

P5: Safety and suitability of premises, environment, and equipment – Organising premises for confidentiality and safeguarding - Childminders

What do I need to know?

- Legal Framework
 - [Equality Act 2010](#)
- [Statutory framework for the early years foundation stage \(publishing.service.gov.uk\)](#) page 27, paragraph 3.71

Safety and suitability of premises, environment, and equipment – Organising premises for confidentiality and safeguarding. (page 44-45 of audit)	Things to consider and discuss:
Do you ensure , if requested, you can make an area where you may talk to parents and, or carers confidentially?	<ul style="list-style-type: none"> • Are you and any assistants aware of where you can talk to parents and, or carers confidentially? How is this information shared? • How have you made parents aware that you have a space which is available for confidential discussions? • Do parents feel this space is suitably private? How do you know?
Do you ensure you only release children into the care of individuals of whom the parent has explicitly notified to you?	<ul style="list-style-type: none"> • What are your policies and procedures for the collection of children in place? How do you know these are implemented by any assistants? How do you ensure parents are aware of them? • What procedures do you have in place for parents and, or carers to notify you of any changes to collection arrangements? How do you know any assistants follow these procedures? • What procedures do you have in place for parents and, or carers who don't inform you of changes to collection arrangements? • Do you have a password system to use with parents and carers in the event that, someone unknown to the setting, collects a child? What are these procedures? How is this information shared and implemented?

<p>Do you ensure that children do not leave the premises unsupervised?</p>	<ul style="list-style-type: none"> • Do you know who has parental responsibility for every child? Who checks that this information has been obtained? How frequently is it reviewed? How is this information stored? How long would you retain this information? • How do you know you and any assistants are aware of any family issues which may change collection arrangements? • What would you do if a child is not collected? • What safety measures do you have in place to ensure that children do not leave your provision unsupervised? How do you ensure any assistants, and parents and, or carers are aware of these procedures and put them into practice? • What safety measure do you have in place to ensure children remain usually within sight and hearing of staff and always within sight or hearing on outings and trips? • How do you secure your outdoor provision?
<p>Do you ensure you take all reasonable steps to prevent unauthorised persons entering the premises?</p>	<ul style="list-style-type: none"> • What steps have you taken to prevent unauthorised persons entering the premises? • What would you do if an unauthorised person gains or tries to gain access to your provision? How do you know these could be quickly implemented? • What steps have you taken to prevent unauthorised persons entering all parts of the premises in which the children are being cared for? E.g. outdoor play areas, toilets, etc.
<p><i>If you are a childminders operating out of non-domestic premises which are routinely accessed by members of the public (e.g. a hotel or a community centre), do you ensure you take all reasonable steps to prevent unauthorised persons entering the part of those premises in which the children are being cared for?</i></p>	<ul style="list-style-type: none"> • How do you secure the premises in buildings with multi-use?
<p>Do you ensure you have an agreed procedure for checking the identity of visitors?</p>	<ul style="list-style-type: none"> • What are your policies and procedures regarding visitors to your provision? • How do you check a visitor’s identity is not a false id? • Who checks visitors? How are they kept safe?
<p>Do you ensure you consider what additional measures are necessary when children stay overnight?</p>	<ul style="list-style-type: none"> • What are the extra considerations you need to take when children stay overnight? • How do you ensure you continue to apply the relevant ratios? • How do you ensure at least one member of staff is awake at all times?

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| | <ul style="list-style-type: none">• Do you have clear policies & procedures to follow when providing overnight care? What are these procedures? How do you know these are implemented?• Are you familiar with the current procedures on how to notify Ofsted of any overnight care you provide prior to the overnight stay? |
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Useful links and further help:

[NHS – baby sleeping advice](#)

[Healthy sleep tips for children](#)

[How to reduce the risk of SIDS for your baby - The Lullaby Trust](#)

[Health visiting \(0 to 5 years\): Derbyshire Healthcare NHS Foundation Trust](#)

[Derbyshire SchoolsNet - Early Years Quality Team](#)

[Derbyshire Early Years Service - Eventbrite](#)

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