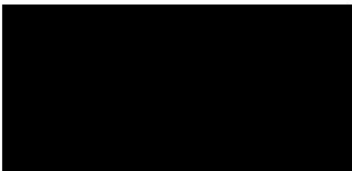
This is to comply with Regulation 4(1)(a) of The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011 (SSI 2011/210) and Regulation 7 of the Health and Care (Staffing) (Scotland) Act 2019.

If there is no significant improvement within the revised timescale for the three outstanding required improvements, 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 sincerely



Lisa Kirkbride

Team Manager

Direct: [REDACTED]

Email: lisa.kirkbride@careinspectorate.gov.scot

cc: Local Authority – [REDACTED] Fife Council

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