

27 February 2018

Dear Parent/Carer

In November 2017, a team of inspectors from Education Scotland and Care Inspectorate visited Trinity Tots Nursery. During our visit, we talked to parents/carers and worked closely with the managers and practitioners.

The inspection team found the following strengths in the setting's work.

- Happy, confident children who are caring towards each other and enjoy learning at Trinity Tots Nursery.
- Practitioners who value and promote a supportive learning environment where children and families feel welcomed and valued.
- The engagement of practitioners in professional learning leading to recent improvements of children's experiences. As a result of the improvements, children benefit from more opportunities to learn outdoors and through worthwhile open-ended tasks.

The following areas for improvement were identified and discussed with the managers and a representative from The City of Edinburgh Council.

- Clarify the leadership roles and remits of managers and practitioners taking account of individual's strengths to improve the leadership and management of change.
- Improve the management of policies and processes to ensure a safe environment for all children and practitioners.
- Develop approaches of leaders, practitioners and key workers to monitor and track children's progress across the early level curriculum.

We gathered evidence to enable us to evaluate some quality indicators from [How good is our early learning and childcare?](#) Quality indicators help early learning and childcare settings, education authorities and inspectors to judge what is working well and what needs to be improved. Following the inspection of each setting, the Scottish Government gathers evaluations of quality indicators to keep track of how well Scottish early learning and childcare settings are doing.

Here are Education Scotland's evaluations for Trinity Tots Nursery

Quality indicators	Evaluation
Leadership of change	weak
Learning, teaching and assessment	good
Securing children's progress	good
Ensuring wellbeing, equality and inclusion	satisfactory
Descriptions of the evaluations are available from How good is our early learning and childcare? Appendix 1: The six-point scale	

Care Inspectorate standards	Grade
Quality of care and support	adequate
Quality of environment	good
Quality of staffing	adequate
Quality of management and leadership	weak

Requirements/recommendations made by Care Inspectorate for the nursery class

During the previous Care Inspectorate inspection, the setting had five recommendations. From these four recommendations have been met. Outstanding issues relating to self-evaluation are carried forward in this inspection. As a result of this inspection, there are three requirements and one recommendation.

Requirements:

- To ensure the health, wellbeing and safety of children, the provider must ensure that:
 - Medication is appropriately stored and clearly labelled.
 - Medication no longer required by children at nursery is returned to parents.

- There is clear information about children's allergies and the steps that staff should take.
- Medication forms should clearly ask parents if they have given the child the first dose of medication.
- Parents sign to say that they are aware that their child has been given medication by staff.
- The medication policy and procedure adhere to best practice guidance and are followed by staff.

This is in order to comply with The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011/ 210. Regulation 4.-(1)(a) make proper provision for the health, welfare and safety of service users.

Timescale: within one month.

- To ensure the safety of children the provider must ensure that:
 - Staff are recruited in a safe manner in line with best practice guidance. This should include having a clear record of whom the references are sought from and their relationship to the candidate as well as a having a verification system for referees.
 - The recruitment policy and procedure should be reviewed to ensure it is in line with best practice guidance. Management and staff should be aware of this policy and the importance of it being adhered to.

This is in order to comply with The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011/ 210. Regulation 9.- Fitness of employees.

Timescale: Within one month of receipt of this report.

- To ensure the safety and wellbeing of children the provider must ensure that where there are concerns about a member of staff's conduct these are clearly monitored and documented. A policy and procedure should be developed to ensure it is clearly detailed how concerns about staff should be dealt with.

This is in order to comply with The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011/ 210. Regulation 15.- Staffing.

Timescale: Within one month of receipt of this report.

Recommendation:

- There needs to be a clear focus on self-evaluation throughout nursery. The systems already in place for self-evaluation need to be further developed to ensure continuous effective monitoring and improvement of the service.
National Care Standards for early education and childcare up to the age of 16 years:
Standard 14: Well-managed service.

More detailed summarised inspection findings will be available from

<https://www.education.gov.scot/inspection-reports/edinburgh-city/5526817> and the [Care Inspectorate website](#).

What happens next?

As a result of our inspection findings we think that the setting needs additional support and more time to make necessary improvements. We will liaise with The City of Edinburgh

Council regarding the setting's capacity to improve. We will return to carry out a further inspection of the setting within 18 months of the publication of this letter. We will discuss with The City of Edinburgh Council the details of this inspection. When we return to inspect the setting we will write to you as parents/carers informing you of the progress the setting has made.

A notification from the Care Inspectorate will be sent to the Provider to complete an action plan to address any requirements and recommendations made as a result of this inspection.

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Care Inspector