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| **Setting Updates** (Ofsted, premises, staffing, working hours, children present) |
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**Section 3 – Information and Records (part 5)**

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|  | **Information and Records (3.69 – 3.79)**  (Pg. 38 - 39 Statutory Framework for the EYFS) | **Securely in place** | **Partly in place** | **Not in place** | **Comments / Actions** |
| **S&W 70** | **Maintain records and obtain and share information (with parents and carers, other professionals working with the child, the police, social services, and Ofsted, as appropriate) to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met (3.69)** |  |  |  |  |
| **S&W 71** | **Providers must enable a regular two-way flow of information with parents and/or carers, and between providers, if a child is attending more than one setting (3.69)** |  |  |  |  |
| **S&W 72** | **Record comments from parents and other settings on children’s records if required (3.69)** |  |  |  |  |
| **S&W 73** | **Records must be easily accessible and available on the premises (3.70) Confidential information and records about staff and children must be held securely and only accessible and available to those who have the right or professional need to see them.** |  |  |  |  |
| **S&W 74** | **Records of children and staff are kept securely and retained for a reasonable period of time after they have left the provision (3.70 and 3.72 )**  Individual providers should determine how long to retain records relating to individual children. |  |  |  |  |
| **S&W 75** | **Providers must be aware of their responsibilities in line with GDPR and where relevant the Freedom of Information Act 2000 (3.70)**  <https://www.legislation.gov.uk/ukpga/2000/36/contents> |  |  |  |  |
| **S&W 76** | **Registered with the Information Commissioner’s Office (ICO)**  [www.ico.org.uk](http://www.ico.org.uk) |  |  |  |  |
| **S&W 77** | **All staff understand the need to protect the privacy of the children in their care as well the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality (3.71)**  Confidentiality Policy in place |  |  |  |  |
| **S&W 78** | **Parents must be given access to all children’s records where applicable (3.71) provided that no relevant exemptions apply to their disclosure under the Data Protection Act** |  |  |  |  |
| **S&W 79** | **The following information must be recorded for each child in their care (3.73):**   * **Full name** * **Date of birth** * **Name and address of every parent/carer known to the provider** * **Information about who else has parental responsibility** * **Which parent the child normally lives with** * **Emergency contact details for parents/carers**   The following information could also be recorded:   * Parents contact details and work details * Names and contact details of other emergency contact * Allergies * Dietary and health requirements * Ethnicity * SEND/ Medical Needs * Likes and dislikes * Child’s interests |  |  |  |  |
| **S&W 80** | Parental Permissions in place, such as:   * Photographs (including publishing on social media) * Observations * Outings * Sun creams * Pets * Large play equipment * Transporting in car * Seeking emergency medical treatment and advice |  |  |  |  |
| **S&W 81** | **The following information must be made available to parents/carers (3.74):**   * **How the EYFS is being delivered in the setting, and how they can access more information** * **Activities and experiences provided for children** * **Daily routines of the setting** * **How parents can share learning at home** * **How children with SEND are supported** * **Food and drinks provided for children** * **Details of policies and procedures** * **Staff in the setting** * **Name of their child’s key person and their role** * **Telephone number for parents to contact in an emergency** |  |  |  |  |
| **S&W 82** | **Uncollected Child and Missing Child procedure in place. (LA Recommends) (3.74)**  **This must include:**   * **Procedure to be followed in the event of a parent/carer failing to collect a child at the appointed time** * **Procedure to be followed in the event of a child going missing at, or away from, the setting** |  |  |  |  |
|  | EYFS Care, Learning and Play policy - consider implementing this as good practice and include information about the following:   * Information regarding the key person * How practitioners plan and provide activities * Partnerships with parents and other settings to inform best learning * Home learning opportunities * How will you ensure quality teaching and learning is taking place within your practice? * Reference to physical activity guidelines   [www.gov.uk/government/publications/uk-physical-activity-guidelines](http://www.gov.uk/government/publications/uk-physical-activity-guidelines)   * Assessment arrangements including 2-year progress check * Care routines i.e. changing routines, rest and sleep etc. * Individual needs of a child being met | **For good practice only** | | |  |
|  | Partnerships with Parents policy - consider implementing this as good practice and include information about the following:   * Sharing information with parents and the opportunities provided for this * Sharing information with other settings * Supporting transition |  |
|  | Settling In Policy |  | | |  |
|  | Transition Policy/Planning for school readiness |  |
|  | Pricing Policy |  |
|  | Contracts with parents/carers in place |  |
|  | How are policies and procedures shared with parents? i.e. via email, disc, paper copies etc. |  |
|  | Are all policies are signed, dated, and include a review date? |  |
| **S&W 83** | **Complaints procedure in place (LA Recommends) (3.75)**  This could include information about:   * Keeping a written record of complaints and their outcomes * How complaints will be handled * Notifying complainants of the outcome of the investigation within 28 days of the complaint being received * Record of complaints being made available to Ofsted upon request * Procedure for parents to follow in the event of making a complaint * Ofsted address and contact details * Ofsted reports made available to parents/carers resulting from a complaint |  |  |  |  |
| **S&W 84** | **Written record kept of any complaints received and their outcome (3.75) Providers must investigate written complaints relating to their fulfilment of the EYFS requirements and notify complainants of the outcome of the investigation within 28 days of receiving the complaint.** |  |  |  |  |
| **S&W 85** | **Make available to parents and/or carers details about how to contact Ofsted (3.76)** (Ofsted parents poster displayed in setting) |  |  |  |  |
| **S&W 86** | **Ofsted inspection report available/ supplied to parents/carers (3.76)** |  |  |  |  |
| **S&W 87** | **Information about the provider (3.77)**  **Name, home address and telephone number of anyone else who will regularly be in unsupervised contact with the children attending the setting must be recorded** |  |  |  |  |
| **S&W 88** | **A daily record of the names of the children being cared for on the premises, their hours of attendance and the names of each child's key person is kept (3.77)** |  |  |  |  |
|  | Child absence is monitored. Providers understand the risks for children who go missing from education, the impact of this and how it can be minimised. | **For good practice only** | | |  |
|  | A daily record of staff attendance is kept, including their hours of attendance, arrival, and departure times. | **For good practice only** | | |  |
| **S&W 89** | **Ofsted Registration Certificate displayed in the setting (3.77)** |  |  |  |  |
| **S&W 90** | **Changes that must be notified to Ofsted (3.78):**   * **Changes to the address of the premises (and approval sought to operate from those premises)** * **Changes to the space available for children** * **Changes to the name, address or contact details of the provider** * **Changes in persons aged 16 years or older living/ working in the domestic premises where childminding is provided** * **Changes to the persons caring for children on any premises where childminding is provided** * **Changes to the hours during which childcare is provided; or to provide overnight care** * **Any significant event which is likely to affect the suitability of the provider or any person who cares for, or is in regular contact with, children on the premises to look after children**   (Also refer to Pg. 15 – 19 Ofsted Early Years Compliance Handbook)  <https://www.gov.uk/government/publications/early-years-provider-non-compliance-action-by-ofsted> |  |  |  |  |
| **S&W 91** | **Where providers are required to notify Ofsted about a change of person, notification must be made in advance. In other cases, notification must always be made within 14 days** |  |  |  |  |
| **S&W 92** | **Providers must be aware that they need to have regard to the following other duties (3.80):**  **Employment laws**  **Anti-discriminatory legislation**  **Health and safety legislation**  **Data collection regulations**  **Duty of care** |  |  |  |  |
|  | **Total (max 23)** |  |  |  |  |

**Type of next visit: EQuIP (Sections 1,2 & 3) or EQuIP (Sections 1 & 2)**

**Date next visit due:**