

Out of school clubs

Compliance checklist

Providers (including childminders) registered on the Early Years Register, but that only provide care exclusively for children at the beginning and end of the school day or in holiday periods will be inspected without receiving grades against the four judgements (Quality of education, Behaviour and attitudes, Personal development and Leadership and management) of the inspection framework. **These providers do not need to meet the learning and development requirements of the EYFS.** They do have to meet in full the safeguarding and welfare requirements, which are designed to help providers create high-quality settings which are welcoming, safe and stimulating, and where children are able to grow in confidence.

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 and Grade of Last Ofsted Inspection, if applicable:	
Actions and recommendations from last Inspection and actions taken to address these:	

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 and all staff can name the safeguarding lead.	
3.5	The designated safeguarding lead has attended Level 2 and Level 3 training.	
3.6	All staff are trained 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) and have an up-to-date knowledge of safeguarding issues.	
3.7	Providers have regard to Working Together to Safeguard Children 2015 (updated 2018) and the Prevent Duty guidance 2015 (updated 2019) (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 or 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, 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) must 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 September 2018 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 directly with children and any medication prescribed and medical advice confirms that this is unlikely to impair that staff member's ability to look after children properly. All relevant medication on the property must be securely stored and out of reach of children at all times.	
Comments/Actions:		

Staff qualifications

EYFS	Requirement	Y/N/P
3.20	Ensure all staff have an Induction which includes emergencies and evacuations, safeguarding, child protection and health and safety, and continuous professional development (CPD) is offered to staff.	
3.21	Supervision arrangements are in place which provide opportunities for staff to discuss any issues, identify solutions to address issues as they arise and receive coaching to improve their personal effectiveness.	
3.23	Manager has a full and relevant Level 3 and at least half of all other staff have a full and relevant Level 2 qualification. The manager should also have at least two years' experience working in an early years setting or two years other suitable experience.	
3.23	Providers have a named deputy who is capable and qualified to take charge in the manager's absence.	
3.25	There is always someone on site, and on outings with a full current paediatric first aid (PFA) certificate (Annex A)	
3.25	All Level 2 and Level 3s (gained since 30 June 16) must have PfA to be included in ratios. Providers should display (or make available) staff PfA certificates or a list of staff who have a current PFA certificate.	
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. Children must usually be within sight and hearing of staff and always within sight or hearing.	
	Only those aged 17 or over may be included in ratios (staff under 17 should be supervised at all times). Students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in ratios if the provider is satisfied they are competent and responsible.	
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

EYFS	Requirement	Y/N/P
3.44	Providers promote good health and have a procedure for responding to children who are ill or infectious and take necessary steps to prevent the spread of infection.	
3.44	Information about children taking medication is up to date and training provided if necessary.	
3.45	Providers must have and implement a policy for administering medicines. Prescription medication is only administered if prescribed by a doctor, dentist, nurse or pharmacist 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. Fresh 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.	
3.48	There must be an area which is adequately equipped to prepare food and sterilisation equipment (if necessary) for babies food. In group settings, all staff involved in preparing and handling food must receive training in food hygiene.	
3.49	Providers must notify Ofsted within 14 days of any food poisoning affecting two or more children cared for on the premises.	
3.50	A first aid box is accessible at all times.	
3.50	A written record of accidents or incidents or injuries and any first aid treatment given is kept and parents informed.	

3.51	Providers notify Ofsted or 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

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

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.	
3.58	Children have access to outdoor play daily.	
3.59	Premises and equipment are organised to meet children's needs and comply with space requirements.	
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 when considering outings.	
3.66	Vehicle in which children are being transported, and the driver of those vehicles, must be adequately insured.	

Comments/Actions:

Special educational needs

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

EYFS	Requirement	Y/N/P
3.68	Records are obtained, maintained and shared as appropriate, eg, with parents, Ofsted or childminder agency and other agencies.	
3.68	There is a two-way flow of information with parents and between providers (eg, verbally, via diary format, feedback, including questionnaires, parent evenings).	
3.69	Records are easily accessible and held securely and adhere to the Data Protection Act, and shared with parents as appropriate.	
	Records are easily accessible and available at all times and we have prior agreement from Ofsted if these records are kept off site securely.	
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 after a child has left the provision.	
3.72	Providers record relevant information for each child (eg, personal details and emergency contact) This should also include information about any other person who has parental responsibility for the child.	
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.	
Comments/Actions:		

Complaints

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 or childminder agency (eg, 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

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 and procedures required in the EYFS

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 or cameras.	
3.44	Illness or 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

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 two 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 (if applicable) are clearly shown to be free at the point of delivery.	
Comments/Actions:	