

## Joint Inspection Newsletter

February 2023

### Thank you

It is some time since we have produced a newsletter, and we would like to thank you all for your hard work and understanding of the issues facing the sector since we resumed inspection in January 2022. We continue to receive generally positive feedback about our inspections, and this is in no small part due to the professionalism of those who inspect in the sector.

### Return to the use of summative judgements

When Estyn and CIW resumed joint inspections in January 2021, we suspended the use of overall summative gradings on a temporary basis following the pandemic. From 27 February 2023 (inspections following February half term), we will reintroduce the publication of overall summative gradings for our joint inspections. We will continue to use the same judgement scales as prior to the pandemic:

The following descriptions are intended as guidance to help inspectors to make judgements by considering the relative balance and significance of strengths and areas for improvement.

**Excellent** – very strong, sustained performance and practice

**Good** – many strengths and no important areas requiring significant improvement

**Adequate** – strengths outweigh weaknesses but improvements are required

**Poor** – important weaknesses outweigh strengths and significant improvements are required

When making judgements on inspection themes 3, 4, 5 and 6, inspectors will consider the impact on children's wellbeing and learning.

### Top Tips

#### About the setting

All boxes must be complete for the Reporting JF to upload to the database. Please record N/A if there isn't any information to input.

Please note in the additional information anything that is important for the context of the setting, for example, in a Welsh medium setting where nearly all children come from English speaking homes or settings where there is a high proportion of children with English as an additional language.

#### Reasons for level of follow-up

Something always needs to go in this box. If there is no follow up, it is sufficient to say that there are no significant issues causing concern and leaders have the capacity to bring about any necessary improvement.

Where you have identified a setting needing follow up, it is important to explain why you have come to that decision and why you have chosen that category of follow up. This information does not appear in the report.

## **Other considerations - LA report**

When writing about the LA report you are commenting on how accurate it is rather than stating what it contains. It is your evaluation of their report.

It is important for the Estyn inspector to note the strengths and weaknesses in the report for discussions with the local authority.

If the Estyn inspector is the team inspector, they should provide brief details at the end of the evidence for theme 6 for the lead inspector to insert in the RIF.

## **Giving examples**

It is useful to provide examples to give a flavour of the work of the setting and to make the report more interesting for readers.

If you begin a sentence with 'For example,' the following text should be able to stand on its own as a sentence. If 'for example' is a continuation of a sentence, the phrase that follows does not have to stand alone as a sentence.

### **The examples below show how to use 'for example' correctly**

For example, children choose from a variety of herbs and spices to add to their dough.

For example, they wash their hands independently.

For example, when hunting for bugs, children talk about how many they hope to find.

For example, they wipe tables before food is served and wear the appropriate protective equipment, such as disposable gloves and aprons.

Most children handle resources appropriately, for example when using china plates in the role play area.

Many children enjoy making simple marks independently, for example when painting outdoors or making lists.

A minority of children take part in activities that develop their fine motor skills well, for example, filling bottles with narrow necks with water.

## **Safeguarding**

Thank you to everyone for ensuring that we capture this important aspect of the work of settings effectively in our reports. You highlighted many safeguarding issues during the spring and summer terms which helped us to inform stakeholders of the shortcomings in this very important area. This term's inspection reports reflect a positive change in attitude in the settings we inspected and the number of recommendations relating to safeguarding has decreased significantly.

## Timescales

There is currently a diagram in the toolkit, but we thought that this one was clearer and tells you who to copy in at each stage.

Prior to notification	<ul style="list-style-type: none"> <li>Estyn to create VIRs and populate with inspection documentation prior to notification</li> </ul>
10 working days prior to inspection	<ul style="list-style-type: none"> <li>Inspection co-ordinator (IC) notifies setting of inspection and completes ICF</li> <li>IC notifies lead and team inspector that the setting has received notification</li> </ul>
6 working days following notification	<ul style="list-style-type: none"> <li>Setting will upload all documents requested to the VIR</li> </ul>
6 working days following notification	<ul style="list-style-type: none"> <li>Questionnaire summaries will appear in the VIR</li> </ul>
Prior to inspection	<ul style="list-style-type: none"> <li>Lead inspector to contact team inspector to make arrangements for completion of documentation and inspection plans</li> <li>Lead inspector contacts setting to discuss arrangements for inspection</li> </ul>
Next working day after feedback	<ul style="list-style-type: none"> <li>Inspectors upload all evidence to their TIFs and complete main evaluations and identify non-compliance</li> <li>Lead inspector to advise IC of category and non compliance if applicable</li> </ul>
6 working days following start of inspection	<ul style="list-style-type: none"> <li>The lead inspector liaises with the team inspector and completes the RIF ready for edit and notifies the first editor and IC</li> </ul>
10 working days following start of inspection	<ul style="list-style-type: none"> <li>The first editor edits the RIF and notifies the IC, the second editor and the lead inspector</li> </ul>
13 working days following start of inspection	<ul style="list-style-type: none"> <li>The second editor checks the RIF, liaises with first editor where there are queries, and notifies the lead inspector, first editor and IC when ready</li> </ul>
16 working days following start of inspection	<ul style="list-style-type: none"> <li>The lead inspector responds to the edits and notifies the first and second editors, the team inspector and the IC</li> </ul>
20 working days following start of inspection	<ul style="list-style-type: none"> <li>The IC organises proof reading and a factual accuracy check by the setting</li> </ul>
27 working days following start of inspection	<ul style="list-style-type: none"> <li>If required, the lead inspector responds to proof reading changes or any queries from factual accuracy</li> <li>IC arranges translation and publication of the report. IC will send report to CIW for them to organise translation for CIW led inspections or to Trosol for Estyn led inspections</li> </ul>
35 working days following start of inspection	<ul style="list-style-type: none"> <li>Estyn to proof read reports ready for publication</li> <li>Estyn led inspectors respond to any changes from Trosol</li> <li>CIW finalise Welsh and English versions of reports for CIW led inspections and send to IC</li> </ul>
40 days from start of inspection	<ul style="list-style-type: none"> <li>IC to provide the setting with copies of the report</li> <li>IC to ensure that CIW have finalised inspection reports for publication</li> </ul>
45 days from start of inspection	<ul style="list-style-type: none"> <li>Estyn and CIW to upload the final report to their respective websites on publication date</li> </ul>

**Please take account of who you need to copy in at each stage and instead of saying that the report is ready for the next stage please can you be more specific. This is because the IC does not always automatically know at which stage the report is, and it is creating additional work for them to check this each time.**

## Jargon or technical terms

We acknowledge that there is quite a lot of commonly used jargon in the sector, and it can be tricky to avoid this. Here is some of the latest jargon and a few alternatives.

Jargon or education speak	Alternative suggestion
schema	a pattern of repetitive behaviour in children's play
In the moment planning	responsive planning
Pathways and cross curricular links or any parts of the new curriculum	Just refer to Curriculum for Wales
New curriculum for funded non-maintained nursery settings	Just refer to Curriculum for Wales

## Important changes

Please use the following text in reports. This text is an amendment to what will appear in the RIF. We have agreed to use this in the short term until the RIF can be adapted ready for September 2023.

### The Welsh active offer

#### Definition of 'a service that is 'working towards providing an 'Active Offer'

This service is working towards providing an 'Active Offer' of the Welsh language and demonstrates a significant effort to promoting the use of the Welsh language and culture.'

#### Diffiniad o wasanaeth sy'n gweithio tuag at ddarparu'r 'Cynnig Rhagweithiol'

Mae'r gwasanaeth yn gweithio tuag at ddarparu'r 'Cynnig Rhagweithiol' ar gyfer y Gymraeg ac yn gwneud cryn ymdrech i hyrwyddo defnydd o'r Gymraeg a diwylliant Cymru.

#### Definition of where the service does not provide an 'Active Offer'

This service does not provide an 'Active Offer' of the Welsh language and does not demonstrate a significant effort to promoting the use of the Welsh language and culture.

#### Diffiniad o wasanaeth nad yw'n darparu'r 'Cynnig Rhagweithiol'

Nid yw'r gwasanaeth hwn yn darparu'r 'Cynnig Rhagweithiol' ar gyfer y Gymraeg ac nid yw'n gwneud cryn ymdrech i hyrwyddo defnydd o'r Gymraeg a diwylliant Cymru.

### DIFFYG CYDYMFFURFIAETH/NON-COMPLIANCE

Geiriad diwygiedig/Amended wording

**Os canfyddir maes i'w wella yn ystod yr arolygiad hwn, nad ydyw wedi cael ei ddatrys cyn y cyfarfod adborth, dylai'r arolygydd ysgrifennu:**

Hysbyswyd y darparwr nad yw'r lleoliad yn cydymffurfio gyda'r Rheoliadau, ni chyflwynwyd hysbysiad, ond mae(r) (rhain/hyn) yn cael eu(i) (h)adnabod fel (meysydd/maes) i'w (g)wella, a dylai'r Person Cofrestredig/Unigolyn Cyfrifol roddi sylw (iddynt/iddo).

**Os canfyddir materion o ddiffyg cydymffurfio mwy difrifol yn ymwneud ag effaith cymedrol neu fawr sy'n arwain at ddeilliannau gwael i blant, byddwn yn cyflwyno hysbysiad gweithredu brys a dylai'r arolygydd ysgrifennu:**

Rydym wedi canfod ddiffyg cydymffurfiaeth yn ymwneud â (dewiswch y thema perthnasol) ac wedi cyflwyno hysbysiad gweithredu â blaenoriaeth i'r darparwr. Dylai'r darparwr gymryd camau brys i fynd i'r afael â (rhain/hyn) a gwneud gwelliannau.

**Os nad oes diffyg cydymffurfiaeth wedi'i ganfod yn ystod yr arolygiad bydd yr arolygydd yn ysgrifennu:**

Ni chanfyddwyd unrhyw ddiffyg cydymffurfiaeth yn ystod yr arolwg yma.

**If there has been an area for improvement identified at this inspection, that has not been remedied before the feedback meeting, then the inspector will write:**

We notified the provider of Areas for Improvement where the setting was not compliant with the regulations. A notice was not issued, but (these/this) (are/is) identified as (an) area(s) for improvement, and the Registered Person /Responsible Individual must address (these/this). Information on all non-compliance will be included in an Action Improvement Summary which will be published on CIW's website only. **If there has been a more serious issue of non-compliance relating to moderate or major impact and /or potential risk leading to poor outcomes for children, we will issue a priority action notice and the inspector will write:** arialWe identified non-compliance in relation to (choose the relevant theme) and we have issued a priority action notice to the provider. The provider must take immediate steps to address (this/these) and make improvements.

**If no non-compliance (including areas for improvement) is identified the inspector will write:**

Bydd yr arolygwyr hefyd yn cynnwys yr argymhelliad yma/Inspectors will also include the following recommendation

1. ***Mynd i'r afael â'r materion o ddiffyg cydymffurfiaeth/ Address the areas of non-compliance identified during the inspection***