|  |
| --- |
| **Meeting the**  **‘Statutory framework for the early years foundation stage (2024)’**  **For group and school-based providers**  **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 group and school-based providers in England: maintained schools, non-maintained schools, independent schools (including free schools and academies), all providers on the Early Years Register.

It is based on meeting the requirements of the [EYFS statutory framework for group and school based providers (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/media/656f23550f12ef07a53e024e/EYFS_statutory_framework_for_group_and_school_based_providers.pdf) Section 3 – The safeguarding and welfare requirements. All changes are in red to comply with the updated [EYFS statutory framework for group and school based providers (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/media/656f23550f12ef07a53e024e/EYFS_statutory_framework_for_group_and_school_based_providers.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.
* 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.

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 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.

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 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 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 of 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** 6](#_Toc157783929)

[**Safeguarding policies and procedures** 7](#_Toc157783930)

[**Concerns about children’s safety and welfare** 9](#_Toc157783931)

[**Suitable people** 11](#_Toc157783932)

[**Disqualification** 15](#_Toc157783933)

[**Staff taking medication and other substances** 17](#_Toc157783934)

[**Smoking and vaping** 18](#_Toc157783935)

[**Qualifications, training, support and skills** 18](#_Toc157783936)

[**Qualifications, training, support and skills – Safeguarding training** 19](#_Toc157783937)

[**Qualifications, training, support and skills – Training and skills** 21](#_Toc157783938)

[**Qualifications, training, support and skills – Supervision of staff** 22](#_Toc157783939)

[**Qualifications, training, support and skills – Paediatric First Aid** 23](#_Toc157783940)

[**Qualifications, training, support and skills – English language skills** 25](#_Toc157783941)

[**Key Person** 26](#_Toc157783942)

[**Staff:child ratios** 27](#_Toc157783943)

[**Staff:child ratios – Before and after school care and holiday provision** 37](#_Toc157783956)

[**Health - Medicines** 38](#_Toc157783957)

[**Health – Food and drink** 40](#_Toc157783958)

[**Health – Food and drink facilities** 41](#_Toc157783959)

[**Health – Food poisoning** 42](#_Toc157783960)

[**Supporting and understanding children’s behaviour** 42](#_Toc157783961)

[**Supporting and understanding children’s behaviour – Special education needs** 44](#_Toc157783962)

[**Safety and suitability of premises, environment and equipment – Accident or injury** 45](#_Toc157783963)

[**Safety and suitability of premises, environment and equipment - Safety of premises** 46](#_Toc157783964)

[**Safety and suitability of premises, environment and equipment – Indoor space requirements** 48](#_Toc157783965)

[**Safety and suitability of premises, environment and equipment – Outdoor access** 51](#_Toc157783966)

[**Safety and suitability of premises, environment and equipment – Sleeping arrangements** 52](#_Toc157783967)

[**Safety and suitability of premises, environment and equipment – Baby room** 53](#_Toc157783968)

[**Safety and suitability of premises, environment and equipment – Toilets and intimate hygiene** 53](#_Toc157783969)

[**Safety and suitability of premises, environment and equipment – Organising premises for confidentiality and safeguarding** 54](#_Toc157783970)

[**Safety and suitability of premises, environment and equipment – Insurance** 55](#_Toc157783971)

[**Safety and suitability of premises, environment and equipment – Safety on outings** 56](#_Toc157783972)

[**Risk assessment** 57](#_Toc157783973)

[**Information and record keeping** 58](#_Toc157783974)

[**Information about the child** 61](#_Toc157783975)

[**Information for parents and carers** 62](#_Toc157783976)

[**Complaints** 63](#_Toc157783977)

[**Inspections and quality assurance visits** 64](#_Toc157783978)

[**Information about the provider** 65](#_Toc157783979)

[**Changes that must be notified to Ofsted** 66](#_Toc157783980)

[**Other Legal Duties** 68](#_Toc157783981)

| **Introduction**  (Statutory framework for the EYFS, pages 23, 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 providers create high quality settings which are welcoming, safe, and stimulating, and where children are able to 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 22, 3.4-3.6) **Additional support materials:** A – Safeguarding policies and procedures | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.4**  Do you **ensure** you have a designated person who takes lead responsibility for safeguarding children in your setting?  Are you aware that this lead practitioner is responsible for liaising with local statutory children’s services agencies and, with the Local Safeguarding Partners (LSP)?  Do you **ensure** that all practitioners are alert to any issues of concern in a child’s life at home or elsewhere? |  |  |  |  |
| **3.5**  Do you **ensure** you have and implement a policy, and procedures to keep children safe and meet EYFS requirements?  Are you aware schools are not required to have separate policies to cover EYFS requirements provided the requirements are already met through an existing policy?  Where you are required to have policies and procedures as specified in 3.6, do you make sure these policies and procedures are recorded in writing?  Do you make sure any policies and procedures are in line with the guidance and procedures of the relevant LSP? |  |  |  |  |
| **3.6**  Do you **ensure** the safeguarding policy and procedures include an explanation of the action to be taken:   * when there are safeguarding concerns about a child? * in the event of an allegation being made against a member of staff? * cover the use of mobile phones, cameras and other electronic devices with imaging and sharing capabilities being used in the setting?   Have you referred to 'Safeguarding children and protecting professionals in early years settings: online safety considerations to help safeguard children and practitioners online? [Safeguarding children and protecting professionals in early years settings: online safety considerations - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations) |  |  |  |  |

| **Concerns about children’s safety and welfare**  (Statutory framework for the EYFS, page 23, 3.7-3.8) **Additional support materials:** A1 – Concerns about children’s safety and welfare | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.7**  Do you **ensure** if you have concerns about children's safety or welfare, you immediately notify agencies with statutory responsibilities (this means children's social care services and, in emergencies, the police) without delay?  Do you **ensure** you have regard to 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) * [Revised Prevent duty guidance: for England and Wales - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/prevent-duty-guidance)   *Are you aware The 2015 Counter Terrorism and Security Act places a duty on early years providers “to have due regard to the need to prevent people from being drawn into terrorism” (the Prevent duty)?*  If you are a school, do you have regard, under section 175(4) of the Education Act 2002, to the government’s ‘Keeping Children Safe in Education’ statutory guidance? [Keeping children safe in education - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) Other childcare providers may also find it helpful to refer to this guidance. |  |  |  |  |
| **3.8**  Do you **ensure** you inform Ofsted or the CoDP agency of which you are registered with, 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 agency of the action taken in respect of the allegations?  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?** |  |  |  |  |

| **Suitable people**  (Statutory framework for the EYFS, pages 23-24, 3.9-3.15)  **Additional support materials**: A – Safeguarding policies and procedures; B – Suitable People; C – Disqualification | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.9**  Do you **ensure** that people looking after children are suitable to fulfil the requirements of their roles?  Do you **ensure** that people looking after children have the relevant qualifications, training and have passed any required checks to fulfil their roles?  Do you **ensure** you have taken appropriate steps to verify qualifications, including in cases where physical evidence cannot be produced?  Do you **ensure** that any person who may have regular contact with children (for example, someone living or working on the same premises the early years provision is provided), is suitable?  *To allow Ofsted to make these checks, providers are required to supply information to Ofsted 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.* |  |  |  |  |
| **3.10**  Are you aware that Ofsted or the agency with which a provider of CoDP is registered, is responsible for checking the suitability of:   * The provider * Every other person looking after children on domestic premises for whom the care is being provided. * Every other person living or working on any domestic premises from which the childcare is being provided, including requiring enhanced criminal records checks and barred list checks.   **3.11**  Do you **ensure** (other than CoDP providers) you obtain enhanced criminal records checks in respect of every person aged 16 or over (including for unsupervised volunteers, and supervised volunteers who provide personal care – *personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing*) who:   * works directly with children? * lives on the premises on which the childcare is provided (unless there is no access to the part of the premises when and where children are cared for)? * works on the premises on which the childcare is provided (unless they do not work on the part of the premises where the childcare takes place, or do not work there at times when children are present)? |  |  |  |  |
| **3.12**  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)  *Are you aware the requirement for a criminal records check will be deemed to have been met in respect of all people living or working in childcare settings, whose suitability was checked by Ofsted or their local authority before October 2005?* |  |  |  |  |
| **3.13**  Do you **ensure** you tell staff that they are expected to 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  **3.13 continued**  their suitability to work with children (whether received before or during their employment at the setting)?  Do you **ensure** you do not allow people, whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with children being cared for?  *Are you aware DBS disclosures and barred list information are only issued to the potential employee?*  *Do you* ***ensure*** *you check the disclosure and consider whether it contains any information that would suggest the person was unsuitable for the position, before an individual has unsupervised contact with children?*  *Do you make sure you check where a potential or existing employee has subscribed to the online DBS Update service, the status of the disclosure?*  *Do you* ***ensure*** *where the check identifies there has been a change to the disclosure details, that a new enhanced DBS disclosure is applied for?*  *Do you* ***ensure*** *before accessing the DBS update service obtain consent from the member of staff?*  **3.14**  Do you **ensure** that you record information about staff qualifications and the identity checks and vetting processes that have been completed (including the criminal records check reference number, the date a check was obtained and details of who obtained it)? |  |  |  | **Continued on next page…** |
| **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 a member of staff 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 24-25, 3.16-3.20) **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?  *If you are a school, are you aware you are required to have regard to the disqualification guidance published by the Department for Education, which is available at:* [*www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006*](http://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006) *Other providers may also find it helpful to refer to this guidance.*  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**  Do you **ensure** as a registered provider that you notify Ofsted or the agency with which a provider of CoDP 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?  Are you aware the disqualification of an employee could be an instance of a significant event?  *Providers may find it helpful to read the Ofsted guidance on significant events:* [*Childcare: significant events to notify Ofsted about - GOV.UK (www.gov.uk)*](https://www.gov.uk/guidance/childcare-significant-events-to-notify-ofsted-about) |  |  |  |  |
| **3.18**  Do you **ensure** that you (the registered provider) give Ofsted or the agency with which a provider of CoDP is 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)? |  |  |  |  |
| **3.19**  Does the setting’s registered person **ensure** the information is provided to Ofsted, or the 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? |  |  |  |  |
| **3.20**  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 and other substances**  (Statutory framework for the EYFS, pages 25-26, 3.21) **Additional support materials**: D – Staff taking medication or other substances; D2 – Smoking and Vaping | **Yes** | **No** | **N/A** | **Notes** |
| **3.21**  Do you **ensure** that staff members are not under the influence of alcohol or any other substance which may affect their ability to care for children?  Do you make sure staff members seek medical advice if they are taking medication which may affect their ability to care for children?  Do you **ensure** that staff members only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member’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 26, 3.22)  **Additional support materials**: D – Staff taking medication or other substances; D2 – Smoking and Vaping | **Yes** | **No** | **N/A** | **Notes** |
| **3.22**  Do you **ensure** that smoking is not allowed in or on the premises when children are present or about to be present.  Do you make sure that practitioners do not vape or use e-cigarettes when children are present?  Do you make sure you consider Public Health England advice on their [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) |  |  |  |  |

| **Qualifications, training, support and skills**  (Statutory framework for the EYFS, pages 26, 3.23)  **Additional support materials:** E – Staff Qualifications, training, support and skills; G – staff:child ratios; H – Ratios (Before and after school and holiday provision) | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.23**  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? |  |  |  |  |

| **Qualifications, training, support and skills – Safeguarding training**  (Statutory framework for the EYFS, pages 26-27, 3.24-3.25)  **Additional support materials:** E – Staff Qualifications, training, support and skills; G – staff:child ratios; H – Ratios (Before and after school and holiday provision) | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.24**  Do you **ensure** you train all staff to understand your safeguarding policy and procedures, and ensure that all staff have up to date knowledge of safeguarding issues?  Do you **ensure** the training made available by you enables staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way?  Does the training enable staff to identify, understand and respond appropriately to signs of possible abuse and neglect, including:   * significant changes in children's behaviour? * A decline in children’s general well-being? * unexplained bruising, marks or signs of possible abuse or neglect? * children’s comments which give cause for concern? * Inappropriate behaviour from practitioners, 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)   Are you aware of ‘What to do if you’re worried a child is being abused: Advice for practitioners’? [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)  **3.25**  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** the lead practitioner attends a child protection training course that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect (as described at paragraph 3.8).  Do you make sure that the child protection training course takes is in line with the guidance and procedures of the relevant Local Safeguarding Partners (LSP)?  (NB Within Derbyshire this is known as the Derby and Derbyshire Safeguarding Children Partnership: [Derby and Derbyshire Safeguarding Children Partnership (ddscp.org.uk)](https://www.ddscp.org.uk/)) |  |  |  |  |

| **Qualifications, training, support and skills – Training and skills**  (Statutory framework for the EYFS, pages 27, 3.26)  **Additional support materials:** E – Staff Qualifications, training, support and skills; G – staff:child ratios; H – Ratios (Before and after school and holiday provision) | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.26**  Do all practitioners have appropriate qualifications, training, skills, knowledge, and a clear understanding of their roles and responsibilities?  Do you **ensure** that all staff 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 staff to undertake appropriate training and professional development opportunities to ensure they offer quality learning and development experiences for children that continually improves? |  |  |  |  |

| **Qualifications, training, support and skills – Supervision of staff** (Statutory framework for the EYFS, pages 27, 3.27-3.28)  **Additional support materials:** E – Staff Qualifications, training, support and skills; G – staff:child ratios; H – Ratios (Before and after school and holiday provision) | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.27**  Do you **ensure** you put appropriate arrangements in place for the supervision of staff who have contact with children and families?  Do you provide effective supervision which provides support, coaching and training for the practitioner and promotes the interests of children?  Do you provide supervision which fosters a culture of mutual support, teamwork, and continuous improvement, which encourages the confidential discussion of sensitive issues? |  |  |  |  |
| **3.28**  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? |  |  |  |  |

| **Qualifications, training, support and skills – Paediatric First Aid**  (Statutory framework for the EYFS, pages 27-28, 3.29-3.32)  **Additional support materials:** E – Staff Qualifications, training, support and skills; G – staff:child ratios; H – Ratios (Before and after school and holiday provision) | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.29**  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’ (page 43)?  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 you are responsible for identifying and selecting a competent training provider to deliver your PFA training?*  *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](http://register.ofqual.gov.uk/qualification) *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.* |  |  |  |  |
| **3.30**  Do you take into account the number of children, staff, and layout of premises to **ensure** that a paediatric first aider is able to respond to emergencies quickly? |  |  |  |  |
| **3.31**  Do you **ensure** all newly qualified entrants to the early years workforce who completed a level 2 and/or level 3 qualification on or after 30 June 2016, also have a full PFA qualification within three months of starting work in order to be included in the required staff:child ratios at level 2 or level 3 in an early years setting?  *Are you aware that in this context, “newly qualified entrants” includes staff who have been apprentices or long-term students who have gained a level 2 or level 3 early years qualification?*  *Are you aware you can make an exception to this requirement where a newly qualified entrant to the workforce is unable to gain a PFA certificate if a disability would prevent them from doing so?*  *Are you aware such a newly qualified entrant can still be included in the staff:child ratios if otherwise competent to carry out their childcare duties?*  *Are you aware that, where possible, such staff should attend a relevant PFA training course and obtain written evidence of attendance?*  To continue to be included in the ratio requirement do you **ensure** the certificate is renewed every 3 years?  **3.32**  Do you make sure you display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate? |  |  |  |  |

| **Qualifications, training, support and skills – English language skills**  (Statutory framework for the EYFS, pages 28, 3.33)  **Additional support materials:** E – Staff Qualifications, training, support and skills; G – staff:child ratios; H – Ratios (Before and after school and holiday provision) | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.33**  Do you **ensure** that staff have sufficient understanding and use of English to ensure the well-being of children in your care? For example, settings must be able to keep records in English, to liaise with other agencies in English, to summon emergency help, and to understand instructions such as those for the safety of medicines or food hygiene. |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Person** (Statutory framework for the EYFS, page 28, 3.34) Additional support materials: F – Key Person | **Yes** | **No** | **N/A** | **Notes** |
| **3.34**  Do you **ensure** every child is assigned a key person?  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 the key person helps families engage with more specialist support if appropriate?  Do you **ensure** (in accordance with paragraph 1.19 of the ‘Statutory framework for the EYFS’): A quality workforce focused on learning and development and health and safety   * All children deserve high quality early education and care. This requires a quality workforce. * A well-trained, skilled team of practitioners can help every child achieve the best possible educational outcomes. * Children need to build an attachment with their key person for their confidence and well-being. * The key person also promotes children’s learning by developing a deep understanding of their individual needs and children can particularly benefit from their modelling and support |  |  |  |  |

| **Staff:child ratios**  (Statutory framework for the EYFS, page 28-32, 3.35-3.50) **Additional support materials:** G – Staff:child ratios; H – Ratios (Before and after school and holiday provision) | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.35**  Do you **ensure** your 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 deploy staff to ensure children’s needs are met?  Do you **ensure** you inform parents and, or carers about staff deployment, and, when relevant and practical, aim to involve them in these decisions? |  |  |  |  |
| **3.36**  Do you **ensure** children are usually within sight and hearing of staff and always within sight or hearing?  Do you **ensure** whilst eating children are within sight and hearing of a member of staff? |  |  |  |  |
| **3.37**  Do you **ensure** as a setting on the early years register, that the manager holds an approved level 3 qualification or above and at least half of all other staff must hold at least an approved level 2 qualification?  *These qualification requirements do not apply to out-of-school provision for reception ages children.*  **3.37 continued**  Do you **ensure** that managers appointed on or after 1 January 2024 have already achieved a suitable level 2 qualification in maths or must do so within two years of starting in the position?  *As defined in the Early Years Qualification Requirements and Standards document* [Early years qualification requirements and standards - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/early-years-qualification-requirements-and-standards)  Do you make sure that managers are responsible for ensuring staff have the right level of maths knowledge to effectively deliver the EYFS curriculum.  Do you make sure the manager has at least two years’ experience of working in an early years setting, or have at least two years’ other suitable experience?  Do you **ensure** you have a named deputy who, in your judgement, is capable and qualified to take charge in the manager’s absence?  *Are you aware ‘capable and qualified’ includes having the necessary skills and knowledge to deputise, and that a deputy does not have to have any specific qualification?* |  |  |  | **Continued on next page…** |
| **3.38**  Do you **ensure** that to count within the ratios at level 3, staff holding an Early Years Educator qualification must also have achieved a suitable level 2 qualification in English?  **3.38 continued**  *An approved qualification is defined by the Department for Education as meeting the criteria set out in the* [*Early years qualification requirements and standards - GOV.UK (www.gov.uk)*](https://www.gov.uk/government/publications/early-years-qualification-requirements-and-standards)  *Approved qualifications will be published on the Early Years Qualifications List published on GOV.uk.* [***https://www.gov.uk/guidance/early-years-qualifications-finder***](https://www.gov.uk/guidance/early-years-qualifications-finder) |  |  |  | **Continued on next page…** |
| **3.39**  Do you meet the ratio and qualification requirements below and apply them to the total number of staff available to work directly with children?  *Are you aware Ofsted may determine that you must observe a higher staff:child ratio than outlined to ensure the safety and welfare of children?*  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?  If you are a group setting providing overnight care, do you continue to apply the relevant ratios and do you **ensure** at least one member of staff is awake at all times? |  |  |  |  |
| **3.40**  If you have children aged under two, do you **ensure** that:   * there is at least one member of staff for every three children? * at least one member of staff holds an approved level 3 qualification, and is suitably experienced in working with children under two? * at least half of all other staff hold an approved level 2 qualification?   **3.40 continued**   * at least half of all staff have received training that specifically addresses the care of babies? * where there is a room for under two-year-olds, the member of staff in charge of that room has, in your judgement, suitable experience of working with under twos? |  |  |  | **Continued on next page…** |
| **3.41**  If you have children aged two, do you **ensure** that:   * there is at least one member of staff for every five children? * at least one member of staff holds an approved level 3 qualification? * at least half of all other staff hold an approved level 2 qualification?   *If you are in a maintained school or non-maintained special school, are you aware that where two-year-olds are pupils, staff must additionally be under the direction and supervision of a qualified or nominated teacher when carrying out specified work (as laid out in the Education (Specified Work) (England) Regulations 2012)? Specified work broadly encompasses lesson (or curriculum) planning, delivering lessons, assessing the development, progress and attainment of pupils and reporting on the latter.*  *Also, do you (the headteacher)* ***ensure*** *you are satisfied that the staff have the skills, expertise and experience needed to carry out the work and determine the appropriate level of direction and supervision?* |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff:child ratios** (Statutory framework for the EYFS, page 29-33, 3.36-3.50) **Additional support materials:** G – Staff:child ratios; H – Ratios (Before and after school and holiday provision) | **Yes** | **No** | **N/A** | **Notes** |
| **3.42**  If you have children aged three and over in registered early years provision where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status, or another approved level 6 qualification, is working directly with the children, do you **ensure** that:   * there is at least one member of staff for every 13 children? * at least one other member of staff holds an approved level 3 qualification?   *Are you aware that:*   * *the teacher (or equivalent) is expected to be working with children for the vast majority of the time?* * *where the teacher (or equivalent) needs to be absent for short periods of time, you will need to ensure that quality and safety is maintained?* |  |  |  |  |
| **3.43**  If you have children aged three and over at any time in registered early years provision when a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status, or another approved level 6 qualification isnot working directly with the children, do you **ensure** that:   * there is at least one member of staff for every eight children? * at least one member of staff holds an approved level 3 qualification? * at least half of all other staff hold an approved level 2 qualification? |  |  |  |  |
| **Staff:child ratios** (Statutory framework for the EYFS, page 29-33, 3.36-3.50) **Additional support materials:** G – Staff:child ratios; H – Ratios (Before and after school and holiday provision) | **Yes** | **No** | **N/A** | **Notes** |
| **3.44**  If you have children aged three and over in independent schools (including in nursery classes in free schools and academies), where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, an instructor, or another suitably qualified overseas trained teacher, is working directly with the children, do you **ensure** that:   * for classes where the majority of children will reach the age of five or older within the school year, there is at least one member of staff for every 30 children *(Subject to any permitted exceptions under The Schools Admissions (Infant Class Sizes) Regulations 2012 S.I. 2012/10)?* * for all other classes there is at least one member of staff for every 13 children? * at least one other member of staff holds an approved level 3 qualification?   *Are you aware an instructor is a person at the school who provides education which consists of instruction in any art or skill, or in any subject or group of subjects, in circumstances where: (a) special qualifications or experience or both are required for such instruction; and (b) the person or body of persons responsible for the management of the school is satisfied as to the qualifications or experience (or both) of the person providing education?* |  |  |  |  |
| **Staff:child ratios** (Statutory framework for the EYFS, page 29-33, 3.36-3.50) **Additional support materials:** G – Staff:child ratios; H – Ratios (Before and after school and holiday provision) | **Yes** | **No** | **N/A** | **Notes** |
| **3.45**  If you have children aged three and over in independent schools (including in nursery classes in academies), where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, no instructor, and no suitably qualified overseas trained teacher, working directly with the children, do you **ensure** that:   * there is at least one member of staff for every eight children? * at least one member of staff holds an approved level 3 qualification? * at least half of all other staff hold an approved level 2 qualification? |  |  |  |  |
| **3.46**  If you have children aged three and over in a maintained nursery school and nursery class in maintained schools, do you **ensure** that:   * there is at least one member of staff for every 13 children? * at least one member of staff is a school teacher as defined by section 122 of the Education Act 2002 *(see also the Education (School Teachers’ Prescribed Qualifications, etc) Order 2003 and the Education (School Teachers’ Qualifications) (England) Regulations 2003)*? * at least one other member of staff holds an approved level 3 qualification?   *If you are in a school where provision is run by the governing body (under section 27 of the Education Act 2002) for three- and four-year-olds who are not pupils of the school, are you aware you can apply: a 1:13 ratio where a person with a suitable level 6 qualification is working directly with the children; or a 1:8 ratio where a person with a suitable level 6 qualification is not working directly with children but at least one member of staff present holds a level 3 qualification?* |  |  |  | **Continued on next page…** |
| **Staff:child ratios** (Statutory framework for the EYFS, page 29-33, 3.36-3.50) **Additional support materials:** G – Staff:child ratios; H – Ratios (Before and after school and holiday provision) | **Yes** | **No** | **N/A** | **Notes** |
| **3.46 continued**  *If you have children in nursery classes attending school for longer than the school day or in the school holidays, in provision run directly by the governing body or the proprietor, with no teacher present, are you aware a ratio of one member of staff to every eight children can be applied if at least one member of staff holds a full and relevant level 3 qualification, and at least half of all other staff hold a full and relevant level 2 qualification?*  *Are you aware that when at least one other member of staff holds an approved level 3 qualification (as above) that person needs to meet all relevant staff qualification requirement as required by The School Staffing (England) Regulations 2009?* |  |  |  |  |
| **3.47**  If you have a Reception class in a maintained school or academy, are you aware you are subject to infant class size legislation?  *If you are an academy, are you aware you are required by your funding agreements to comply with the School Admissions Code and the law relating to admissions although the Secretary of State has the power to vary this requirement where there is demonstratable need?*  If you have a Reception class in maintained school or academy, are you aware that The School Admissions (Infant Class Size) Regulations 2012 limit the size of infant classes to 30 pupils per school teacher (subject to permitted exceptions) while an ordinary teaching session is conducted?  Are you aware, ‘School teachers’ do not include teaching assistants, higher level teaching assistants or other support staff? |  |  |  | **Continued on next page** |
| **Staff:child ratios** (Statutory framework for the EYFS, page 29-33, 3.36-3.50) **Additional support materials:** G – Staff:child ratios; H – Ratios (Before and after school and holiday provision) | **Yes** | **No** | **N/A** | **Notes** |
| **3.47 continued**  Do you **ensure** in an ordinary teaching session, your school employs sufficient school teachers to enable it to teach its infant classes in groups of no more than 30 per school teacher?  *If you are in a maintained school or academy, are you aware The Specified Work Regulations 2012 allow a non-teacher to carry out the work of the teacher (“specified work”) if they are:*   * *assisting or supporting the work of the teacher?* * *subject to the teacher’s direction and supervision as arranged with the headteacher, and the headteacher is satisfied that that person has the skills, expertise and experience required to carry out the specified work?*   *If you are in an academy, are you aware a teacher can have whatever qualification the trust regard as appropriate to teach an infant class, in line with admissions law?* |  |  |  |  |
| **3.48**  If you are in a school, are you aware you may choose to mix your reception classes with groups of younger children (nursery pupils, non-pupils or younger children from a registered provider)?  If you are in a school, do you **ensure** you determine ratios within mixed groups, guided by all relevant ratio requirements and by the needs of individual children within the group?  If you are in a school and you exercise this discretion, do you **ensure** you comply with the statutory requirements relating to the education of children of compulsory school age and infant class sizes?  If you are a schools’ partner, do you **ensure** you meet the relevant ratio requirements for your provision? |  |  |  |  |
| **Staff:child ratios** (Statutory framework for the EYFS, page 29-33, 3.36-3.50) **Additional support materials:** G – Staff:child ratios; H – Ratios (Before and after school and holiday provision) | **Yes** | **No** | **N/A** | **Notes** |
| **3.49**  Are you aware only suitable students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 and over) may be included in the ratios at the level below their level of study, if the provider is satisfied that they are competent and responsible?  *Are you aware a student or apprentice studying towards an approved Level 3 qualification (including qualifications at levels 4, 5 and 6) may count within the Level 2 ratio?*  *Are you aware a student or apprentice studying towards an approved Level 6 qualification (one that gives them the status of EYTS or QTS) may count within the Level 3 ratio?* |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff:child ratios – Before and after school care and holiday provision** (Statutory framework for the EYFS, page 32, 3.50) **Additional support materials:** H – Ratios (Before and after school and holiday provision) | **Yes** | **No** | **N/A** | **Notes** |
| **3.50**  If your care is solely before and, or after school care *(‘School’ means maintained schools, non-maintained schools, independent schools and academies)* or holiday provision for children who normally attend reception class (or older) during the school day, do you **ensure** you have sufficient staff as for a class of 30 children?  Are you aware it is for you to determine how many staff are needed to ensure the safety and welfare of children, bearing in mind the type(s) of activity and the age and needs of the children?  Are you aware it is for you to determine what qualifications, if any, the manager and, or staff should have?  Have you referred to the details on page 6 of the Early Years (EYFS) Statutory Framework for group and school based providers for the learning and development requirements for providers offering care exclusively before/after school or during the school holidays? |  |  |  |  |

| **Health - Medicines**  (Statutory framework for the EYFS, pages 33, 3.51-3.54)  **Additional support materials:** J – Health Medicines; T - Information and records;  U - Information about the child; V - Information for parents and carers | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.51**  Do you **ensure** you promote the good health, including oral health, of children you look after? |  |  |  |  |
| **3.52**  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) |  |  |  |  |
| **3.53**  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 staff where the administration of medicine requires medical or technical knowledge?  **3.53 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…** |
| **3.54**  Do you **ensure** that medicine (both prescribed and non-prescribed) must only be administered to a child where written permission for that particular medicine has been obtained from the child’s parent and, or carer?  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 the medicine has been taken, or as soon as reasonably practicable?  *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) |  |  |  |  |

| **Health – Food and drink** (Statutory framework for the EYFS, pages 33, 3.55)  **Additional support materials:** K – Food and Drink; T – Information and records;  U – Information about the child | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.55**  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 is 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 33-34, 3.56)  **Additional support materials:** K – Food and Drink; T – Information and records;  U – Information about the child | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.56**  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 can be confident that those responsible for preparing and handling food are competent to do so?  Do you **ensure** all staff involved in preparing and handling food have received training in food hygiene?  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 34, 3.57)  **Additional support materials:** K – Food and Drink; T – Information and records;  U – Information about the child | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.57**  Do you **ensure** you notify Ofsted or the agency with which a provider of CoDP is registered with of any food poisoning affecting two or more children cared for on the premises?  Do you **ensure** notification be made as soon as is reasonably practicable, but in any event within 14 days of the incident?  **Are you aware a registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence?** |  |  |  |  |

| **Supporting and understanding children’s behaviour** (Statutory framework for the EYFS, pages 34, 3.58-3.60) **Additional support materials:** M – Supporting and understanding children’s behaviour; T – Information and records; V – Information for parents and carers | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.58**  Do you manage children’s behaviour in an appropriate way? |  |  |  |  |
| **3.59**  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? |  |  |  |  |
| **3.60**  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? |  |  |  |  |

| **Supporting and understanding children’s behaviour – Special education needs** (Statutory framework for the EYFS, page 34, 3.61) **Additional support materials:** M – Supporting and understanding children’s behaviour; T – Information and records; V – Information for parents and carers | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.61**  Do you **ensure** you have arrangements in place to support children with Special Education Needs and Disabilities (SEND)?  If you are a maintained school, maintained nursery school and, or a provider who is funded by the local authority to deliver early education places, do you **ensure** you take into account the Special Educational Needs Code of Practice?  If you are a maintained school and, or a maintained nursery school do you **ensure** you identify a member of staff to act as Special Educational Needs Co-ordinator (SENCO) and other providers (in group provision) are expected to identify a SENCO?  Providers may find it helpful to familiarise themselves with the early years section of the SEND Code of Practice [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 35; 3.62-3.63)  **Additional support materials:** L – Safety and suitability (Accident or Injury); V – Information for parents and carers | **Yes** | **No** | **N/A** | **Notes** |
| **3.62**  Do you **ensure** a first aid box is accessible at all times with appropriate content 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? |  |  |  |  |
| **3.63**  Do you **ensure** you notify Ofsted or the agency with which a provider of CoDP is 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 35; 3.64-3.65)  **Additional support materials:** N – Safety (Premises); P – Safety and suitability (Indoor space requirements); Q – Risk assessment | **Yes** | **No** | **N/A** | **Notes** |
| **3.64**  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)? |  |  |  |  |
| **3.65**  Do you **ensure** you take reasonable steps to ensure the safety of children, staff, 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 35-36; 3.66-3.67)  **Additional support materials**: G – Staff:child ratios; H – Ratios (before and after school); P – Premises (Indoor space); Q – Risk assessment | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.66**  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   *Are you aware these calculations should be based on the net or useable areas of the rooms used by the children, not including storage areas, thoroughfares, dedicated staff areas, cloakrooms, utility rooms, kitchens and toilets?* |  |  |  |  |
| **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?  Are you aware forest and other exclusively (or almost exclusively) outdoor provision is not required to meet the space standards above as long as children’s needs can be met (For this kind of provision, indoor space requirements can be used as a guide for the minimum area needed)? |  |  |  |  |

| **Safety and suitability of premises, environment and equipment – Outdoor access** (Statutory framework for the EYFS, pages 36; 3.68)  **Additional support materials**: G – Staff:child ratios; H – Ratios (before and after school); P2 – Safety and suitability – Outdoor access; Q – Risk assessment | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.68**  Do you **ensure** you provide access to an outdoor play area?  If that is not possible to provide access to an outdoor area, do you **ensure** that outdoor activities are 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, page 36; 3.69)  **Additional support materials:** N – Safety; P3 – Safety and suitability – Sleeping arrangements; Q – Risk assessment | **Yes** | **No** | **N/A** | **Notes** |
| **3.69**  Do you **ensure** 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/) |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Safety and suitability of premises, environment and equipment – Baby room** (Statutory framework for the EYFS, page 36; 3.70)  **Additional support materials:** N – Safety; P3 – Safety and suitability – Sleeping arrangements; Q – Risk assessment | **Yes** | **No** | **N/A** | **Notes** |
| **3.70**  Do you make sure there is a separate baby room for children under the age of two (except in childminding settings)?  Do you **ensure** that children in a baby room have contact with older children, and move into the older age group when appropriate? |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Safety and suitability of premises, environment and equipment – Toilets and intimate hygiene** (Statutory framework for the EYFS, page 36-37; 3.71)  **Additional support materials:** N – Safety; P4 – Safety and suitability – toilets and intimate hygiene; Q – Risk assessment | **Yes** | **No** | **N/A** | **Notes** |
| **3.71**  Do you **ensure** there is an adequate number of toilets and hand basins available?  Have you taken into accountthere should usually be separate toilet facilities for adults?  Do you **ensure** there are suitable hygienic changing facilities for changing any children who are in nappies?  Do you make sure that 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 37; 3.72)  **Additional support materials:** N – Safety; P – Safety and suitability – organising premises for confidentiality; Q – Risk assessment | **Yes** | **No** | **N/A** | **Notes** |
| **3.72**  Do you **ensure** there is an area where staff may talk to parents and/or carers confidentially?  Do you **ensure** there is an area for staff to take breaks away from areas being used by children?  Do you **ensure** children are only released into the care of individuals of whom the parent has explicitly notified the provider?  Do you **ensure** children do not leave the premises unsupervised?  Do you **ensure** you take all reasonable steps to prevent unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitors?  Do you **ensure** you consider what additional measures are necessary when children stay overnight? |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Safety and suitability of premises, environment and equipment – Insurance**  (Statutory framework for the EYFS, page 37; 3.73)  **Additional support materials:** N – Safety; P – Safety and suitability - Insurance; Q – Risk assessment | **Yes** | **No** | **N/A** | **Notes** |
| **3.73**  Do you **ensure** you carry appropriate adequate insurance (e.g. public liability insurance) which covers all premises from which you provide childcare or childminding? |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Safety and suitability of premises, environment and equipment – Safety on outings**  (Statutory framework for the EYFS, page 37; 3.74-3.75)  **Additional support materials:** N – Safety; R – Safety and suitability – outings; Q – Risk assessment | **Yes** | **No** | **N/A** | **Notes** |
| **3.74**  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)? |  |  |  |  |
| **3.75**  Do you **ensure** vehicles in which children are being transported, and the driver of those vehicles, are adequately insured? |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk assessment**  (Statutory framework for the EYFS, page 37, 3.76)  **Additional support materials:** Q – Risk assessment | **Yes** | **No** | **N/A** | **Notes** |
| **3.76**  Do you **ensure** you take all reasonable steps to ensure staff and children in their care 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 staff practice, and to demonstrate how you are managing risks if asked by parents and, or carers or inspectors?  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 38; 3.77-3.80)  **Additional support materials:** T – Information and Record keeping;  U - Information about the Child; V – Information for parents and carers | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.77**  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 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?  If requested, do you make sureyou incorporate parents’ and, or carers’ comments into children’s records? |  |  |  |  |
| **3.78**  Do you **ensure** your records 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?  **3.78 continued**  *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:* [Guide to the General Data Protection Regulation - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/general-data-protection-regulation-policy) |  |  |  | **Continued on next page…** |
| **3.79**  Do you **ensure** that all staff 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?  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/) |  |  |  |  |
| **3.80**  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, pages 38-39; 3.81)    **Additional support materials:** U – Information about the child | **Yes** | **No** | **N/A** | **Notes** |
| **3.81**  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 39; 3.82)  **Additional support materials:**  F – Key Person; K – Food and Drink; M – Supporting and understanding children’s behaviour; V – Information for parents | **Yes** | **No** | **N/A** | **Notes** |
| **3.82**  Do you **ensure** you make the 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 (all providers must make copies available on request)? * 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? * How staffing in the setting is organised? * The name of their 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 39-40, 3.83- 3.84)  **Additional support materials:** W – Complaints | **Yes** | **No** | **N/A** | **Notes** |
| **3.83**  Do you **ensure** you have and put in place a written procedure for dealing with concerns and complaints from parents and, or carers?  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 agency with which a provider of CoDP is registered request? |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspections and quality assurance visits**  (Statutory framework for the EYFS, page 40, 3.85)  **Additional support materials:** W – Complaints | **Yes** | **No** | **N/A** | **Notes** |
| **3.85**  Do you **ensure** if you become aware that you are to be inspected by Ofsted that you notify parents and, or carers?  Do you **ensure** after an inspection by Ofsted or a quality, you supply a copy of the report to parents and, or carers of children attending on a regular basis? |  |  |  |  |
| **Information about the provider** (Statutory framework for the EYFS, page 40; 3.86)  **Additional support materials:** X – Information about the provider. | **Yes** | **No** | **N/A** | **Notes** |
| **3.86**  Do you **ensure** you hold the following documentation:   * name, home address and telephone number of the provider and any other person living or employed on the premises ? * 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?   • your certificate of registration (which must be displayed at the setting and shown to  parents and, or carers on request)? |  |  |  |  |

| **Changes that must be notified to Ofsted**  (Statutory framework for the EYFS, pages 40-41; 3.87-3.89)  **Additional support materials:** Y – Notifiable Changes to Ofsted | **Yes** | **No** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **3.87**  Do you **ensure** you notify Ofsted 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 provider, or the provider’s other contact information? * to the person who is managing the early years provision? * Any proposal to change the hours during which childcare is to be provided which will entail the provision of overnight care. * Any significant event which is likely to affect the suitability of the early years provider to look after children. * 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. * Where the early years provision is provided by a company, any change in the name or registered number of the company. * Where the early years provision is provided by a charity, any change in the name or registration number of the charity. * Where the childcare is provided by a partnership, body corporate or unincorporated association, any change to the “nominated individual”. * Where the childcare is provided by a partnership, body corporate or unincorporated association whose sole or main purpose is the provision of childcare, any change to the individuals who are partners in, or a director, secretary or other officer or members of its governing body. |  |  |  |  |
| **3.88**  Do you **ensure** that when you are required to notify Ofsted about a change of person except for managers (as specified above), you give Ofsted the new person's name, any former names or aliases, date of birth, and home address?  Do you **ensure** if there is a change of manager, you notify Ofsted that a new manager has been appointed?  Do you **ensure** where it is reasonably practicable to do so, notification is made in advance?  In other cases, do you **ensure** notification is made as soon as is reasonably practicable, but always within 14 days?  **Are you aware that a registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence?** |  |  |  |  |
| **3.89**  Please note that where providers of CoDP are registered with a CMA the above notifications should be given to their CMA, not Ofsted. |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Other Legal Duties**  (Statutory framework for the EYFS, page 42-43, 3.90)  **Additional support materials:** Z – Other legal duties | **Yes** | **No** | **N/A** | **Notes** |
| **3.90**  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?  For example, where provision is taking place in maintained schools there is other legislation in place with which headteachers, teachers and other practitioners must comply with.  Are you aware of your other duties which include: • employment laws? • anti-discriminatory legislation? • health and safety legislation? • data collection regulations? • duty of care? |  |  |  |  |