

Recorded delivery

Edinburgh and Lothians Out of School Care
Network
Fisherrow Community Centre
South Street
Musselburgh
East Lothian
EH21 6AT

20 December 2019

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CS2003050277

Dear Mesdames

IMPROVEMENT NOTICE
SECTION 62 PUBLIC SERVICES REFORM (SCOTLAND) ACT 2010 ("the Act")

Social Care and Social Work Improvement Scotland (hereinafter referred to as "the Care Inspectorate") has concluded that Edinburgh and Lothians Out of School Care Network, Fisherrow Community Centre, South Street, Musselburgh, East Lothian, EH21 6AT, operating a care service known as Yester After School Club operating at Yester Primary School, Walden Terrace, Haddington, EH41 4QP is not operating in accordance with Regulations made under the Act.

The Care Inspectorate hereby gives you notice that unless there is a significant improvement in provision of the service, it intends to make a proposal to cancel your registration in terms of section 64 of the Act. The nature of the improvements to be made, and the period within which they must be made, are specified below

Improvements

1. By 30 January 2020 you must ensure that children are protected from harm, neglect, abuse, bullying and exploitation by people who have a clear understanding of their responsibilities. To achieve this you must:
 - a) Ensure that the designated child protection coordinator, manager and staff team have a clear understanding of child protection and the safeguarding of children; and

- b) You must review the service's policy to ensure it gives management, staff, parents and children clear guidance on how child protection concerns will be dealt with at the service.

This is in order 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. By 30 January 2020 you must ensure that children's health, welfare and safety needs are met. To achieve this you must:

- a) Develop and implement a system that ensures there is a sufficiency of information gathered about each child to meet their medical, care and support needs and that the information is recorded in each child's personal plan; and
- b) Ensure that personal plan includes any individual strategies for support that is to be implemented. The personal plan must be reviewed at least once in every six month period.

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

- 3. By 30 January 2020, you must ensure that children and parents have confidence in the people who support them. To achieve this you must:

- a) Demonstrate that there is a consistent staff team who are competent to provide positive outcomes to children and parents;
- b) Develop and implement an induction system to support staff in their role; and
- c) Develop and implement appraisal and training systems to support the professional development of employees and meet the individual needs of children.

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

4. By 28 February 2020 you must ensure that children and parents can have confidence in the organisation providing their care and support. To achieve this you must:
- a) Develop and implement an evidence-based system for the evaluation of the service. This system must include the views of parents, children and stakeholders; and
 - b) Produce an action plan setting out how improvements within the care service will be achieved.

This is in order to comply with Regulation 3 of the Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011 (2011/210).

Please note that where more than one improvement is specified, failure to demonstrate compliance with any one of the improvements within the required timescale may result in us proceeding to make a proposal to cancel registration.

A copy of this notice has been sent to the local authority within whose area the service is provided as required by section 62(2) of the Act.

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

Yours faithfully



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cc: Local Authority: The Chief Executive, East Lothian Council, John Muir House, Brewery Park, Haddington, East Lothian, EH41 3HA