**July 2014**

Staff reviewed all aspects of their practice using a system of self evaluation. Staff discuss areas such as the impact of what we do on children’s learning and development; whether children make the best possible progress taking into account their starting points and capabilities, the length of time they have been at the setting, and how often they attend; and how well they are prepared for school or the next steps in their learning.

*An action plan has been put in place following this review. See attached.*

The termly risk assessment has highlighted some overhanging tree branches in the garden. Other maintenance required have also been forwarded to the Committee.

*Evaluation: A Tree Surgeon has been called out and noted that several trees have died and some have loose branches. We are waiting for another price and then we will have them removed over the summer.*

Staff Appraisals take place this month. This is an annual performance review which is an opportunity to discuss the job role, any training required or requested and to set targets for the coming year.

Peer Observations take place this month. During peer observations, a staff member is observed by another, who feeds back positive practice and areas to develop further in their opinion. The staff member being observed also makes notes on their own performance and agrees targets for improvement and strategies to support this.

Parent Questionnaires were completed by parents of those leaving Banwell Buddies for school. 26 were given out. 20 were completed. Of those 20, 1 adult said they would prefer longer sessions due to work, 1 adult said they didn’t know the Committee supports the pre-school. Apart from this, all other comments stated they either strongly agreed or agreed with the comments and added very positive comments.

*See attached blank questionnaire.*

Training: Safer Recruitment; attended by Daniela as Deputy Safeguarding Practitioner.

New Policies: Lone Worker Policy

Looked After Children Policy

Policy Review: Administration of Medication – this has been updated to include the procedure of a witness being present during the administration of medication. Inhalers must be kept on the premises at all times that the child attends.

Complaints Procedure – No updates necessary.

Arrival & Departure Procedure – this has been updated to include the new one way system of collection at 3.30pm.