



<p>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?</p> <p>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)</p>	<ul style="list-style-type: none"> <li>• Are you aware that your outdoor area is not included in the space standards requirements when deciding how many children you can take?</li> <li>• How do you know your forest/ other exclusive (or almost exclusive) outdoor spaces meet the needs of all children?</li> <li>• What adaptations have you/would you need for any child with a disability?</li> <li>• If your setting is setting is exclusively or almost exclusively outdoor, have you used the indoor space standards as a guide?</li> <li>• Have you risk assessed your outdoor provision to determine which outdoor areas of your provision you will/won’t be using?</li> </ul>
<p>Do you <b>ensure</b> you have access to an outdoor play area? If this is not possible, do you <b>ensure</b> that outdoor activities planned and taken on a daily basis (unless circumstances make this inappropriate, for example <b>unsafe</b> weather conditions)?</p> <p>Do you <b>ensure</b> you follow your legal responsibilities under the Equality Act 2010 (for example, the provisions on reasonable adjustments)?</p>	<ul style="list-style-type: none"> <li>• How do all children, including babies, have access to an outdoor play space?</li> <li>• How can you be sure these outdoors spaces are accessed every day?</li> <li>• If you do not have an appropriate outdoor area, how do you ensure all children still access quality outdoor experiences every day?</li> <li>• What are your legal responsibilities are under the Equality Act 2010? How do you ensure you meet them?</li> <li>• If you do not own your premises, how do you work with the owner to ensure legal responsibilities are met?</li> <li>• Have you made reasonable adjustments to make your setting inclusive for all children? What adjustments have you made? What future adjustment might you need to make?</li> <li>•</li> </ul>
<p>Are sleeping children frequently checked to ensure they are safe?</p> <p><i>Are you aware of NHS advice on Sudden Infant Death Syndrome: <a href="http://www.nhs.uk">Sudden infant death syndrome (SIDS) – NHS (www.nhs.uk)</a></i></p>	<ul style="list-style-type: none"> <li>• How regularly do you check on sleeping children? Is this frequent enough to ensure their safety? What checks do you make?</li> <li>• What are the dangers for sleeping children? How do you know all staff are aware and act to keep children safe?</li> <li>• How do you ensure staff are aware of the NHS advice on “Sudden infant death syndrome”? When did you last access this document to check for updates?</li> <li>• Are staff given sufficient time to read, understand this information and update their knowledge regularly? Do you need to change your policies and procedures?</li> </ul>

<p>Are you aware that being safe includes ensuring that cots/bedding are in good condition and suited to the age of the child?</p> <p>Are you aware that being safe means infants are placed down to sleep safely in line with latest government safety guidance?</p> <p><i>Are you aware Providers may find it helpful to refer to NHS advice for further information on safety of sleeping children: <a href="#">Reduce the risk of sudden infant death syndrome (SIDS) - NHS (www.nhs.uk)</a></i></p> <p>Is there a separate baby room for children under the age of two (except in childminding settings)?</p> <p>Do you <b>ensure</b> that children in a baby room have contact with older children, and move into the older age group when appropriate?</p>	<ul style="list-style-type: none"> <li>• How often do you risk assess sleeping equipment, e.g. mattresses, cots, Moses baskets, etc being used by children?</li> <li>• How often do you change and clean children’s bedding? Is this frequent enough to ensure the safety of the children?</li> <li>• Is the bedding age appropriate and adheres to safer sleeping guidance? How do you ensure a sleeping child won’t get too hot or cold when sleeping?</li> <li>• How do you know staff are up to date and competent with the latest safer sleeping guidance? How do you ensure this is consistently followed?</li> <li>• What are your evacuation procedures for sleeping children?</li>   <li>• What provision do you make for children who want to relax or play quietly rather than sleep?</li>   <li>• How do you evaluate the suitability of the resources and experiences provided in the baby room?</li> <li>• How often and what other considerations do you make to allow babies or younger children to have contact with older children?</li> </ul>
<p>Do you <b>ensure</b> there is an adequate number of toilets and hand basins available?</p> <p>Have you taken into account there should usually be separate toilet facilities for adults (except in childminding settings)?</p> <p>Do you <b>ensure</b> there are suitable hygienic changing facilities for changing any children who are in nappies?</p>	<ul style="list-style-type: none"> <li>• How do you determine what is an adequate number of toilets and hand basins? How often do you review this?</li> <li>• How do you ensure toilets and hand basins are easily accessible?</li>   <li>• Do you provide separate toilet facilities for adults? Are they able to easily access a separate toilet and hand basin?</li>   <li>• Do you have clear nappy changing/ intimate care policies &amp; procedures in place? What are these procedures? How do you know these are implemented by all staff?</li> <li>• How do you ensure your changing facilities meet the individual needs of children and your procedures keep children and staff safe?</li> </ul>

<p>Do you make sure that an adequate supply of clean bedding, towels, spare clothes and any other necessary items always available?</p>	<ul style="list-style-type: none"> <li>• How do you ensure stringent hygiene procedures are implemented to meet health and safety requirements?</li> <li>• How do you ensure you keep up-to-date with the latest hygiene recommendations?</li> <li>• What opportunities do children have which help them to learn about safety and good hygiene procedures?</li> <li>• How do you promote good personal hygiene (including the handling of animals) Is this information included with your policies and procedures?</li> <li>• How do you balance privacy with safety?</li> </ul> <ul style="list-style-type: none"> <li>• What would be an adequate quantity of clean bedding, towels, spare clothes, etc?</li> <li>• How do you ensure these are always available? How frequently are supplies restocked?</li> </ul>
<p>Do you <b>ensure</b> there is an area where staff may talk to parents and/or carers confidentially?</p> <p>In group settings, do you <b>ensure</b> there is an area for staff to take breaks away from areas being used by children?</p>	<ul style="list-style-type: none"> <li>• Are all staff aware of where they can talk to parents and/or carers confidentially? How is this information shared?</li> <li>• How have you made parents aware that you have a space which is available for confidential discussions with staff?</li> <li>• Do parents feel this space is suitably private? How do you know?</li> </ul> <ul style="list-style-type: none"> <li>• Where do staff take breaks away from the spaces used by children?</li> <li>• How do you ensure the space is easily accessible for all staff?</li> <li>• How do you make this a comfortable and useable space for staff, e.g. does the space contain adult sized chairs?</li> </ul>
<p>Do you <b>ensure</b> you only release children into the care of individuals who have been notified to you by the parent?</p>	<ul style="list-style-type: none"> <li>• What are your policies and procedures for the collection of children in place? How do you know these are implemented by all staff? How do you ensure parents are aware of them?</li> <li>• What procedures do you have in place for parents and/or carers to notify you of any changes to collection arrangements? How do you know all staff follow these procedures?</li> <li>• What procedures do you have in place for parents and/or carers who don't inform you of changes to collection arrangements?</li> </ul>

<p>Do you <b>ensure</b> that children do not leave the premises unsupervised?</p> <p>Do you <b>ensure</b> you take all reasonable steps to prevent unauthorised persons entering the premises?</p> <p><i>If you are a childminders operating out of non-domestic premises which are routinely accessed by members of the public (e.g. a hotel or a community centre), do you <b>ensure</b> you take all reasonable steps to prevent unauthorised persons entering the part of those premises in which the children are being cared for?</i></p> <p>Do you <b>ensure</b> you have an agreed procedure for checking the identity of visitors?</p>	<ul style="list-style-type: none"> <li>• Do you have a password system to use with parents and carers in the event that, someone unknown to the setting, collects a child? What are these procedures? How is this information shared and implemented?</li> <li>• Do you know who has parental responsibility for every child? Who checks that this information has been obtained? How frequently is it reviewed? How is this information stored? How long would you retain this information?</li> <li>• How do you know staff (where applicable) are aware of any family issues which may change collection arrangements?</li> <li>• What would you do if a child is <b>not</b> collected?</li> <li>• What safety measures do you have in place to ensure that children do not leave your provision unsupervised? How do you ensure all staff, and parents and/or carers are aware of these procedures and put them into practice?</li> <li>• What safety measure do you have in place to ensure children remain usually within sight and hearing of staff and always within sight or hearing on outings/trips?</li> <li>• How do you secure your outdoor provision?</li> <li>• What steps have you taken to prevent unauthorised persons entering the premises?</li> <li>• What would you do if an unauthorised person gains or tries to gain access to your provision? How do you know these could be quickly implemented by all staff?</li> <li>• What steps have you taken to prevent unauthorised persons entering all parts of the premises in which the children are being cared for? E.g. outdoor play areas, toilets, etc.</li> <li>• How do you secure the premises in buildings with multi-use?</li> <li>• What are your policies and procedures regarding visitors to your provision?</li> <li>• How do you check a visitor's identity is not a false id?</li> <li>• Who checks visitors? How are they kept safe?</li> </ul>
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<p>Do you <b>ensure</b> you consider what additional measures are necessary when children stay overnight?</p>	<ul style="list-style-type: none"> <li>• What are the extra considerations you need to take when children stay overnight?</li> <li>• How do you ensure you continue to apply the relevant ratios?</li> <li>• How do you ensure at least one member of staff is awake at all times?</li> <li>• Do you have clear policies &amp; procedures to follow when providing overnight care? What are these procedures? How do you know these are implemented?</li> <li>• Are you familiar with the current procedures on how to notify Ofsted of any overnight care you provide <b>prior</b> to the overnight stay?</li> </ul>
<p>Do you <b>ensure</b> you carry appropriate adequate insurance (e.g. public liability insurance) which covers all premises from which you provide childcare or childminding?</p>	<ul style="list-style-type: none"> <li>• How do you know that your insurance covers your premises adequately?</li> <li>• Are you aware of the instances that you may need to contact your insurance company for advice?</li> <li>• Do you display a valid insurance certificate?</li> </ul>

## Useful links and further help:

[NHS – baby sleeping advice](#)

[Healthy sleep tips for children](#)

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

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

[Health protection in schools and other childcare facilities: prevention and control](#)

[How to change your baby's nappy - NHS](#)

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

[Derbyshire Early Years Service - Eventbrite](#)

Email: [CS.EYS@derbyshire.gov.uk](mailto:CS.EYS@derbyshire.gov.uk) e.g. for information on an ECERS,ITERS or FCCERS audits