|  |
| --- |
| **Meeting the**  **‘Statutory framework for the early years foundation stage (2024)’**  **For childminders**  **Section 3 – The safeguarding & welfare requirements**  **Early Years Service, Education Improvement, Derbyshire County Council** |

This audit tool is for use (from 4th January 2024) by all early years childminders in England, and all providers registered with an early years childminder agency (CMA).

It is based on meeting the requirements of the [EYFS statutory framework for childminders (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/media/656f24281104cf0013fa7531/EYFS_statutory_framework_for_childminders.pdf) Section 3 – The safeguarding and welfare requirements. All changes are in red to comply with the updated [EYFS statutory framework for childminders (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/media/656f24281104cf0013fa7531/EYFS_statutory_framework_for_childminders.pdf)

**This audit tool enables you to:**

* assess your safeguarding and welfare practice, identifying strengths and gaps in practice against Section 3 of the ‘Statutory framework for the EYFS (2024)’ by using it alongside the [A - Z supporting documents](https://schoolsnet.derbyshire.gov.uk/teaching-learning-and-school-governance/early-years-quality-team/eyfs-statutory-framework.aspx).
* ensure that the provision (including the proprietor or management committee, if relevant) are aware of their responsibilities and how the provision is working to safeguard children and promote their welfare.
* be confident of how you meet requirements of Section 3 of the ‘Statutory framework for the EYFS (2024)’ and how you meet your registration requirements on the Ofsted Early Years Register and your registration requirements with an early years childminder agency;

You may then find out how to address the gaps identified, improve your practice or refresh your knowledge of the requirements of Section 3 of the ‘Statutory framework for the EYFS (2024)’ by accessing and usingthe [A - Z supporting documents](https://schoolsnet.derbyshire.gov.uk/teaching-learning-and-school-governance/early-years-quality-team/eyfs-statutory-framework.aspx) available on Derbyshire Schools Net .

We recommend that, where possible, you **work together on this audit**, e.g. with members of the management team (including the voluntary management committee and, or proprietor if relevant), senior members of staff and, or the designated safeguarding practitioner, co-minder or childminding assistant.

It should be signed by the appropriate person(s) to confirm that they aware of the information and details recorded and that they agree with the content.

We recommend that you complete the audit at least annually, but an audit can be undertaken and reviewed at any time.

You may find it helpful to consider one section at a time, referring to the relevant [A - Z supporting documents](https://schoolsnet.derbyshire.gov.uk/teaching-learning-and-school-governance/early-years-quality-team/eyfs-statutory-framework.aspx) and discussing with all staff (where relevant)

We recommend that you complete the audit by answering each question and identify an answer by putting a mark in the ‘Yes’, ‘No’ or ‘N/A’ boxes.

**It is important** to use the available links and the [A - Z supporting documents](https://schoolsnet.derbyshire.gov.uk/teaching-learning-and-school-governance/early-years-quality-team/eyfs-statutory-framework.aspx) to enable you to determine the quality of your safeguarding and welfare practice.

Please use the notes column to record gaps in practice, actions to be implemented or maybe examples good practice.

NB

* Phrases in italics relate to footnotes in the ‘Statutory framework for the EYFS (2024)’
* Wherever the question ‘Do you **ensure**…’ is used this is a ‘**must**’ requirement of the ‘Statutory framework for the EYFS (2024)’
* Wherever the question ‘Do you **make sure**…’ is used this is a ‘**should**’ requirement of the ‘Statutory framework for the EYFS (2024)’

Name …………………………………….………………………….………………………. Position ……………………….………..…………………… Date ………………………………

Name …………………………………………………………………………………………. Position ………………….…………….……………………. Date ………………………………

Table of Contents

[**Introduction** 5](#_Toc157781253)

[**Safeguarding policies and procedures** 6](#_Toc157781254)

[**Concerns about children’s safety and welfare** 8](#_Toc157781255)

[**Suitable people** 9](#_Toc157781256)

[**Disqualification** 12](#_Toc157781257)

[**Staff taking medication or other substances** 15](#_Toc157781258)

[**Smoking and Vaping** 16](#_Toc157781259)

[**Training, support, and skills** 17](#_Toc157781260)

[**Safeguarding training** 17](#_Toc157781261)

[**Qualifications** 20](#_Toc157781262)

[**Training and supervision of assistant’s skills** 21](#_Toc157781263)

[**Paediatric first aid** 23](#_Toc157781264)

[**English language skills** 24](#_Toc157781265)

[**Key Person** 25](#_Toc157781266)

[**Staff:child ratios** 26](#_Toc157781267)

[**Health - Medicines** 30](#_Toc157781268)

[**Health – Food and drink** 32](#_Toc157781269)

[**Health – Food and drink facilities** 33](#_Toc157781270)

[**Health – Food poisoning** 34](#_Toc157781271)

[**Supporting and understanding children’s behaviour** 35](#_Toc157781272)

[**Special educational needs** 36](#_Toc157781273)

[**Safety and suitability of premises, environment and equipment - Accident or injury** 37](#_Toc157781274)

[**Information and record keeping** 47](#_Toc157781275)

[**Information about the child** 50](#_Toc157781276)

[**Information for parents and carers** 51](#_Toc157781277)

[**Complaints** 52](#_Toc157781278)

[**Inspections and quality assurance visits** 53](#_Toc157781279)

[**Information about the childminder** 53](#_Toc157781280)

[**Changes that must be notified to Ofsted or the relevant childminder agency (CMA)** 54](#_Toc157781281)

[**Other Legal Duties** 55](#_Toc157781282)

| **Introduction**  (Statutory framework for the EYFS, pages 15, 3.1-3.3) | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.1**  Are you aware children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them? |  |  |  |  |
| **3.2.**  Are you aware the safeguarding and welfare requirements, specified in this section, are designed to help childminders create high quality settings which are welcoming and safe, and where children can enjoy learning and grow in confidence? |  |  |  |  |
| **3.3.**  Do you **ensure you** take all necessary steps to keep children safe and well?    Are you aware the requirements in this section explain what early years providers must do to: safeguard children; ensure the suitability of adults who have contact with children; promote good health; support and understand behaviour; and maintain records, policies and procedures? |  |  |  |  |

| **Safeguarding policies and procedures**  (Statutory framework for the EYFS, pages 15-16, 3.4-3.7) **Additional support materials:** A – Safeguarding procedures and policies | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.4**  Do you **ensure** that childminders working alone or with assistants must take lead responsibility for safeguarding children in their setting?  Do you **ensure** you know how to contact the local statutory children’s services, and the LSP (local safeguarding partners)?  Do you **ensure** you are alert to any issues of concern in the child’s life at home or elsewhere? |  |  |  |  |
| **3.5**  In the case of childminders working together, are you aware each childminder is responsible for meeting the requirements of their own registration?  Do you **ensure** you have a shared responsibility when working together with other childminders for the wellbeing of all the children present?  Where childminders work together, are you aware that each childminder also has a responsibility to refer any concerns where another childminder does not continually meet the requirements of their registration? |  |  |  |  |
| **3.6**  Do you **ensure** you have and implement policies and procedures to keep children safe and meet EYFS requirements?  Do you ensure you are able to explain your policies and procedures to parents, carers, and others (for example Ofsted inspectors or the childminder agency with which they are registered)?  Do you **ensure** any assistants follow these policies and procedures?  Are you aware that policies and procedures should be in line with the guidance and procedures of the relevant LSP? |  |  |  |  |
| **3.7**  Do you **ensure** safeguarding policies include:  • The action to be taken when there are safeguarding concerns about a child?  • The action to be taken in the event of an allegation being made against the childminder or an assistant?  • How mobile phones, cameras and other electronic devices with imaging and sharing capabilities are used in the setting?  You may find it helpful to read 'Safeguarding children and protecting professionals in early years settings: online safety considerations’ |  |  |  |  |

| **Concerns about children’s safety and welfare**  (Statutory framework for the EYFS, pages 16, 3.8-3.9) **Additional support materials:** A1 – Concerns about children’s safety and welfare | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.8**  If you have concerns about children's safety or welfare, do you **ensure** you immediately notify your local authority children’s social care team, in line with local reporting procedures, and, in emergencies, the police?  Do you take into account the government's statutory guidance [Working together to safeguard children - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2) and ‘Prevent duty guidance for England and Wales’?  Childminders may also find it useful to look at the government’s [Keeping children safe in education - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) |  |  |  |  |
| **3.9**  Depending on how you are registered, do you **ensure** you inform Ofsted or your childminder agency of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere)?  Do you **ensure** you (the registered provider) notify Ofsted or your childminder agency of the action taken in respect of the allegations?  **3.9 continued**  Do you **ensure** the notification is made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made?  **Are you aware a registered provider who, without reasonable excuse, fails to comply with this requirement by not informing Ofsted, commits an offence?** |  |  |  | ***Continued on next page…*** |

| **Suitable people**  (Statutory framework for the EYFS, pages 16-17, 3.10-3.15)  **Additional support materials**: A – Safeguarding procedures and policies; B – Suitable People; C – Disqualification | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.10**  Do you **ensure** that you and any assistants looking after children are suitable to fulfil the requirements of their roles?  Do you **ensure** any person who may have regular contact with children (for example, someone living or working on the same premises where the childminding is being provided), must also be suitable?  **3.10 continued**  *To allow Ofsted or the relevant CMA to make these checks, childminders are required to supply information to Ofsted or the relevant CMA, as set out in Schedule 2, Part 2 of*  *the Childcare (Early Years Register) Regulations 2008, amended by the Childcare (Early Years Register) (Amendment) Regulations 2012. The requirements relating to people who live and work on childminder premises are in Schedule 1, Part 1.* |  |  |  | ***Continued on next page…*** |
| **3.11**  Are you aware that it is Ofsted’s or the agency with which you are registered with responsibility to check the suitability of:   * you the childminder? * every other person looking after children in the setting? * every other person aged 16 and over living or working on the same premises the childminding is being provided? |  |  |  |  |
| **3.12**  Are you aware that enhanced criminal records checks and barred list checks are required by Ofsted, or a childminder’s CMA, for any relevant people?  Do you make sure an additional criminal records check (or checks if more than one country) is made for anyone who has lived or worked abroad? [Criminal records checks for overseas applicants - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants) |  |  |  |  |
| **3.13**  Do you **ensure** you tell assistants that they must disclose any convictions, cautions, court orders, reprimands and warnings (Except convictions or cautions that are protected for the purposes of the Rehabilitation of Offenders Act 1974) that may affect their suitability to work with children (whether received before or during their employment at the setting)?  Do you ensure you do not allow anyone whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with the children being cared for? |  |  |  |  |
| **3.14**  Are you aware that relevant information about identity checks, the vetting process completed (including the criminal records check reference number and the date a check was obtained and details of who obtained it) will be kept by Ofsted or the CMA with which the childminder is registered? |  |  |  |  |
| **3.15**  Do you **ensure** you meet your responsibilities under the [Safeguarding Vulnerable Groups Act 2006](https://www.legislation.gov.uk/ukpga/2006/47/contents), which includes a duty to make a referral to the Disclosure and Barring Service where an assistant is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm *(Section 35 of the Safeguarding Vulnerable Groups Act)?* |  |  |  |  |

| **Disqualification**  (Statutory framework for the EYFS, pages 17-18, 3.16-3.21) **Additional support materials:** B – Suitable People; C – Disqualification | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.16**  Are you aware that, *under Section 75 of the Childcare Act 2006*, you or a childcare worker may become disqualified from registration?  *Childminders may find guidance about disqualification under the Childcare Act 2006 helpful* [Disqualification under the Childcare Act 2006 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006)  Do you **ensure** that in the event of disqualification, you do not continue as an early years provider – nor be directly concerned in the management of such provision?  Do you **ensure** where a person is disqualified, that you do not employ that person in connection with early years provision? |  |  |  |  |
| **3.17**  Are you aware that a childminder or childminder’s assistant may also be disqualified because they live in the same household as another person who is disqualified, or because they live in the same household where a disqualified person is employed?  If you are a childminder, childminder assistant or childcare practitioner that is disqualified are you aware that you may, in some circumstances, be able to obtain a ‘waiver’ from Ofsted? |  |  |  |  |
| **3.18**  Do you **ensure** as a registered provider that you notify Ofsted or the agency with which you are registered of any significant event that is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided?  **3.18 continued**  Are you aware the disqualification of an employee could be an instance of a significant event? |  |  |  | **Continued on next page…** |
| **3.19**  Do you **ensure** that you give Ofsted or the childminder agency with which you are registered, the following information about yourself or about any person who lives in the same household as you, or who is employed in the household:   * details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006? * the date of the order, determination or conviction, or the date when the other ground for disqualification arose? * the body or court which made the order, determination or conviction, and the sentence (if any) imposed? * a certified copy of the relevant order (in relation to an order or conviction)? |  |  |  |  |
| **3.20**  Do you **ensure** the information is provided to Ofsted, or the childminder agency with which you are registered, as soon as reasonably practicable, but at the latest within 14 days of the date that you became aware of the information or ought reasonably to have become aware of it if you had made reasonable enquiries?  Are you aware that this requirement is set out in Regulation 12 of The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018. (S.I. 2018/794) |  |  |  |  |
| **3.21**  As an employer, do you **ensure** you take the appropriate action to ensure the safety of children, where you become aware of relevant information that may lead to the disqualification of an employee? |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff taking medication or other substances**  (Statutory framework for the EYFS, pages 18, 3.22) **Additional support materials**: D – Staff taking medication or other substances | **Yes** | **No** | **N/A** | **Notes** |
| **3.22**  Do you **ensure** that you and any childminding assistants are not under the influence of alcohol or any other substance which may affect their ability to care for children?  Do you make sure you or any childminding assistants seek medical advice if they are taking medication which may affect their ability to care for children?  Do you **ensure** that you and any childminding assistants only work directly with children if medical advice confirms that the medication is unlikely to impair that person’s ability to look after children properly?  Do you **ensure** all medication on the premises is securely stored, and out of reach of children, at all times? |  |  |  |  |
| **Smoking and Vaping**  (Statutory framework for the EYFS, pages 18-19, 3.23) **Additional support materials**: D1 – Smoking and Vaping | **Yes** | **No** | **N/A** | **Notes** |
| **3.23**  Do you **ensure** that you and any childminding assistants do not allow smoking in or on the premises when children are present is about to be present?  Do you make sure that you or any childminding assistants do not vape or use e-cigarettes when children are present?  Have you considered the advice from Public Health England with regards to smoking and vaping? [Use of e-cigarettes in public places and workplaces - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/use-of-e-cigarettes-in-public-places-and-workplaces) |  |  |  |  |

| **Training, support, and skills**  (Statutory framework for the EYFS, pages 19, 3.24-3.25)  **Additional support materials:** E – Training, support, and skills; I – Staff:child ratios - Childminders | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.24**  Are you aware that what you and any childminding assistants know, plan for, and do matters for children’s learning, development, safety, and happiness in settings?  Do you **ensure** you have appropriate skills, knowledge, and a clear understanding of their role and responsibilities in order to provide good quality early years provision? |  |  |  |  |
| **3.25**  Do you **ensure** you follow your legal responsibilities under the Equality Act 2010 including the fair and equal treatment of practitioners regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation? |  |  |  |  |

| **Safeguarding training**  (Statutory framework for the EYFS, pages 19-20, 3.26-3.29)  **Additional support materials:** E – Training, support, and skills; I – Staff:child ratios - Childminders | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.26**  Do you **ensure** you and any childminding assistants can demonstrate that you have knowledge and understanding of the EYFS, including how to implement it, as part of their registration with Ofsted or a CMA? |  |  |  |  |
| **3.27**  Do you **ensure** that you have attended a child protection training course that helps you to identify, understand and respond appropriately to signs of possible abuse and neglect at the earliest opportunity?  Do you **ensure** you have taken account of any advice from the LSP or local authority on appropriate training courses?  Do you **ensure** that training includes information about:   * Significant changes in children's behaviour. * A decline in children’s general well-being. * Unexplained bruising, marks or signs of possible abuse or neglect. * Concerning comments from children. * Inappropriate behaviour from assistants, or any other person working with the children. This could include: inappropriate sexual comments; excessive one-to-one attention beyond what is required through their role; or inappropriate sharing of images. * Any reasons to suspect neglect or abuse outside the setting, for example in the child’s home or that a girl may have been subjected to (or is at risk of) female genital mutilation. [Female genital mutilation - GOV.UK (www.gov.uk)](https://www.gov.uk/government/collections/female-genital-mutilation)   Childminders may find it helpful to read [Child abuse concerns: guide for practitioners - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2) |  |  |  |  |
| **3.28**  Do you **ensure** you provide support, advice, and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue as required?  Do you **ensure** you make sure any assistants understand their safeguarding policies and procedures, and have up to date knowledge of safeguarding issues?  Do you **ensure** that any training provided to assistants enables them to identify, understand and respond appropriately to signs of possible abuse and neglect (as described in paragraph 3.8)? |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualifications**  (Statutory framework for the EYFS, pages 20, 3.29)  **Additional support materials**: E –Training, support and skills | **Yes** | **No** | **N/A** | **Notes** |
| **3.29**  Are you aware thatan approved qualification is defined by the Department for Education as meeting the criteria set out in the Early Years Qualification Requirements and Standards document?  Childminders interested in an early years qualification may find it useful to read the Early Years Qualifications List, published on GOV.uk [Check early years qualifications - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/early-years-qualifications-finder) |  |  |  |  |
| **Training and supervision of assistant’s skills** (Statutory framework for the EYFS, pages 20, 3.30-3.33) **Additional support materials**: E –Training, support and skills | **Yes** | **No** | **N/A** | **Notes** |
| **3.30**  Are you aware that you are accountable for the quality of the work of any assistants, and you **ensure** you are satisfied that assistants are competent in the areas of work they undertake? |  |  |  |  |
| **3.31**  Do you **ensure** that all assistants receive induction training to help them understand their roles and responsibilities?  Do you **ensure** induction training includes information about:   * emergency evacuation procedures? * safeguarding? * child protection? * health and safety issues?   Do you **ensure** you support assistants to undertake appropriate training and professional development opportunities to ensure they offer quality learning and development experiences for children that continually improves? |  |  |  |  |
| **3.32**  Do you **ensure** you put appropriate arrangements in place for the supervision of assistants who have contact with children, families, and carers?  Do you provide effective supervision which provides support, coaching and training for the assistants and promotes the interests of children?  **3.32 continued**  Do you provide supervision which fosters a culture of mutual support, teamwork, and continuous improvement, which encourages the confidential discussion of sensitive issues? |  |  |  | ***Continued on next page…*** |
| **3.33**  Do you make sureyou provide supervision opportunities for staff to:   * discuss any issues – particularly concerning children’s development or well-being, including child protection concerns? * identify solutions to address issues as they arise? * receive coaching to improve their personal effectiveness? |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Paediatric first aid**  (Statutory framework for the EYFS, pages 20-21, 3.34-3.36) **Additional support materials**: E –Training, support and skills | **Yes** | **No** | **N/A** | **Notes** |
| **3.34**  Do you **ensure** at least one person has a current paediatric first aid (PFA) certificate and is on the premises and is available at all times when children are present, and accompanies children on outings?  Do you **ensure** the certificate is for a full course consistent with the criteria set out in Annex A of the ‘Statutory framework for the EYFS’ (pages 33 & 34)?  Do you **ensure** you renew PFA training every three years and ensure it is relevant for workers caring for young children and where relevant, babies?  *Are you aware training is available from a wide range of providers including: those who offer regulated qualifications; or the Voluntary Aid Societies; or those who operate under voluntary accreditation schemes; or one that is a member of a trade body with an approval and monitoring scheme; or those who operate independently of any such accreditation scheme?*   * [The Register of Regulated Qualifications: Qualifications search results (ofqual.gov.uk)](https://register.ofqual.gov.uk/Search?Category=Qualifications) *may help you identify* *PFA providers.* * [HSE guidance](http://www.hse.gov.uk/pubns/geis3.htm) *about choosing a first aid training provider may be helpful.* |  |  |  |  |
| **3.35**  Do you take into account the number of children, assistants, and layout of premises to **ensure** that a paediatric first aider is able to respond to emergencies quickly? |  |  |  |  |
| **3.36**  Do you make sure that PFA certificates or a list of staff who have a current PFA certificate, are available to parents on request? |  |  |  |  |
| **English language skills**  (Statutory framework for the EYFS, pages 21, 3.37) **Additional support materials**: E –Training, support and skills | **Yes** | **No** | **N/A** | **Notes** |
| **3.37**  Do you **ensure** that you and any assistants have sufficient understanding and use of English to ensure the well-being of children in your care?  Do you **ensure** you are able to:   * Keep records in English * Liaise with other agencies in English * Summon emergency help * Understand instructions (for example, about the safety of medicines or food hygiene) |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Person** (Statutory framework for the EYFS, page 21, 3.38) Additional support materials: F – Key Person | **Yes** | **No** | **N/A** | **Notes** |
| **3.38**  Do you **ensure** that each child is assigned a key person?  Are you aware that the key person is the childminder, or can be an assistant where appropriate?  Does the key person help to ensure that every child’s care is tailored to:   * meet their individual needs? * to help the child become familiar with the setting? * offer a settled relationship for the child? * build a relationship with the child’s parents?   Do you make sure that the key person helps families and engage with more specialist support if appropriate? |  |  |  |  |

| **Staff:child ratios**  (Statutory framework for the EYFS, page 21-23, 3.38-3.49) **Additional support materials:** I – Staff:child ratios - Childminders | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.39**  Do you **ensure** that staffing arrangements meet the needs of all children and ensure their safety?  Do you **ensure** that children are adequately supervised, including whilst eating, and decide how to use any assistants to ensure children’s needs are met?  Do you **ensure** you inform parents and or carers about how any assistants are organised, and, when relevant and practical, aim to involve them in these decisions? |  |  |  |  |
| **3.40**  Do you **ensure** children are usually within sight and hearing of you (the childminder) and, or assistants, and always within sight or hearing?  Do you **ensure** whilst eating children are within sight and hearing of you (the childminder) and, or an assistant? |  |  |  |  |
| **3.41**  Are you aware that the ratio requirements apply to the total number of staff available to work directly with children?  *Are you aware that Ofsted or the childminder’s agency, depending on how they you registered, may determine that childminders must observe a higher staff:child ratio than outlined here to ensure the safety and welfare of children?*  **3.41 continued**  Are you aware that, exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made?  Are you aware **you cannot have** more than six children under the age of eight per adult providing care? |  |  |  | **Continued on next page…** |
| **3.42**  Do you know that at any one time, childminders (whether providing the childminding on domestic or non-domestic premises) may care for a **maximum** of six children under the age of eight?  *Do you know that this maximum number includes the childminder’s own children and any other children for whom they are responsible, such as those being fostered?* |  |  |  |  |
| **3.43**  Are you aware that of these six children, a **maximum of three** may be young children, (A child is a young child up until 1st September following his or her fifth birthday)?  Are you aware that of these six children there should only be **one** child under the age of one? |  |  |  |  |
| **3.44**  Are you aware any care provided for older children must not adversely affect the care of children receiving early years provision? |  |  |  |  |
| **3.45**  Are you aware you can make exceptions to the usual ratios, if you can demonstrate to parents and, or carers and Ofsted inspectors or your childminder agency that the individual needs of all the children are being met? For example:   * when childminders are caring for sibling babies, or * when caring for their own baby, or * to maintain continuity of care, or * if children aged three to five only attend the childminding setting before and, or after a normal school day *(defined as 9 am to 3 pm or the normal full day applicable to the school the child attends)*, and, or during school holidays, they may be cared for at the same time as three other young children?   Do you **ensure** in all circumstances, that the total number of children under the age of eight being cared for does not exceed six per adult? |  |  |  |  |
| **3.46**  If you are a childminder who employs an assistant or works with another childminder, do you only care for the number of children permitted by the ratios specified above *(Subject to any restrictions imposed by Ofsted or the relevant childminder agency on registration)?* |  |  |  |  |
| **3.47**  Do you only leave children in the sole care of childminders’ assistants for up to two hours in a single day?  **3.47 continued**  Do you **ensure** you obtain parents and, or carers’ permission to leave children with an assistant, including for very short periods of time?  *Are you aware that The Childcare (Exemptions from Registration) Order 2008 specifies that where provision is made for a particular child for two hours or less a day, the carer is exempt from registration as a childminder?* |  |  |  | **Continued on next page…** |
| **3.48**  If you provide overnight care, do you continue to apply the ratios, and do you **ensure** you are always able to hear the children (this may be via a monitor)? |  |  |  |  |
| **3.49**  Are you aware that suitable students on long term placements and volunteers (aged 17 or over) and those working as apprentices in early education (aged 16 or over) may be included in the ratios, if the childminder is satisfied that they are competent and responsible? |  |  |  |  |

| **Health - Medicines**  (Statutory framework for the EYFS, pages 23-24, 3.50-3.53)  **Additional support materials:** J – Medicines; T - Information and record keeping;  U - Information about the child; V - Information for parents and carers | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.50**  Do you **ensure** you promote the good health, including oral health, of children attending the setting? |  |  |  |  |
| **3.51**  Do you **ensure** you have clear procedures, discussed with parents and, or carers, for responding to children who are ill or infectious?  Do you **ensure** you take the necessary steps to prevent the spread of infection, and take appropriate action if children are ill?  *Guidance on health protection in schools and other childcare facilities which sets out when and for how long children need to be excluded from settings, when treatment and, or medication is required and where to get further advice can be found at* [Guidance on infection control in schools and other childcare settings](https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf) |  |  |  |  |
| **3.52**  Do you **ensure** you have and implement a policy, and procedures, for administering medicines?  Do you **ensure** your policy includes systems for obtaining information about a child’s needs for medicines, and for keeping this information up to date?  Do you **ensure** training is provided for you and any assistants where the administration of medicine requires medical or technical knowledge?  **3.52 continued**  Do you **ensure** prescription medicines are not administered unless they have been prescribed for a child by a doctor, dentist, nurse, or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor)? |  |  |  | **Continued on next page…** |
| **3.53**  Do you **ensure** medicine’s (both prescription and non-prescription) are only administered to a child where written permission for that particular medicine has been obtained from the child’s parent and, or carer?  *Non-prescription medicines can include those that can be purchased from pharmacies (including some over the counter medicines which can only be purchased from a pharmacy), health shops and supermarkets. See also BMA advice:* [Prescribing over-the-counter medicines in nurseries and schools (bma.org.uk)](https://www.bma.org.uk/advice-and-support/gp-practices/managing-workload/prescribing-over-the-counter-medicines-in-nurseries-and-schools)  Do you **ensure** you keep a written record each time a medicine is administered to a child, and inform the child’s parents and, or carers on the same day, or as soon as reasonably practicable? |  |  |  |  |

| **Health – Food and drink** (Statutory framework for the EYFS, pages 24, 3.54)  **Additional support materials:** K – Health - Food and Drink; T – Information and record keeping; U – Information about the child | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.54**  Do you **ensure** where children are provided with meals, snacks, and drinks, they are healthy, balanced, and nutritious?  Do you **ensure** you obtain information about any special dietary requirements, preferences, and food allergies that the child has, and any special health requirements before a child is admitted to the setting?  Do you **ensure** fresh drinking water always available and accessible to children at all times?  Do you **ensure** you record and act on information from parents and carers about a child’s dietary needs? |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Health – Food and drink facilities**  (Statutory framework for the EYFS, pages 24, 3.55)  **Additional support materials:** K – Health - Food and Drink; T – Information and record keeping; U – Information about the child | **Yes** | **No** | **N/A** | **Notes** |
| **3.55**  Do you **ensure** there is an area which is adequately equipped to provide healthy meals, snacks, and drinks for children as necessary?  Do you **ensure** there are suitable facilities for the hygienic preparation of food for children, if necessary, including suitable sterilisation equipment for babies’ food?  Do you **ensure** you or any assistants are confident that those responsible for preparing and handling food are competent to do so?  Are you aware that section 4 of [Example menus for early years settings in England - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/example-menus-for-early-years-settings-in-england) includes guidance on menu planning, food safety, managing food allergies and reading food labels, which staff preparing food will find helpful in ensuring that children are kept safe? |  |  |  |  |

| **Health – Food poisoning**  (Statutory framework for the EYFS, pages 24, 3.56)  **Additional support materials:** K – Health - Food and Drink; T – Information and record keeping; U – Information about the child | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.56**  Do you **ensure** you notify Ofsted, or the CMA with who you are registered, of any food poisoning affecting two or more children cared for on the premises?  Do you **ensure** you have reported any food poisoning as soon as it is reasonably practical, but in any event within 14 days of the incident?  **Do you know that a childminder who, without reasonable excuse, doesn’t reports any cases of food poisoning and fulfils the requirement of 3.56 commits an offence?** |  |  |  |  |

| **Supporting and understanding children’s behaviour**  (Statutory framework for the EYFS, pages 24-25, 3.57-3.59)  **Additional support materials:** M – Supporting and understanding children’s behaviour; T – Information and record keeping; V – Information for parents and carers | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.57**  Are you aware that you are responsible for supporting, understanding, and managing children’s behaviour in an appropriate way? |  |  |  |  |
| **3.58**  Do you **ensure** you do not give or threaten corporal punishment to a child and do not use or threaten any punishment which could adversely affect a child's well-being?  Do you **ensure** you take all reasonable steps to ensure that corporal punishment is not given by any person who cares for or is in regular contact with a child, or by any person living or working in the premises where care is provided?  **Are you aware an early years provider who fails to meet these requirements commits an offence?**  Are you aware a person will not be taken to have used corporal punishment (and therefore will not have committed an offence), where physical intervention *(Physical intervention is where practitioners use reasonable force to prevent children from injuring themselves or others or damaging property)* was taken for the purposes of averting immediate danger of personal injury to any person (including the child) or to manage a child’s behaviour if absolutely necessary? |  |  |  |  |
| **3.59**  Do you **ensure** you keep a record of any occasion where physical intervention is used, and ensure parents and, or carers are informed on the same day, or as soon as reasonably practicable? |  |  |  |  |

| **Special educational needs**  (Statutory framework for the EYFS, page 25, 3.60)  **Additional support materials:** M – Supporting and understanding children’s behaviour; T – Information and record keeping; V – Information for parents and carers | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.60**  Do you **ensure** you have arrangements in place to support children with Special Educational Needs and Disabilities (SEND)?  Have you identified a person to act as a SENCO (SEND coordinator)?  If you are registered with a CMA, or are part of a network, are you aware that you may wish to share the role between you?  Have you familiarised yourself with the early years section of the  [SEND\_Code\_of\_Practice\_January\_2015.pdf (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf) |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Safety and suitability of premises, environment and equipment - Accident or injury**  (Statutory framework for the EYFS, page 25; 3.61-3.62)  **Additional support materials:** L – Accident or Injury; V – Information for parents and carers | **Yes** | **No** | **N/A** | **Notes** |
| **3.61**  Do you **ensure** a first aid box is accessible at all times with appropriate items for use with children?  Do you **ensure** you keep a written record of accidents or injuries and first aid treatment?  Do you **ensure** you inform parents and, or carers of any accident or injury sustained by the child on the same day as, or as soon as reasonably practicable after, and of any first aid treatment given? |  |  |  |  |
| **3.62**  Do you **ensure** you notify Ofsted or the childminder agency with which you are registered of any serious accident, illness, or injury to, or death of, any child while in your care, and of the action taken?  Do you **ensure** notification is made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring?  **Are you aware a registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence?**  Do you **ensure** you notify local child protection agencies of any serious accident or injury to, or the death of, any child while in you care and that you must act on any advice from those agencies? |  |  |  |  |
| **Safety and suitability of premises, environment and equipment – safety of premises**  (Statutory framework for the EYFS, page 26-27; 3.63-3.64)  **Additional support materials:** N – Safety of premises; P1 – Indoor space requirements; Q – Risk assessment | **Yes** | **No** | **N/A** | **Notes** |
| **3.63**  Do you **ensure** that your premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for and the activities provided on the premises?  Do you **ensure** you comply with requirements of health and safety legislation (including fire safety and hygiene requirements)? |  |  |  |  |
| **3.64**  Do you **ensure** you take reasonable steps to ensure the safety of children, assistants, and others on the premises in the case of fire or any other emergency?  Do you **ensure** you have an emergency evacuation procedure?  Do you **ensure** you have appropriate fire detection and control equipment (for example, fire alarms, smoke detectors, fire blankets and, or fire extinguishers) which is in working order?  Do you **ensure** fire exits clearly identifiable, and are fire doors free of obstruction and easily opened from the inside? |  |  |  |  |

| **Safety and suitability of premises, environment and equipment – Indoor space requirements**  (Statutory framework for the EYFS, pages 26; 3.65-3.67)  **Additional support materials**: I – Staff:child ratios - Childminders; P1 – Indoor space requirements; Q – Risk assessment | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.65**  Do you **ensure** your premises and equipment are organised in a way that meets the needs of the children?  Do you **ensure** you meet the following indoor space requirements where indoor activity in a building(s) forms the main part of (or is integral) to the provision?:   * Under 2 years: 3.5 m2 per child * 2 year olds: 2.5 m2 per child * 3-5 year olds: 2.3 m2 per child |  |  |  |  |
| **3.66**  Are you aware thatthese judgements should be based on useable areas of the rooms used by the children, not including storage areas, thoroughfares, dedicated staff areas, cloakrooms, utility rooms, and toilets.  Do you make sure you consider what areas within their kitchens are safely usable? |  |  |  |  |
| **3.67**  Are you aware that where the space standards are applied, you cannot increase the number of children on roll because they additionally use an outside area? |  |  |  |  |

| **Safety and suitability of premises, environment and equipment – Outdoor access**  (Statutory framework for the EYFS, page 26; 3.68)  **Additional support materials**: I – Staff:child ratios - Childminders; P2 – Outdoor access; Q – Risk assessment | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.68**  Do you **ensure** you have access to an outdoor play area?  If this is not possible, do you **ensure** that outdoor activities planned and taken on a daily basis(unless circumstances make this inappropriate, for example **unsafe** weather conditions)?  Do you **ensure** you follow your legal responsibilities under the Equality Act 2010 (for example, the provisions on reasonable adjustments)? |  |  |  |  |

| **Safety and suitability of premises, environment and equipment – Sleeping arrangements**  (Statutory framework for the EYFS, pages 26-27; 3.69)  **Additional support materials**: I – Staff:child ratios - Childminders; P3 – Sleeping arrangements; Q – Risk assessment | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.69**  Do you **ensure** that sleeping children are frequently checked to ensure they are safe?  Are you aware that being safe includes ensuring that cots and, or bedding are in good condition and suited to the age of the child?  Are you aware that being safe means infants are placed down to sleep safely in line with latest government safety guidance?  *Are you aware of NHS advice on Sudden Infant Death Syndrome*: [Sudden infant death syndrome (SIDS) – NHS (www.nhs.uk)](https://www.nhs.uk/conditions/sudden-infant-death-syndrome-sids/)  *Are you aware Providers may find it helpful to refer to NHS advice for further information on safety of sleeping children:* [Reduce the risk of sudden infant death syndrome (SIDS) - NHS (www.nhs.uk)](https://www.nhs.uk/conditions/baby/caring-for-a-newborn/reduce-the-risk-of-sudden-infant-death-syndrome/#:~:text=Place%20your%20baby%20on%20their%20back%20to%20sleep%20from%20the,tummy%20or%20side%20while%20sleeping.) |  |  |  |  |

| **Safety and suitability of premises, environment, and equipment – Toilets and intimate hygiene**  (Statutory framework for the EYFS, page 27; 3.70)  **Additional support materials**: P4 – Toilets and intimate hygiene; Q – Risk assessment | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.70**  Do you **ensure** there is an adequate number of toilets and hand basins available?  Do you **ensure** there are suitable hygienic changing facilities for changing any children who are in nappies?  Do you **ensure** there is an adequate supply of clean bedding, towels, spare clothes, and any other necessary items always available? |  |  |  |  |

| **Safety and suitability of premises, environment, and equipment – Organising premises for confidentiality and safeguarding**  (Statutory framework for the EYFS, page 27; 3.71)  **Additional support materials**: P5 – Confidentiality and safeguarding; Q – Risk assessment | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.71**  Do you **ensure** if requested**,** you can make an area available where you may talk to parents and, or carers confidentially?  Do you **ensure** you only release children into the care of individuals of whom the parent has explicitly notified to you?  **3.71 continued**  Do you **ensure** that children do not leave the premises unsupervised?  Do you **ensure** you take all reasonable steps to prevent unauthorised persons entering the premises?  *If you are a childminder 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?*  Do you **ensure** you have an agreed procedure for checking the identity of visitors?  Do you **ensure** you consider what additional measures are necessary when children stay overnight? |  |  |  | **Continued on next page…** |

| **Safety and suitability of premises, environment, and equipment – Insurance**  (Statutory framework for the EYFS, page 27; 3.72)  **Additional support materials**: P6 – Insurance; Q – Risk assessment | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.72**  Do you **ensure** you carry the appropriate insurance (e.g. public liability insurance) to cover all premises from which they provide childminding. |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Safety and suitability of premises, environment, and equipment – safety on outings**  (Statutory framework for the EYFS, pages 27-28; 3.73-3.74)  **Additional support materials:** Q – Risk assessment; R – Outings | **Yes** | **No** | **N/A** | **Notes** |
| **3.73**  Do you **ensure** you keep children safe while on outings?  Do you **ensure** you assess the risks or hazards which may arise for the children, and do you **ensure** you identify the steps to be taken to remove, minimise and manage those risks and hazards?  Do you **ensure** the assessments include consideration of adult to child ratios?  Are you aware that risk assessments do not necessarily need to be in writing (this is for you to judge)? |  |  |  |  |
| **Safety and suitability of premises, environment, and equipment – safety on outings**  (Statutory framework for the EYFS, pages 28-29; 3.73-3.74)  **Additional support materials:** Q – Risk assessment; R – Outings | **Yes** | **No** | **N/A** | **Notes** |
| **3.74**  Do you **ensure** vehicles in which children are being transported, and the driver of those vehicles, are adequately insured? |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Safety and suitability of premises, environment, and equipment – Risk assessment**  (Statutory framework for the EYFS, page 28, 3.75)  **Additional support materials:** Q – Risk assessment | **Yes** | **No** | **N/A** | **Notes** |
| **3.75**  Do you **ensure** you take all reasonable steps to ensure children in their care, and any assistants are not exposed to risks and are you able to demonstrate how you are managing risks?  *Guidance on risk assessments, including where written ones may be required where five or more staff are employed, can be obtained from the Health and Safety Executive:* [Risk assessment - HSE](https://www.hse.gov.uk/simple-health-safety/risk/index.htm)  Do you **ensure** you determine where it is helpful to make some written risk assessments in relation to specific issues, to inform their practice, and to demonstrate how they are managing risks if asked by parents and, or carers or inspectors? |  |  |  | **Continued on next page…** |
| **Safety and suitability of premises, environment, and equipment – Risk assessment**  (Statutory framework for the EYFS, page 28, 3.75)  **Additional support materials:** Q – Risk assessment | **Yes** | **No** | **N/A** | **Notes** |
| **3.75 continued**  Do you **make sure** your risk assessments identify aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked, and how the risk will be removed or minimised? |  |  |  |  |

| **Information and record keeping**  (Statutory framework for the EYFS, page 28-29; 3.76-3.79)  **Additional support materials:** T – Information and Record keeping;  U - Information about the Child; V – Information for parents and carers | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.76**  Do you **ensure** you maintain records, obtain and share information (with parents and, or carers, other professionals working with the child, the police, social services and Ofsted or the childminder agency with which they are registered, as appropriate) to ensure the safe and efficient management of your setting and to help ensure the needs of all children are met?  *Are you aware of Guidance on sharing information with relevant services when there are safeguarding concerns, available via:* [Information sharing advice for safeguarding practitioners - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice)  Do you **ensure** youenable a regular two-way flow of information with parents and, or carers, and between providers, if a child is attending more than one setting?  **3.76 continued**  If requested, do you make sureyou incorporate parents’ and, or carers’ comments into children’s records? |  |  |  | **Continued on next page…** |
| **3.77**  Do you **ensure** your records are easily accessible and available (these may be kept securely off the premises)?  Do you **ensure** confidential information and records about staff and children are held securely and only accessible and available to those who have a right or professional need to see them?  *The National Cyber Security Centre (NCSC) has published helpful guidance on cyber security:* [Early Years practitioners: using cyber security to protect... - NCSC.GOV.UK](https://www.ncsc.gov.uk/guidance/early-years-practitioners-using-cyber-security-to-protect-your-settings)  Do you **ensure** you are aware of your responsibilities under the Data Protection Legislation and where relevant the Freedom of Information Act 2000?  *This includes the Data Protection Act 2018 and General Data Protection Regulation 2018 see:* [*https://www.gov.uk/government/publications/general-data-protection-regulation-policy/general-data-protection-regulation-policy*](https://www.gov.uk/government/publications/general-data-protection-regulation-policy/general-data-protection-regulation-policy) |  |  |  |  |
| **3.78**  Do you **ensure** that you and any assistants understand the need to protect the privacy of the children in their care as well as the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality?  **3.78 continued**  Do you **ensure** parents and, or carers are given access to all records about their child, provided that no relevant exemptions apply to their disclosure under Data Protection Act?  *Are you aware The Data Protection Act 2018 (DPA) gives parents and carers the right to access information about their child that a provider holds?*  *Are you aware however, the DPA also sets out specific exemptions under which certain personal information may, under specific circumstances, be withheld from release? For example, a relevant professional will need to give careful consideration as to whether the disclosure of certain information about a child could cause harm either to the child or any other individual.*  *Further guidance of how data protection laws operate can be found on the website of the Information Commissioner’s Office at:* [Guide to the UK General Data Protection Regulation (UK GDPR) | ICO](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/) |  |  |  | **Continued on next page…** |
| **3.79**  Do you **ensure** records relating to individual children retained for a reasonable period of time after they have left the provision?  *Are you aware individual providers should determine how long to retain records relating to individual children?* |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Information about the child** (Statutory framework for the EYFS, page 29; 3.80)    **Additional support materials:** U – Information about the child | **Yes** | **No** | **N/A** | **Notes** |
| **3.80**  Do you **ensure** you record the following information for each child in your care:   * full name? * date of birth? * name and address of every parent and, or carer who is known to the provider? * information about any other person who has parental responsibility for the child? * which parent(s) and, or carer(s) the child normally lives with? * emergency contact details for parents and, or carers? |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Information for parents and carers** (Statutory framework for the EYFS, page 29-30; 3.81)  **Additional support materials:**  F – Key Person; K – Health - Food and Drink; M – Supporting and understanding children’s behaviour; V – Information for parents and carers | **Yes** | **No** | **N/A** | **Notes** |
| **3.81**  Do you **ensure** you share following information available to parents and, or carers:   * how the EYFS is being delivered in the setting and how parents and, or carers can access more information? * the range and type of activities and experiences provided for children, the daily routines of the setting, and how parents and carers can share learning at home? * how the setting supports children with special educational needs and disabilities? * food and drinks provided for children? * details of your policies & procedures * the procedure to be followed in the event of a parents and, or carer failing to collect a child at the appointed time, or in the event of a child going missing at, or away from, the setting? * the name of the child’s key person and their role? * a telephone number for parents and, or carers to contact in an emergency? |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Complaints**  (Statutory framework for the EYFS, page 30, 3.82-3.83)  **Additional support materials:** W – Complaints | **Yes** | **No** | **N/A** | **Notes** |
| **3.82**  Are you aware that you are not required to have a written procedure for handling complaints?  Do you **ensure** you keep a written record of any complaints, and their outcome?  Do you **ensure** you investigate written complaints relating to your fulfilment of the EYFS requirements and notify complainants of the outcome of the investigation within 28 days of having received the complaint?  Do you **ensure** the record of complaints are made available to Ofsted or the relevant childminder agency on request? |  |  |  |  |
| **3.83**  Do you **ensure** you make available to parents and, or carers details about how to contact Ofsted or the childminder agency with which you are registered as appropriate, if they believe you are not meeting the EYFS requirements? |  |  |  |  |
| **Inspections and quality assurance visits**  (Statutory framework for the EYFS, page 30, 3.84)  **Additional support materials:** W – Complaints | **Yes** | **No** | **N/A** | **Notes** |
| **3.84**  Do you **ensure** if you become aware that you are to be inspected by Ofsted or have a quality assurance visit by the childminder agency that you notify parents and, or carers?  Do you **ensure** after an inspection by Ofsted or a quality assurance visit by your childminder agency, you supply a copy of the report to parents and, or carers of children attending on a regular basis? |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Information about the childminder** (Statutory framework for the EYFS, page 30-31; 3.85)  **Additional support materials:** X – Information about the childminder. | **Yes** | **No** | **N/A** | **Notes** |
| **3.85**  Do you **ensure** you hold the following documentation:   * your name, home address and telephone number and any other person living or employed on the premises? * the name, home address and telephone number of anyone else who will regularly be in   unsupervised contact with the children attending the early years provision?   * a daily record of the names of the children being cared for on the premises, their hours of attendance and the names of each child’s key person (if this is not the childminder themselves?   • your certificate of registration (which can be displayed digitally, for example on a childminder’s website, and **must** be available to parents and, or carers on request)? |  |  |  |  |

| **Changes that must be notified to Ofsted or the relevant childminder agency (CMA)** (Statutory framework for the EYFS, pages 31; 3.86)  **Additional support materials:** Y – Changes notifiable to Ofsted or CMA | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.86**  Do you **ensure** you notify Ofsted or the CMA with which you are registered of any change:   * in the address of the premises (and seek approval to operate from those premises where appropriate)? * to the premises which may affect the space available to children and the quality of childcare available to them? * in the name or address of the childminder, or the childminder’s other contact information? * In persons aged 16 or older living or working on any domestic premises from which childminding is provided? * to the persons caring for children on any premises where childminding is provided?   *Are you aware a person is not considered to be working on the premises if none of their work is done in the part of the premises in which children are cared for, or if they do not work on the premises at times when children are there?*  Do you **ensure** you notify Ofsted or the CMA with which you are registered of any change:   * to any proposal to change the hours during which childcare is provided? * or to provide overnight care? * any significant event which is likely to affect the suitability of the childminder to look after them? * Any significant event which is likely to affect the suitability of any person who cares for,   is in regular contact with, children on the premises on which childminding is provided? |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Other Legal Duties**  (Statutory framework for the EYFS, page 31-32, 3.87)  **Additional support materials:** Z – Other legal duties | **Yes** | **No** | **N/A** | **Notes** |
| **3.87**  Do you **ensure** the EYFS requirements sit alongside other legal obligations and do not supersede or replace any other legislation which you must still meet?  Are you aware of your other duties which include: • employment laws? • anti-discriminatory legislation? • health and safety legislation? • data collection regulations? • duty of care? |  |  |  |  |