

Melton Sure Start – Post Ofsted Action Plan (Draft)

This plan is to be used in addition to the overall Melton Sure Start Improvement Plan.

<u>Key Action</u>	<u>Outcome</u>	<u>Officer Responsible</u>	<u>Target Date</u>	<u>Progress Update</u>
1. Processes & Evaluation				
Family Outreach Worker Case Files to be audited and Children’s Centre Co-ordinator to ensure files are robustly ordered and kept.	All supervision notes are typed ensuring they are legible and all details relevant to families are easily accessible.	KP	31 st August 2013	Local process now developed and monthly audited scheduled by CCC from 1 st October 2013. Progress update to LBP in November 2013.
Children’s Centre Co-ordinator to put in place a robust system for evaluating sessions provided through the Sure Start Programme.	The Quality Assurance and Improvement Framework to be implemented to ensure all services are performing to agreed standards and any issues identified are quickly addressed by the partnership. Reports on performance and robustness of services can be reported quarterly to the Locality Based Partnership to	KP	30 th September 2013	Now operating and in place. First report to November 2013 LBP.
Chair of the Locality Based Partnership and Locality Partnership Co-ordinator randomly visit commissioned services each quarter.	Leadership in the Melton Programme is visible to parents and commissioned services. Recorded notes to be made by LPC and any	RB	30 th September 2013	Commissioned Services to be randomly visited in September by Chair of LBP and LPC.

	concerns reported via LBP.			
A robust evaluation and tracking system is developed.	To enable the programme to be clear on how effective their involvement with children and families is and can report on impact.	RB	December 2013	In progress findings to be reported to November 2013 LBP.
Children Centre Co-ordinator to systematically file work to date to ensure robust handover of work to new Children's Centre Co-ordinator.	Transition to new member of staff is robust and leadership team is clear as to development of all projects and services CCC is responsible for.	KP	October 31 st 2013	In progress update with LPC on 5 th September 2013.
2. Engagement of Parents				
Family Voices receives training on how to effectively engage with the Locality Based Partnership.	Parents are clear on how decisions are made and how to raise issues and suggestions on service development.	RB	30 th October 2013	Training scheduled for early October with Group. Melton Tenants' Forum also providing training on how to raise housing and welfare issues.
More detailed information is provided to parents via the Family Voices Newsletter and Website.	Parents are able to find out easily about what is happening and what services they can access in the programme.	KP	30 th September 2013	New version of more robust newsletter to be published by 30 th September. Family Voices to ensure it is signed off by mid September.
3. Health Improvement				
Midwifery Services to provide information on parents smoking in pregnancy at 20 weeks.	Smoking cessation services can intervene earlier and lead to a higher rate of expectant mothers quitting smoking.	JS to be overseen by LBP	31 st September 2013	Initial meeting held to be progressed and update and discussion to be held at September LBP.

Health to provide antenatal data at 22 Weeks pregnancy.	To enable the programme to identify issues with expectant mothers as early as possible to ensure positive interventions can take place and effective services offered.	CW	31 st September 2013	Process agreed to ensure timely notifications with regular quarterly meetings with health to address any issues.
4. Adult Learning				
Development of a clear pathway for parents in relation to numeracy, literacy and ICT.	Parents have access to good key learning services that improve their own learning and employability prospects.	SP to be overseen by LBP	30 th November 2013	LBP to decide on a new package of learning to be delivered in relation to adult learning.
Parents who participate in adult learning are tracked adequately.	The programme is clear on numbers of parents it is working with through adult learning and employment skills and can track progress and show outcomes.	RB	31 st January 2014	Initial discussion – process to be developed for approval at January 2014 LBP.
5. Early Years Provider Development & Child Development.				
Joint training to be undertaken with staff in the Sure Start Programme and Nursery Providers.	Improved links with nursery providers and greater understanding of services sure start can provide.	KP	31 st January 2014	Discussions undertaken but plan to be developed and agreed at November LBP.
Commission additional learning development sessions for children i.e. stay and play	To enable more children to experience positive learning and be able to develop skills through well structured sessions.	KP	31 st September 2014	Additional Stay and Play sessions and arts based play to commence from October 1 st 2014.

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Last Updated 28th August 2013