Compliance Checklist

The compliance checklist is based on the statutory requirements in the Early Years Foundation Stage and can be used regularly to ensure the setting remains compliant. Use the Y (yes), N (no), P (partially) box and write any comments or actions in the box at the end of each section which can be used to inform your development plan.

Name of Setting: Date:

Date of Last Ofsted Inspection, if applicable:

Actions/Recommendations from last Inspection and actions taken to address these:

Section 1 - Learning and Development Requirements

|  |  |  |
| --- | --- | --- |
| EYFS | Requirement | Y/N/P |
| 1.3-1.5 | Educational programmes must involve activities and experiences in all 7 areas of learning (these should cover fine and gross motor activities, art/craft, music and movement, blocks, construction, books, role play, problem solving, maths, nature/science, sand, water, IT) |  |
| 1.6 | Challenges and enjoyable experiences should be planned for considering individual needs, interests and stage of development |  |
| 1.7 | Children have opportunities to learn and reach a good standard of English and children’s skills are assessed in English |  |
| 1.8 | Children learn through a mix of adult-led and child-initiated play, younger children are able to lead their own play |  |
| 1.8 | Practitioners respond to children’s needs through warm, positive interactions |  |
| 1.9 | Practitioners use the characteristics of effective learning to reflect on the way children learn |  |
| 1.10& 3.27 | Each child has an assigned key person who explains their role and engages with parents |  |
| 1.10 | The key person tailors learning to meet individual children’s needs |  |
|  | Comments/Actions: |

Section 2 – Assessment

|  |  |  |
| --- | --- | --- |
| EYFS | Requirement | Y/N/P |
| 2.3 | Practitioners review children’s progress between 2 and 3 and provide parents with a written summary of development (see p13 of EYFS for content of summary) |  |
| 2.4& 2.5  | The 2 year check is discussed with parents and used to support learning at home |  |
| 2.5 | Agreement with parents when to carry out check and consent to share the information with other professionals is in place |  |
| 2.6 | EYFS Profile is completed for 5 year olds, where applicable, following guidance on pages 14-15 of EYFS |  |
|  | Comments/Actions: |

Section 3 – Safeguarding and Welfare

Child Protection

|  |  |  |
| --- | --- | --- |
| EYFS | Requirement | Y/N/P |
| 3.4 | Providers are alert to any issues of concern in the child’s life at home or elsewhere |  |
| 3.5 | Providers have a designated lead for safeguarding who is responsible for providing support, advice and guidance as required |  |
| 3.5 | The Designated Safeguarding Lead has attended Level 2 and Level 3 training |  |
| 3.6 | All staff understand the safeguarding policy and procedures and are able to identify signs of possible abuse and neglect (including female genital mutilation and any concerns about staff behaviour) |  |
| 3.7 | Providers have regard to Working Together to Safeguard Children 2015\* and the Prevent Duty guidance 2015 (including promoting British values) |  |
| 3.7 | Providers contact Single Point of Access (SPA) if they are concerned about a child or if there is an allegation against a staff member |  |
| 3.8 | Providers inform Ofsted/Childminder Agency of any allegations of serious harm or abuse by any person living, working or looking after children, and actions is taken within 14 days |  |
|  | Comments/Actions: |

Suitable People

|  |  |  |
| --- | --- | --- |
| EYFS | Requirement | Y/N/P |
| 3.10 | Every person over 16 living or working on the premises has an enhanced DBS check |  |
| 3.10 | Staff who have lived or worked abroad have additional checks as required |  |
| 3.11 | Procedures are in place to ensure staff have opportunities to disclose any relevant convictions, cautions, court orders, reprimands and warnings, i.e. during supervision |  |
| 3.11 | Providers ensure people whose suitability has not been checked do not have unsupervised contact with children |  |
| 3.12 | Providers (other than childminders) record information about staff qualifications, ID checks and vetting processes including DBS number, date and who obtained it |  |
| 3.13 | Providers refer to DBS where a member of staff is dismissed (or would have been, had the person not left the setting) because they have harmed or put a child at risk of harm |  |
| 3.14& 3.18 | Providers are aware of reasons for disqualification and report to Ofsted any event within 14 days likely to affect a person’s suitability (since Sept 18 staff are no longer disqualified by association, however this is still the case for home-based childcare) |  |
| 3.19 | Providers ensure all staff are fit (with advice if relevant) to work with children and any staff medication is stored appropriately |  |
|  | Comments/Actions: |

Staff Qualifications

|  |  |  |
| --- | --- | --- |
| EYFS | Requirement | Y/N/P |
| 3.20 | Induction, including for emergencies, safeguarding, child protection and health and safety, and continuous professional development (CPD) is offered to staff |  |
| 3.21 | Supervision arrangements are in place |  |
| 3.23 | Manager has Level 3 and at least half of all other staff are Level 2  |  |
| 3.23 | Providers have a named deputy |  |
| 3.25 | There is always someone on site, and on outings with a full current Paediatric First Aid (PFA) certificate |  |
| 3.25 | All Level 2 and Level 3’s (gained since 30/06/16) have PFA if included in ratios |  |
| 3.26 | Staff have sufficient understanding and use of English |  |
|  | Comments/Actions: |

Staff: child ratio

|  |  |  |
| --- | --- | --- |
| EYFS | Requirement | Y/N/P |
| 3.28 | Staffing arrangements meet the needs of all children, ensuring adequate supervision, and parents are kept informed of deployment |  |
| 3.31-3.38 | Settings are in correct ratios, with staff suitably qualified at all times (following EYFS requirements) |  |
| 3.43 | Childminders have parental permission to leave children with an assistant (if assistant has PFA) |  |
|  | Comments/Actions: |

Health

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| --- | --- | --- |
| EYFS | Requirement | Y/N/P |
| 3.44 | Providers promote good health and take steps to prevent infection |  |
| 3.44 | Information about children taking medication is up to date and training provided if necessary |  |
| 3.45 | Prescription medication is only administered if prescribed for that child |  |
| 3.46 | Parental permission is gained for any medication, and administration of medication is recorded |  |
| 3.47 | Food provided is healthy, balanced and nutritious.  |  |
| 3.47 | Water is accessible to children at all times |  |
| 3.47 | Providers obtain and record information about special dietary requirements, preferences and allergies, and any health requirements |  |
| 3.49 | Providers have an area equipped to provide meals, snacks and drinks |  |
| 3.49 | In group settings staff preparing and handling food have food hygiene training. The setting is registered with environmental health |  |
| 3.50 | A first aid box is accessible at all times |  |
| 3.50 | A written record of accidents/incidents or injuries and any first aid treatment given is kept and parents informed |  |
| 3.51 | Providers notify Ofsted/Childminder Agency of serious accidents, illness or injury, or death in their care |  |
| 3.51 | SPA informed of any serious accident, injury or death |  |
|  | Comments/Actions: |

Managing Behaviour

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| --- | --- | --- |
| EYFS | Requirement | Y/N/P |
| 3.52 | Corporal punishment is not threatened or given to a child |  |
| 3.53 | Records are kept if physical intervention is used, and parents informed |  |
|  | Comments/Actions: |

Safety and Suitability of Premises

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| --- | --- | --- |
| EYFS | Requirement | Y/N/P |
| 3.54 | Premises is fit for purpose and suitable for the age of children cared for and complying with health and safety legislation |  |
| 3.55 | Providers have emergency evacuation procedure and appropriate fire detection and control equipment. |  |
| 3.55 | Fire exits clearly identified and fire doors free of obstruction |  |
| 3.56 | There is no smoking in or on the premises |  |
| 3.59 | Premises and equipment are organised to meet children’s needs and comply with space requirements |  |
| 3.58 | Children have access to outdoor play daily |  |
| 3.59 | Sleeping children are checked regularly |  |
| 3.59 | Children in baby rooms have contact with older children |  |
| 3.60 | Adequate number of toilets and hand basins and hygienic change facilities are available |  |
| 3.61 | There is an area staff can talk to parents confidentially |  |
| 3.61 | There are areas for staff to take breaks away from children’s areas |  |
| 3.62 | Children are only released to individuals notified to the provider by parents  |  |
| 3.62 | There is a procedure so unauthorised persons do not enter the premises and are ID checked if applicable |  |
| 3.62 | Children are not able to leave the premises unsupervised |  |
| 3.63 | Public Liability and Employers Liability Insurance is held |  |
| 3.64 | Providers take steps to ensure children and staff are not exposed to unnecessary risks and can demonstrate how risks are managed |  |
| 3.65 | Providers keep children safe by assessing risks and identifying steps to remove, minimise and manage them, considering ratios. |  |
| 3.66 | Vehicle Insurance is held, where applicable |  |
|  | Comments/Actions: |

Special Educational Needs

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| --- | --- | --- |
| EYFS | Requirement | Y/N/P |
| 3.67 | Providers have arrangements in place to support children with SEN or disabilities |  |
| 3.67 | Providers have regard to the SEN Code of Practice |  |
| 3.67 | Providers have a named Special Educational Needs Coordinator |  |
|  | Comments/Actions: |

Information and Records

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| --- | --- | --- |
| EYFS | Requirement | Y/N/P |
| 3.68 | Records are obtained, maintained and shared as appropriate, e.g. with parents, Ofsted/Childminder Agency and other agencies |  |
| 3.68 | There is a two-way flow of information with parents and between providers (e.g. verbally, via diary format, feedback, including questionnaires, parent evenings) |  |
| 3.68 | Records are easily accessible and held securely and adhere to the Data Protection Act, and shared with parents as appropriate |  |
| 3.70 | Providers are registered with the Information Commissioners Office as a Data Controller |  |
| 3.70 | Providers protect the privacy of children and information is kept confidential |  |
| 3.71 | Records are retained for a reasonable period |  |
| 3.72 | Providers record relevant information for each child (e.g. personal details and emergency contact) |  |
| 3.73 | Parents are informed how the EYFS is being delivered, including: activities provided, how SEN is supported, food and drink provided, policies and procedures, key person and emergency contacts |  |
| 3.69 | Records are easily accessible and available at all times and  we have prior agreement from Ofsted if these records are kept off site securely. |  |
|  | Comments/Actions: |

Complaints

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| --- | --- | --- |
| EYFS | Requirement | Y/N/P |
| 3.74 | A written record of complaints is held and available to Ofsted or Childminder Agency on request |  |
| 3.74 | Complaints are investigated and complainants notified of outcome within 28 days of complaint being received |  |
| 3.75 | Parents are aware of how to contact Ofsted/Childminder Agency (e.g. by displaying parent poster) |  |
| 3.75  | Parents are notified if providers are being inspected |  |
| 3.75 | Parents receive a copy of the report |  |
| 3.76 | Providers hold information on people living or working on the premises |  |
| 3.76 | A daily attendance record is kept with hours of attendance |  |
| 3.76 | Providers display the certificate of registration |  |
|  | Comments/Actions: |

Changes notified

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| --- | --- | --- |
| EYFS | Requirement | Y/N/P |
| 3.77 | Providers notify Ofsted or childminder agency of any changes listed in the EYFS on page 34 |  |
| 3.78 | Providers inform Ofsted of a change of manager within 14 days |  |
|  | Comments/Actions: |

Policies & Procedures Required in the EYFS

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| --- | --- | --- |
| EYFS | Requirement | Y/N/P |
| 3.4 | Safeguarding Children – including action to be taken if concerned about a child, allegations against adults, use of mobile phones/cameras |  |
| 3.44 | Illness/Infection Procedure |  |
| 3.45 | Administration of Medication |  |
| 3.55 | Emergency Evacuation Procedure |  |
| 3.62 | Procedure for checking the identity of visitors |  |
| 3.73 | Uncollected Child Procedure |  |
| 3.73 | Missing child procedure |  |
| 3.74 | Concerns and complaints |  |
|  | Early Education Funding Policy |  |
|  | Comments/Actions: |

Additional Considerations (setting to add anything specific to them)

|  |  |
| --- | --- |
|  | Y/N/P |
| Self-evaluation or comprehensive development plan in place |  |
| Ensure setting website is up to date |  |
| Signs of Safety briefing attended |  |
| Robust safer recruitment procedures are followed. Records of staff checks, interview, references and qualifications are held. |  |
| All employees have a written employment contract within 2 months of starting |  |
| All employees are paid at least the minimum wage and statutory leave |  |
| Parents receive invoices clearly setting out charged services and funded hours are clearly shown to be free at the point of delivery |  |
| Is Early Years Pupil Premium being used effectively  |  |
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| Comments/Actions: |

All references correct as of Sept 18