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The Octopus Kids Club  
Formally known as 'The Octagon Kidz Club  
St. Brides Church Hall  
Whitemoss Avenue  
East Kilbride  
Glasgow  
G74 1NN

13 May 2022  
2022383218  
CS2003043295

Dear Sirs

**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 The Octopus Kids Club, St. Bride's Church Hall, Whitemoss Avenue, East Kilbride, Glasgow, G74 1NN is not operating in accordance with conditions imposed by or under the Act, and the requirements of 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 **17 May 2022** in order to ensure children experience a service which is well led and managed and to keep them safe, you must ensure that clear and accurate records are in place to support the safe provision of the service for children and ensure you adhere to condition 1 of the conditions of your registration which states:-

**Care Inspectorate**, Headquarters, Compass House, 11 Riverside Drive, Dundee, DD1 4NY

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To provide a care service to a maximum of 32 children of primary school age. When the service has access to the smaller hall only, the service may care for a maximum of 12 children of primary school age.'

To achieve this, you must, at a minimum:

- a) Ensure the maximum number of children attending the service does not exceed the number stated on the registration certificate, including where the service has access to the smaller hall only.
- b) Keep accurate records of school collection arrangements including children attending the service and staff allocated to each collection point.
- c) Keep accurate records of attendance, ensuring records of attendance are updated throughout the session to reflect the children present at all times.
- d) Ensure all records are retained for inspection by the Care Inspectorate.

This is in order to comply with Regulation 4(1)(a) Welfare of users of the Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011 (SSI 2011/210) and and section 64(1)(b) & 64(3)(a) of the Act.

2. **By 17 May 2022** in order to ensure children experience a service which is well led and managed and to keep them safe, you must ensure the staffing model supports the safe provision of the service and ensure you adhere to condition 3 of the conditions of your registration which states:

'The Adult: Child ratio to be provided must comply with Section 1 of Annex A of the National Care Standards, Early Education and Childcare up to age 16. Where children aged 3 and over attend facilities providing day care for a session which is less than a continuous period of four hours in any day the adult:child ratio may be 1:10 providing individual children do not attend more than one session per day. A minimum of two adults to be in attendance at any one time. Where the Manager is included in the core adult:child ratio during operating hours the Provider must ensure that sufficient additional hours are built into the contract to enable the Manager to carry out her managerial duties.'

To achieve this, you must, at a minimum:

- a) Update and implement the school pick-up arrangements and lone working policy, ensuring no individual staff member is in sole charge of children for longer than is necessary to complete the pick-ups.
- b) Ensure children are supervised at all times, including when moving from outdoors to indoors.
- c) Submit to the Care Inspectorate a detailed plan of how the service is staffed. Including the name, job role, working pattern, key tasks or responsibilities, qualification levels, professional registration checks, and the fitness checks in place for each staff member involved with the operation of the service whether on a paid, unpaid or trial basis.

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This is in order to comply with Regulation 2(2) and regulation 9(1) Fitness of employees and Regulation 15(a) Staffing of the Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011 (SSI 2011/210) and section 64(1)(b) & (3)(a) of the Act.

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



**Margaret Faye**

Team Manager

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cc: Local Authority:  South Lanarkshire Council

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