|  |
| --- |
| **Setting Updates** (Ofsted, premises, staffing, working hours, children present) |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Health (3.45 – 3.50)**(Pg. 33 - 34 Statutory Framework for the EYFS) | **Fully in place** | **Partly in place** | **Not in place** | **Comments / Actions** |
| **Illness & Infectious Diseases policy in place and discussed with parents** **This must include information about (3.45):*** **Procedure for responding to children who are ill or infectious**
* **Taking necessary steps to prevent the spread of infection**
* **Reference to guidance ‘Health protection in schools and other childcare facilities’** <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>
* **Reference to RIDDOR, HSE and HPA guidance**
* **Notification to Ofsted of any notifiable communicable diseases identified at the settings within 14 days**
* **Notification to Ofsted of two or more cases of food poisoning**
 |  |  |  |  |
| **Administering Medicines policy and procedures in place (3.46).****This must include information about:*** **Systems for obtaining information about a child’s needs for medicines and how this information is kept up to date**
* **Training provided for staff where administering medicine requires medical or technical knowledge**
* **Prescription medicines only to be given when prescribed for a child by a healthcare professional**
* **Written permission must be obtained from parent/carer to administer medicine (both prescription and non-prescription)**
* **Written record must be kept each time a medicine is administered to a child, and parents/carers informed on the same day**
* **Appropriate and safe storage of medicines on the premises**
 |  |  |  |  |
| **Written permissions in place to administer medicine (both prescription and non-prescription) to a child and written records kept of each administration (3.47)** |  |  |  |  |
| Aware of and refer to Health Protection guidelines <https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf><https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities> |  |  |  |  |
| **Oral Health (3.45)** Provider must promote good health including oral health of children within the setting |  |  |  |  |
| **Providers must obtain and record information about any special dietary requirements, preferences, food allergies and any health requirements, before the child is admitted to the setting. This information is acted upon accordingly (3.48)** |  |  |  |  |
| **Healthy, balanced, and nutritious meals and snacks are provided (3.48)**Sample menus to be provided <https://www.gov.uk/government/publications/example-menus-for-early-years-settings-in-england> <https://help-for-early-years-providers.education.gov.uk/> Healthy lunch boxes are encouraged where Parents/carers provide meals |  |  |  |  |
| **Fresh drinking water must be available and accessible at all times (3.48)** |  |  |  |  |
| **Food preparation areas are adequately equipped, suitable and hygienic (3.49)** |  |  |  |  |
| **Providers must be confident that those responsible for preparing and handling food are competent to do so (3.49)**(LA recommendation for CM’s to complete Food Hygiene training) |  |  |  | ***Date of training attended:*** ***Training Provider:******Evidence seen:***  |
| Registered with Environmental Health (If you provide food with your childminding business in England, the details you provide to Ofsted will also be used to register you as a food business with your local authority. You will not have to register separately.) <https://www.food.gov.uk/business-guidance/register-a-food-business>  |  |  |  |  |
| **The provider must notify Ofsted of any food poisoning affecting two or more children cared for on the premises, as soon as is reasonably practicable, but within 14 days of the incident (3.50)** |  |  |  |  |
| Food and Drink policy – consider implementing this as good practice and include information about:* Obtaining and recording information such as dietary requirements, preferences, food allergies and health requirements
* Risk assessments for individual children with allergies/ health requirements
* Allergy awareness (14 food groups for allergies)
* Display allergies poster, have regard to food allergy booklet.
* Healthy, balanced, and nutritious meals and snacks
* Fresh Drinking water available/ accessible at all times
* Food Hygiene training
* Have regard to ‘Safer Food Better Business for Childminders’
* Notification to Ofsted of any food poisoning affecting two or more children cared for on the premises, as soon as is reasonably practicable, but within 14 days of the incident
 |  |  |  |  |
| Using ‘Safer Food Better Business for Childminders’ to support you to comply with the law. (If you provide food for children in your care, you must comply with food safety and hygiene regulations.)<https://www.food.gov.uk/business-guidance/safer-food-better-business-for-childminders>  |  |  |  |  |
| Allergy awareness information * Poster Displayed
* Booklet for reference
* Specific risk assessment for children with allergies

<https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses> |  |  |  |  |
| **First aid box must be accessible at all times (including indoors, outdoors, outings, in car etc.) (3.51)** |  |  |  |  |
| **Written records kept of accidents/ injuries (including existing injuries) and any first aid treatment given. Parents/carers informed of this on the same day.** **Any concerns are shared promptly as required by safeguarding (3.51)** |  |  |  |  |
| **Providers must notify Ofsted of any serious accident, illness, or injury to, or death of, any child while in their care, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring (3.52)** |  |  |  |  |
| **Providers must notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies (3.52)** |  |  |  |  |
| Accident and Injury policy - consider implementing this as good practice and include information about:* Procedure to be followed in the event of minor/major accident or injuries
* First aid box accessible at all times
* Written records of all accidents and injuries including the first aid treatment given
* Procedure to inform parents/carers of accidents and injuries
* Notifying Ofsted of any serious accident or injury within 14 days of the incident
* Reporting serious injury to RIDDOR (<https://www.hse.gov.uk/RIDDOR/reportable-incidents.htm>)
* Notifying local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies
* First Aid training current and updated every 3 years
* Emergency arrangements
 |  |  |  |  |
| **Safety and Suitability of Premises, Environment and Equipment (3.55 – 3.67)**(Pg. 35 - 37 Statutory Framework for the EYFS) | **Fully in place** | **Partly in place** | **Not in place** | **Comments / Actions** |
| **Providers must be aware of and comply with requirements of health and safety legislation (including fire safety and hygiene requirements) (3.55)**<https://www.hse.gov.uk/index.htm><https://www.hse.gov.uk/coshh/basics/index.htm><https://www.gov.uk/government/publications/fire-safety-for-parents-and-child-carers><https://www.food.gov.uk/business-guidance/safer-food-better-business-for-childminders> |  |  |  |  |
| **Covid recovery****Prompts**See the latest DfE guidance for Actions for Early Years Update Risk assessments.Consider your actions in supporting children that have been impacted throughout the pandemic.Give parents home learning ideas and activities.**Ofsted will want to know how you have supported families and children during the Covid 19 pandemic.** |  |  |  |  |
| **Emergency Evacuation Procedure in place (3.56)** |  |  |  |  |
| **Appropriate fire detection and control equipment in place and in working order (for example, fire alarms, smoke detectors, fire blankets and/or fire extinguishers) (3.59)** |  |  |  |  |
| **Fire exits clearly identifiable and fire doors free of obstruction and easily opened from the inside (3.59)** |  |  |  |  |
| **Fire drills practiced regularly, and records kept** |  |  |  |  |
| **Providers must not allow smoking in or on the premises when children are present or about to be present (3.57)** |  |  |  |  |
| No Smoking Policy and signage in place |  |  |  |  |
| **Access to an outdoor play area or outdoor activities daily (3.59)** |  |  |  |  |
| **Sleeping children checked frequently (3.60)** |  |  |  |  |
| **Suitable and hygienic toilet, hand washing and changing facilities (3.61)** |  |  |  |  |
| **Adequate supply of clean bedding, towels, spare clothes, and any other necessary items is always available (3.60)** |  |  |  |  |
| **Area where staff can talk to parents/carers confidentially (3.62)** |  |  |  |  |
| **Providers must only release children into the care of individuals who have been notified to the provider by the parent, and must ensure that children do not leave the premises unsupervised (3.63)** |  |  |  |  |
| **Providers must take all reasonable steps to prevent unauthorised persons entering the premises, and have an agreed procedure for checking the identity of visitors (3.63)** |  |  |  |  |
| **Visitors signing in and out book in place**  |  |  |  |  |
| **Public Liability insurance in place and displayed (3.64)** |  |  |  |  |
| **Risk Assessments in place as required. Risk assessments should 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 (3.65)** |  |  |  |  |
| Daily Health and Safety Checklist  |  |  |  |  |
| Outing’s policy - consider implementing this as good practice and include information about the following statutory requirements:* Procedure for keeping children safe on outings
* Assessing/ identifying risks and hazards which may arise
* Identifying the steps to remove, minimise and manage the risks and hazards
* Consideration of adult to child ratios
* Obtaining parental permission
* Adequate insurances in place for vehicles and drivers (3.66)
 |  |  |  |  |
| **Adequate insurance for vehicles and drivers when transporting children. MOT certificate and road tax. Suitable car seats/ restraints etc. (3.67)** |  |  |  |  |
| Safety policy – consider implementing this as good practice and include the following information:* Health and Safety requirements
* Fire safety procedures (emergency evacuation, fire detection equipment, fire exits, fire drills etc.)
* Hygiene requirements (cleaning routines, toileting/personal care, changing nappies etc.)
* Outdoor play/ activities
* Sleep routines
* Security procedures (collection of children, visitors to the setting etc.)
* Insurances obtained
* Risk Assessments
* Outings
* Transportation of children
* Roles and responsibilities of individuals
* Childminder ratios
* Staff training relating to Health and Safety and hygiene practice
* Up to date knowledge and training on current legislation for all staff on Health and Safety
* Reference to COSHH & RIDDOR guidance

<https://www.nhs.uk/conditions/sudden-infant-death-syndrome-sids/> <https://www.nhs.uk/conditions/baby/caring-for-a-newborn/reduce-the-risk-of-sudden-infant-death-syndrome/> <https://www.hse.gov.uk/simple-health-safety/risk/index.htm> <https://www.hse.gov.uk/coshh/> <https://www.hse.gov.uk/riddor/>  |  |  |  |  |
| Emergency/Contingency arrangements in place |  |  |  |  |
| Critical Incident & Lock Down procedures in place |  |  |  |  |
| Arrivals and Departures Policy in place |  |  |  |  |