

**Childminder compliance checklist**

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| **Name of childminder:** |  |
| **Date:** |  |
| Date and grade of last Ofsted Inspection, if applicable: |
| Actions and recommendations from last inspection and actions: |

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| **Compliance:** | **Yes, No, Action** | **Assistants (if applicable)** |
| Are you still childminding? If not have you informed Ofsted?**T:** 0300 123 1231 (**E:** enquiries@ofsted.gov.uk )  |  |  |
| Do you have a copy of the Statutory Framework for the [Early Years Foundation Stage](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2) March 2017? Do you have a copy of the [Early Years Outcomes](https://www.foundationyears.org.uk/wp-content/uploads/2012/03/Early_Years_Outcomes.pdf) and [Development Matters](https://foundationyears.org.uk/files/2012/03/Development-Matters-FINAL-PRINT-AMENDED.pdf)?  |  |  |
| Have you completed any actions and recommendations from your last inspection?  |  |  |
| Have you read the Ofsted [Early Years Inspection Handbook](http://www.gov.uk/government/collections/education-inspection-framework) |  |  |
| Is your paediatric first aid (PFA) certificate up-to-date?  |  |  |
| Is your paediatric first aid box easily accessible? Does it contain items recommended on training, are dressings in date? Do you have contents list? |  |  |
| Is your registration certificate displayed?  |  |  |
| Is your public liability insurance up-to-date, including employers liability insurance if applicable? [www.mortonmichel.com](http://www.mortonmichel.com) [www.pacey.org.uk](http://www.pacey.org.uk) [www.childcare.co.uk](http://www.childcare.co.uk/)  |  |  |
| Have you inducted co-childminders and assistants on safeguarding, child protection, emergency evacuation, equality and health and safety? Do you have a whistle blowing procedures? |  |  |

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| Have you got parental permission to leave children alone with an assistant for up to two hours? (only if they have PFA) |  |  |
| Do you follow the safer recruitment guidelines if employing staff? |  |  |
| Do you have full details of children and parents contact and emergency details?  |  |  |
| Do you have a daily register with children’s full names and exact times of attendance?  |  |  |
| Do you have a written contract, regularly reviewed, for each family using your setting? |  |  |
| Have you informed Ofsted of any children reaching 16 or adults moving in or out of your home? |  |  |
| Has everyone over the age of 16 living or working at the setting had a DBS check? |  |  |
| Have you informed Ofsted if there have been any significant changes or events? Example, premises, extension, fencing, child protection, allegations against cm, serious accident or illness |  |  |
| Do you display the [Ofsted Parent Poster](http://www.ofsted.gov.uk/resources/poster-for-parents-childcare) |  |  |
| Do you have prior written permission to seek emergency medical advice or treatment?  |  |  |
| Do you have prior permission for temperature reducing medicine on record? (with brand name)  |  |  |
| Do you check medication is medically prescribed and record prior parental written permission before administered? |  |  |
| Do you have written permission for: play equipment, journeys, sun cream, emergency care, specific outings? |  |  |
| Do you record or complete risk assessments for home and garden? (visual or written)  |  |  |
| Do you have a risk assessment for outings?  |  |  |
| Do you complete emergency evacuations and have you got a record or log of these? |  |  |
| Is your fire blanket sited and fitted to manufacturer’s recommendations?  |  |  |
| Do you have and regularly check smoke detectors and carbon monoxide detectors? |  |  |
| Do you have an emergency plan and back up contact? |  |  |
| Do you keep records of medicine given, illness, serious incidents, accidents or concerns?  |  |  |

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| Do you have a complaints policy, procedure and log?  |  |  |
| Do you assess children’s starting points with parents when they start your setting?  |  |  |
| Do you carry out observations, and regularly assess or track children’s progress?  |  |  |
| Can you show how you plan for individual children? |  |  |
| Have you completed two year checks, where applicable? |  |  |
| Do you involve parents and share information regarding progress and development?  |  |  |
| Do you have and show parents a copy of the guide ‘What to expect, when?’ Oct 18 |  |  |
| Have you got evidence of how you inform parents about your service and how you obtain feedback (eg, daily diary, questionnaires, meetings)  |  |  |
| Do you liaise and share information with other settings regularly? |  |  |
| Do you use your car? If yes do you have business insurance and suitable car seats?  |  |  |
| Have you completed Level 2 and 3 safeguarding training in the last three years (via KRSCP)  |  |  |
| Do you know the procedure you need to take if you are worried about a child (SPA)?  |  |  |
| Are you familiar with the statutory guidance [Working Together to Safeguard Children](http://www.gov.uk/government/publications/working-together-to-safeguard-children--2)  |  |  |
| Have you got the [What to do if you're worried a child is being abused](http://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2) |  |  |
| Are you aware of the document: [Inspecting safeguarding in early years, education and skills settings?](http://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills) |  |  |
| Have you attended a Signs of Safety workshop? |  |  |
| Are you aware of the Prevent Duty and attended training? |  |  |

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| Are you aware of female genital mutilation and attended training?  |  |  |
| Have you done any other training, childcare qualifications?  |  |  |
| Do you self-evaluate your setting? What is your evidence?  |  |  |
| Do you provide healthy, balanced and nutritious food, and water?  |  |  |
| Is fresh drinking water available and accessible to children at all times?  |  |  |
| Have you got or completed the [Safer food, better business for childminders](http://www.food.gov.uk/business-industry/caterers/sfbb/sfbbchildminders/) pack?  |  |  |
| Are you aware of the allergy labelling legislation [Allergen guidance for food businesses](http://www.food.gov.uk/allergy) |  |  |
| Do you have a procedure to manage food allergies and preferences? |  |  |
| Data protection: Are you aware of the General Data Protection Regulations 2018? Have you registered with the [Information Commissioners Office](https://ico.org.uk/) as a data controller?  |  |  |
| Is your environment clean and hygienic?  |  |  |
| Is the space, and the furnishings you provide inviting? |  |  |
| Is there any display for children, eg, children’s artwork, photographs? |  |  |
| Are children helped to use and understand language? |  |  |
| Is adult-child interaction and discipline appropriate to the age or stage of the children? |  |  |
| **Activities to support learning:** **Prime areas:** communication and language, physical development and personal social and emotional development. **Specific areas:** literacy, mathematics, understand the world, expressive arts and design.Do you have a rich variety of resources for children to self-select in the indoor and outdoor environment? Eg, fine and gross motor, arts and craft, music and movement, blocks, construction, books, dramatic and role play, problem solving, number, nature and science, sand and water, IT?  |  |  |
| Do you provide positive images, activities and resources to reflect equal ops and diversity? |  |  |
| Is TV, radio, video, computer used appropriately? |  |  |

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| **Policies and procedures required in the EYFS:** Safeguarding Children – including allegations against childminder or adults, use of mobile phones and cameras (p16), Sick Children (p27), Administration of medicines (p27), emergency evacuation (p29), uncollected and missing child (p33), concerns and complaints (p33)**In addition:** Early Education Funding Policy (local authority requirement for those drawing down funding), Data Protection Policy (General Data Protection Regulations 2018)**Additional policies and procedures recommended:**Health and safety, equality and inclusion, behaviour management, special educational needs and disabilities  |
| **Useful websites**[Ofsted](http://www.ofsted.gov.uk)[AfC CPD Online](http://www.afccpdonline.co.uk/cpd/portal.asp) [Kingston and Richmond Safeguarding Partnership](https://kingstonandrichmondsafeguardingchildrenpartnership.org.uk/training.php) |
| **Inclusion and Improvement Advisor actions and recommendations:**  |
| **Self-identified childminders actions and recommendations:** |