

# Early Years Foundation Stage (EYFS) 2024 Audit Tool to support compliance.





This Audit is to be used in conjunction with the **Statutory framework for the early years foundation stage 2024** 

This Early Years Foundation Stage (EYFS) framework is mandatory for all group and school-based early years providers in England from 4 January 2024. The learning and development requirements are in Section 1, the assessment requirements are in Section 2, and the safeguarding and welfare requirements are in Section 3 of this framework. This framework uses the word "must" where the requirement is mandatory. Some of the items in the framework provide information that providers "should" take into account when delivering the requirements and should not ignore them without a good reason

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The Early Years Foundation Stage (EYFS) sets the standards that all early years providers **must** meet to ensure that children learn and develop well and are kept healthy and safe.

#### The learning and development requirements cover:

- the areas of learning and development which **must** shape activities and experiences (educational programmes) for children in all early years settings.
- the early learning goals that providers **must** help children work towards (the knowledge, skills and understanding children **should** have at the end of the academic year in which they turn five)
- assessment arrangements for measuring progress (and requirements for reporting to parents and/or carers)

The **safeguarding and welfare requirements** cover the steps that providers **must** take to keep children safe and promote their welfare.





## **Section 1 – The Learning and Development Requirements**

Paragraph	Learning and Development requirements	Checked date and link to policy	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored
1.1	This section sets out what providers <b>must</b> do, working in partnership with parents and/or carers, to promote the learning and development of all children in their care, and to ensure their entire early years' experience contributes positively to their brain development and readiness for Key Stage 1.				
	The learning and development requirements are informed by the best available evidence on how children learn. They also reflect the broad range of skills, knowledge and attitudes children need as foundations for life now and in the future.				
	Early years providers <b>must</b> guide the development of children's capabilities to help ensure that children in their care will fully benefit from future opportunities.				
1.2	The EYFS learning and development requirements for group and school-based providers are made up of the seven areas of learning and development, as set out in the educational programmes described below.				



Paragraph	Areas of Learning and Development	Checked, date and link to policy	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored
1.4	There are seven areas of learning and development that set out what providers <b>must</b> teach the children in their settings. All areas of learning and development are important and inter-connected.				
1.5	Three prime areas are particularly important for learning and forming relationships. They build a foundation for children to thrive and provide the basis for learning in all areas.  These are the prime areas:  Communication and language  Physical development  Personal, social and emotional development.				
1.6	Providers must also support children in four specific areas, which help strengthen and develop the three prime areas, and ignite children's curiosity and enthusiasm.  The specific areas are: Literacy Mathematics Understanding the world Expressive arts and design.				



Paragraph	Educational Programmes	Checked, date and link to policy.	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
1.6	Educational programmes <b>must</b> involve activities and experiences for children, as set out under each of the areas of learning.  Communication and language. Physical development. Personal, social, and emotional development. Literacy. Mathematics. Understanding the World. Expressive Arts and Design.			Evidence of the breadth of the curriculum provided	

Paragraph	Early Learning Goals	Checked, date and link to policy.	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
1.7	The level of development children <b>should</b> be expected to have reached by the end of the EYFS is defined by the early learning goals (ELGs) as set out below.		N/A		
1.8	The ELG's should not be used as a curriculum or in any way to limit the wide variety of rich experiences that are crucial to child development.		N/A		
1.9	Instead, the ELGs should support practitioners to make a holistic, best-fit judgement about a child's		N/A		



	development at the end of the EYFS, and their readiness for year 1.		
1.10	Practitioners working with children below reception age do not need to use the ELGs as, for the vast majority of children, the EYFS Profile will be carried out by their schoolteacher at the end of the reception year. A group-based provider may need to use the ELGs to complete the EYFS Profile assessment for children aged 4- 5 if this is not being done in reception year at school, however this is very rare (please see paragraph 2.13 below).	Evidence how this knowledge is achieved	
1.11	When forming a judgement about whether an individual child is at the expected level of development, teachers <b>should</b> draw on their knowledge of the child and their own expert professional judgement.  This is enough evidence to assess a child's individual level of development in relation to each of the ELGs. Recorded written or photographic evidence is not required.		



Paragraph	Learning and Development Considerations	Checked, date and link to policy.	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
1.12	Practitioners <b>should</b> be ambitious for all children. To do this they <b>must</b> consider the individual needs, interests, and development of each child in their care. They <b>must</b> use this information to plan a challenging and enjoyable experience for each child in all areas of learning and development.				
	Practitioners working with the youngest children are expected to ensure a strong foundation for children's development in the three prime areas. The specific areas of learning provide children with a broad curriculum and with opportunities to strengthen and apply the prime areas of learning. This is particularly important in developing language and extending vocabulary.				





Paragraph	Acting on concerns	Checked, date and link to policy.	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
1.13	Throughout the early years, if a provider is worried about a child's progress in any prime area, practitioners <b>must</b> discuss this with the child's parents and/or carers and agree how to support the child.  Practitioners <b>must</b> consider whether a child needs any additional support, including whether they may have a special educational need or disability which requires specialist support.				
Paragraph	English as an Additional Language.	Checked, date and link to policy.	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
1.14	For children whose home language is not English, providers may take reasonable steps to provide opportunities for children to develop and use their home language in play and learning, supporting their language development at home.				



1.15	Providers <b>must</b> ensure that children have sufficient opportunities to learn and reach a good standard in English language during the EYFS, ensuring children are ready to benefit from the opportunities available to them when they begin Key Stage 1.				
	When assessing communication, language, and literacy skills, practitioners <b>must</b> assess children's skills in English. If a child does not have a strong grasp of English language, practitioners <b>must</b> explore the child's skills in the home language with parents and/or carers, to establish whether there is cause for concern about language delay.				
Paragraph	Approach to Teaching and Learning.	Checked, date and link to policy.	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
1.16	This framework does not prescribe a particular teaching approach. Play is essential for children's development, building their confidence as they learn to explore, relate to others, set				
	their own goals, and solve problems.				



	must stimulate children's interests, responding to each child's emerging needs and guiding their development through warm, positive interactions coupled with secure routines for play and learning.		
1.18	In planning and guiding what children learn, practitioners <b>must</b> reflect on the different rates at which children are developing and adjust their practice appropriately.		
	Three characteristics of effective teaching and learning are:		
	<ul> <li>Playing and exploring - children investigate and experience things, and 'have a go'.</li> </ul>		
	<ul> <li>Active learning - children concentrate and keep on trying if they encounter difficulties and enjoy achievements.</li> </ul>		
	<ul> <li>Creating and thinking critically - children have and develop their own ideas, make links between ideas, and develop strategies for doing things.</li> </ul>		



Paragraph	A quality workforce focused on learning and development and health and safety	Checked, date and link to policy.	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
1.19	All children deserve high quality early education and care. This requires a quality workforce. A well-trained, skilled team of practitioners can help every child achieve the best possible educational outcomes.				
	Children need to build an attachment with their key person for their confidence and well-being. The key person also promotes children's learning by developing a deep understanding of their individual needs and children can particularly benefit from their modelling and support.				
	The requirements in relation to workforce training and responsibilities, including that of the key person, are outlined in Section 3 but they are equally important for children's learning and development as they are for their safety and welfare.				



Paragraph	Curriculum Guidance	Checked, date and link to policy.	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
1.20	Development Matters, government curriculum guidance for the EYFS, can support providers to deliver the EYFS learning and development requirements. It can be used to design an effective early year's curriculum. This guidance is non-statutory, so Ofsted, CMAs, and inspectorates of independent schools will not take this into account when carrying out inspections or quality assurance visits. It is up to providers to decide how they deliver the learning and development requirements.				



#### **Section 2: Assessment**

Paragraph	Assessment	Checked, date and link to policy.	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
2.1	Assessment plays an important part in helping parents, carers and practitioners to recognise children's progress, understand their needs, and to plan activities and support. This section sets out the assessment requirements group and school-based providers <b>must</b> meet, as well as guidance on assessment.				
2.2	Assessment <b>should</b> not involve long breaks from interaction with children or require excessive paperwork. When assessing whether an individual child is at the expected level of development, practitioners <b>should</b> draw on their knowledge of the child and their own expert professional judgement.  Practitioners are not required to prove this through collection of any physical evidence.				
2.3	Practitioners <b>should</b> keep parents and/or carers up to date with their child's progress and development. Practitioners <b>should</b> address any learning and development needs in partnership with parents and/or carers, and any relevant professionals.				



2.4	Assessment <b>should</b> inform an ongoing dialogue between practitioners and year 1 teachers about each child's learning and development, to support a successful transition to Key Stage 1.				
Paragraph	Ongoing assessment	Checked, date and link to policy.	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
2.5	Ongoing assessment (also known as formative assessment) is an integral part of the learning and development process. It involves practitioners understanding children's interests and what they know and can do, and then shaping teaching and learning experiences for each child reflecting that knowledge.				
	In their interactions with children, practitioners <b>should</b> make and act on their own day-to-day observations about children's progress and observations that parents and carers share. However, there is no requirement to keep written records in relation to this.				



Paragraph	Progress check at age 2	Checked, date and link to policy	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
2.6	When a child is aged between two and three, practitioners <b>must</b> review their progress, and provide parents and/or carers with a short-written summary of their child's development in the prime areas.				
2.7	Beyond the prime areas, it is for practitioners to decide what the written summary <b>should</b> include, reflecting the development level and needs of the individual child.				
2.8	The summary <b>must</b> :				
	Highlight areas in which a child is progressing well.				
	Highlight areas in which some additional support might be needed.				
	Focus particularly on any areas where there is a concern that a child may have a developmental delay, which may indicate a special educational need or disability.				
	Describe the activities and strategies the provider intends to adopt to address any issues or concerns. This plan should involve parents and carers and other professionals (for				



	example, the provider's Special Educational Needs Co-ordinator (SENCO) or health professionals) as appropriate.		
2.9	If a child moves settings between the ages of two and three it is expected that the progress check would usually be undertaken by the setting where the child has spent most time.		
	Practitioners <b>must</b> discuss with parents and/or carers how the summary of development can be used to support learning at home.		
	Non-statutory guidance, <u>Progress check at age 2</u> , is available to support practitioners in completing the progress check.		



2.10	Practitioners <b>should</b> encourage parents and/or carers to share information from the progress check with other relevant professionals, including their health visitor and the staff of any new provision the child may move to.			
	Practitioners <b>must</b> agree with parents and/or carers when will be the most useful point to provide a summary. Where possible, the progress check and the Healthy Child Programme health and development review at age two (when health visitors gather information on a child's health and development) <b>should</b> inform each other and support integrated working. This will allow health and education professionals to identify strengths as well as any developmental delay and any particular support from which they think the child/family might benefit.			
	Providers <b>must</b> have the consent of parents and/or carers to share information directly with other relevant professionals			



Paragraph	Assessment at the end of the EYFS – the Early Years Foundation Stage Profile (EYFSP)	Checked, date and link to policy	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
2.13	In the final term of the year in which the child reaches age five, and no later than 30th June in that term, the EYFS Profile <b>must</b> be completed for each child. This is therefore usually undertaken by reception teachers, but on rare occasions it could be undertaken in other settings too. A provider other than a reception teacher <b>must</b> complete the EYFS profile only where a child they are caring for has not started school by the final term of the year in which the child reaches age 5 and will complete the EYFS in their setting.				
2.14	The Profile provides parents and carers, practitioners, and teachers with a well-rounded picture of a child's knowledge, understanding and abilities, their attainment against expected levels, and their readiness for year 1. The Profile <b>must</b> reflect practitioners' own knowledge and professional judgement of a child to inform discussions with parents and carers, and any other adults whom the teacher, parent or carer judges can offer a useful contribution.				



2.15	Each child's level of development <b>must</b> be assessed against the early learning goals. Practitioners <b>must</b> note whether children are meeting expected levels of development, or if they are not yet reaching expected levels ("emerging").		
2.16	Year 1 teachers <b>must</b> be given a copy of the Profile report. Reception teachers, or early years practitioners where the Profile has been completed for a child who has remained in registered early years provision, may choose to provide a short commentary on each child's skills and abilities in relation to the three key characteristics of effective teaching and learning (see paragraph 1.18).		
	These <b>should</b> help inform a discussion between reception and year 1 teachers about each child's stage of development and learning needs and assist with the planning of activities in year 1.		
2.17	Relevant providers <b>must</b> share the results of the Profile with parents and/or carers, and explain to them when and how they can discuss the Profile with the practitioner who completed it.		
	For children attending more than one setting, the Profile <b>must</b> be completed by the setting where the child spends most time.		



	If a child moves to a new setting during the academic year, the original setting <b>must</b> send their assessment of the child's level of development against the early learning goals to the relevant school within 15 days of receiving a request.		
	If a child moves during the summer term, relevant providers <b>must</b> agree which of them will complete the Profile.		
2.18	The Profile <b>must</b> be completed for all children, including those with special educational needs or disabilities (SEND). Reasonable adjustments to the assessment process for children with SEND <b>must</b> be made as appropriate.		
	Providers <b>should</b> consider whether they may need to seek specialist assistance to help with this. Children will have differing levels of knowledge, skills, and abilities across the Profile, and it is important that there is a full assessment of all areas of their development, to inform plans for future activities and to identify any additional support needs.		



Paragraph	Information to be provided to the local authority	Checked, date and link to policy	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
2.19	Early years providers <b>must</b> report EYFS Profile results to local authorities, upon request.				
	Local authorities are under a duty to return this data to the relevant Government department.				



## **Section 3 – The Safeguarding and Welfare Requirements**

Paragraph	Introduction
3.1	Children learn best when they are healthy, safe, and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them. The safeguarding and welfare requirements, specified in this section, are designed to help providers create high quality settings which are welcoming, safe and stimulating, and where children are able to enjoy learning and grow in confidence.
3.2	This section of the framework sets out the safeguarding and welfare requirements providers <b>must</b> meet. They are designed to help providers create a high-quality, welcoming, and safe setting where children can enjoy learning and grow in confidence.
3.3	Providers <b>must</b> take all necessary steps to keep children safe and well. The requirements in this section explain what early years providers <b>must</b> do to:  • Safeguard children.  • Ensure the adults who have contact with children are suitable.  • Promote good health.  • Support and understand behaviour.  • Maintain records, policies, and procedures.



Paragraph	Safeguarding policies and procedure.	Checked, date and link to policy	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
3.4	In every setting, a practitioner <b>must</b> be designated to take lead responsibility for safeguarding children. The lead practitioner is responsible for liaison with local statutory children's services agencies, and with the LSP (Local Safeguarding Partners).  All practitioners <b>must</b> be alert to any issues of concern in the child's life at home or elsewhere.				
3.5	Providers <b>must</b> have and implement policies and procedures to keep children safe and meet EYFS requirements.  Schools are not required to have separate policies to cover EYFS requirements provided the requirements are already met through an existing policy.  Where providers are required to have policies and procedures as specified below, these policies and procedures <b>should</b> be recorded in writing.				



	Policies and procedures <b>should</b> be in line with the guidance and procedures of the relevant LSP.				
3.6	<ul> <li>Safeguarding policies must include:</li> <li>The action to be taken when there are safeguarding concerns about a child.</li> <li>The action to be taken in the event of an allegation being made against the member of staff.</li> <li>How mobile phones, cameras and other electronic devices with imaging and sharing capabilities are used in the setting.</li> </ul>				
Paragraph	Concerns about children's safety and welfare	Checked, date and link to policy	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
3.7	If providers have concerns about children's safety or welfare, they <b>must</b> immediately notify their local authority children's social care team, in line with local reporting procedures, and, in emergencies, the police.  Providers <b>must</b> also take into account the government's statutory guidance 'Working Together to Safeguard Children' and 'Prevent Duty guidance for England and Wales.				



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All schools are required to have regard to the government's statutory guidance 'Keeping Children Safe in Education', and other childcare providers may also find it helpful to read this guidance.				
Registered providers <b>must</b> inform Ofsted, or the agency with which a provider of CoDP is registered, of any allegations of serious harm or abuse by anyone living, working, or looking after children at the premises. This must happen whether the allegations of harm or abuse are alleged to have been committed on the premises or elsewhere, for example, on a visit.				
Registered providers <b>must</b> also notify Ofsted/ their agency of the action they have taken in response to the allegations. Ofsted/the agency <b>must</b> be notified as soon as is reasonably practicable, but in any event within 14 days of the allegations being made.  A registered provider who, without a reasonable excuse, fails to do this commits an offence.				
	Children Safe in Education', and other childcare providers may also find it helpful to read this guidance.  Registered providers must inform Ofsted, or the agency with which a provider of CoDP is registered, of any allegations of serious harm or abuse by anyone living, working, or looking after children at the premises. This must happen whether the allegations of harm or abuse are alleged to have been committed on the premises or elsewhere, for example, on a visit.  Registered providers must also notify Ofsted/their agency of the action they have taken in response to the allegations. Ofsted/the agency must be notified as soon as is reasonably practicable, but in any event within 14 days of the allegations being made.  A registered provider who, without a reasonable excuse, fails to do this commits an	government's statutory guidance 'Keeping Children Safe in Education', and other childcare providers may also find it helpful to read this guidance.  Registered providers must inform Ofsted, or the agency with which a provider of CoDP is registered, of any allegations of serious harm or abuse by anyone living, working, or looking after children at the premises. This must happen whether the allegations of harm or abuse are alleged to have been committed on the premises or elsewhere, for example, on a visit.  Registered providers must also notify Ofsted/their agency of the action they have taken in response to the allegations. Ofsted/the agency must be notified as soon as is reasonably practicable, but in any event within 14 days of the allegations being made.  A registered provider who, without a reasonable excuse, fails to do this commits an	government's statutory guidance 'Keeping Children Safe in Education', and other childcare providers may also find it helpful to read this guidance.  Registered providers must inform Ofsted, or the agency with which a provider of CoDP is registered, of any allegations of serious harm or abuse by anyone living, working, or looking after children at the premises. This must happen whether the allegations of harm or abuse are alleged to have been committed on the premises or elsewhere, for example, on a visit.  Registered providers must also notify Ofsted/ their agency of the action they have taken in response to the allegations. Ofsted/the agency must be notified as soon as is reasonably practicable, but in any event within 14 days of the allegations being made.  A registered provider who, without a reasonable excuse, fails to do this commits an	government's statutory guidance 'Keeping Children Safe in Education', and other childcare providers may also find it helpful to read this guidance.  Registered providers must inform Ofsted, or the agency with which a provider of CoDP is registered, of any allegations of serious harm or abuse by anyone living, working, or looking after children at the premises. This must happen whether the allegations of harm or abuse are alleged to have been committed on the premises or elsewhere, for example, on a visit.  Registered providers must also notify Ofsted/ their agency of the action they have taken in response to the allegations. Ofsted/the agency must be notified as soon as is reasonably practicable, but in any event within 14 days of the allegations being made.  A registered provider who, without a reasonable excuse, fails to do this commits an



Paragraph	Suitable People	Checked, date and link to policy	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
3.9	Providers <b>must</b> ensure that people looking after children are suitable; they <b>must</b> have the relevant qualifications, training and have passed any required checks to fulfil their roles.  Providers <b>must</b> take appropriate steps to verify qualifications, including in cases where physical evidence cannot be produced.  Providers <b>must</b> also ensure that any person who may have regular contact with children (for example, someone living or working on the same premises the early years provision is provided), is suitable1.				
3.10	Ofsted, or the agency with which a provider of CoDP is registered, is responsible for checking the suitability of:  • The provider. • Every other person looking after children on domestic premises for whom the care is being provided. • Every other person living or working on any domestic premises from which the childcare is being provided, including				



	requiring enhanced criminal records checks and barred list checks.		
3.11	Registered group and school-based providers, except CoDP providers, <b>must</b> obtain an enhanced criminal records check for every person aged 16 and over (including for unsupervised volunteers, and supervised volunteers who provide personal care) who:		
	<ul> <li>Works directly with children.</li> <li>Lives on the premises on which the childcare is provided (unless there is no access to the part of the premises when and where children are cared for) and/or</li> <li>Works on the premises on which the childcare is provided (unless they do not work on the part of the premises where the childcare takes place, or do not work there at times when children are present).</li> </ul>		
3.12	An additional criminal records check (or checks if more than one country) <b>should</b> also be made for anyone who has lived or worked abroad.		
3.13	Providers <b>must</b> tell staff that they are expected to disclose any convictions, cautions, court orders, reprimands and		



	warnings that may affect their suitability to work with children (whether received before or during their employment at the setting).  Providers <b>must</b> not allow anyone whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with children being cared for.		
3.14	Providers <b>must</b> record information about staff qualifications and the identity checks and vetting processes that have been completed (including the criminal records check reference number, the date a check was obtained and details of who obtained it).		
3.15	Providers are required to make a referral to the Disclosure and Barring Service if a member of staff is dismissed (or would have been, had they not left the setting first) because they have harmed a child or put a child at risk of harm.		



Paragraph	Disqualification	Checked, date and link to policy	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
3.16	A provider or a practitioner may be disqualified from registration. Providers may find guidance about disqualification under the Childcare Act 2006 helpful. If a provider is disqualified, they must not continue as an early year's provider or be directly involved in the management of any early year's provision. When a person is disqualified, providers must not employ that person in connection with early years provision.				
3.17	A registered provider <b>must</b> notify Ofsted, or the agency with which a provider of CoDP is registered, of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided. The disqualification of an employee could be an example of a significant event.				
3.18	The registered provider <b>must</b> give Ofsted, or the agency with which a provider of CoDP is registered, the following information about themselves or about any person who lives or is employed in the same household as the registered provider:				



	<ul> <li>Details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006.</li> <li>The date of the order, determination or conviction, or the date when the other ground for disqualification arose.</li> <li>The body or court which made the order, determination or conviction, and the sentence (if any) imposed.</li> <li>A certified copy of the relevant order (in relation to an order or conviction).</li> </ul>		
3.19	A setting's registered person <b>must</b> provide this information to Ofsted/the agency as soon as reasonably practicable, but, in any event within 14 days of the date the provider became aware of the information or <b>should</b> have reasonably become aware of it if they had made reasonable enquiries.		
3.20	If a provider becomes aware of relevant information that may lead to an employee being disqualified, the provider <b>must</b> take appropriate action to ensure the safety of children.		



Paragraph	Staff taking medication/other substances	Checked, date and link to policy	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
3.21	Staff members <b>must</b> not be under the influence of alcohol or any other substance which may affect their ability to care for children.				
	If a staff member is taking medication which may affect their ability to care for children, the staff member <b>should</b> seek medical advice.				
	Providers <b>must</b> ensure that staff members only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly.				
	All medication on the premises <b>must</b> be securely stored, and out of reach of children, at all times.				
3.22	Providers <b>must</b> not allow smoking in or on the premises when children are present or about to be present.				
	Practitioners should not vape or use ecigarettes when children are present, and providers should consider Public Health England advice on their use in public places and workplaces.				



Paragraph	Staff qualifications, training, support and skills	Checked, date and link to policy	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
3.23	Providers <b>must</b> follow their legal responsibilities under the Equality Act 2010 including the fair and equal treatment of practitioners regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.				
3.24	Providers <b>must</b> train all staff to understand their safeguarding policy and procedures and ensure that all staff have up to date knowledge of safeguarding issues.				
	Training made available by the provider <b>must</b> enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way.				
	These may include:     Significant changes in children's behaviour.				



	<ul> <li>A decline in children's general well-being.</li> <li>Unexplained bruising, marks or signs of possible abuse or neglect.</li> <li>Concerning comments from children.</li> <li>Inappropriate behaviour from practitioners, or any other person working with the children. This could include inappropriate sexual comments; excessive oneto-one attention beyond what is required through their role; or inappropriate sharing of images.</li> <li>Any reasons to suspect neglect or abuse outside the setting, for example in the child's home or that a girl may have been subjected to (or is at risk of) female genital mutilation.</li> <li>Providers may find it helpful to read 'What to do if you're worried a child is being abused: Advice for practitioners.</li> </ul>		
3.25	The lead practitioner <b>must</b> provide support, advice, and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue as required.		



	The lead practitioner <b>must</b> attend a child protection training course that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect (as described at paragraph 3.8)		
3.26	What practitioners know, plan for, and do matters for children's learning, development, safety, and happiness in settings.		
	Providers <b>must</b> ensure that all staff receive induction training to help them understand their roles and responsibilities. Induction training <b>must</b> include information about emergency evacuation procedures, safeguarding, child protection, and health and safety issues.		
	Providers <b>must</b> support staff to undertake appropriate training and professional development opportunities to ensure they offer quality learning and development experiences for children that continually improves.		



3.27	Providers <b>must</b> put appropriate arrangements in place for the supervision of staff who have contact with children and families. Effective supervision provides support, coaching, and training for the practitioner and promotes the interests of children.  Supervision <b>should</b> foster a culture of mutual support, teamwork, and continuous improvement, which encourages the confidential discussion of sensitive issues.		
3.28	Supervision <b>should</b> provide opportunities for staff to:  • Discuss any issues – particularly concerning children's development or well-being, including child protection concerns. • Identify solutions to address issues as they arise.  • Receive coaching to improve their personal effectiveness.		
3.29	At least one person who has a current paediatric first aid (PFA) certificate <b>must</b> be on the premises and available at all times when children are present and must accompany children on outings.		



	The certificate <b>must</b> be for a full course consistent with the criteria set out in Annex A. PFA training must be renewed every three years and be relevant for people caring for young children and babies.		
3.30	Providers <b>should</b> take into account the number of children, staff, and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.		
3.31	All staff who obtained a level 2 and/or level 3 qualification since 30 June 2016 must obtain a PFA qualification within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3 in an early years setting. To continue to be included in the ratio requirement the certificate must be renewed every 3 years.		
3.32	Providers <b>should</b> display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate.		
3.33	Providers <b>must</b> ensure that staff have sufficient understanding and use of English to ensure the well-being of children in their care.		



	<ul> <li>For example, settings must be able to:</li> <li>Keep records in English.</li> <li>Liaise with other agencies in English.</li> <li>Summon emergency help.</li> <li>Understand instructions. For example, about the safety of medicines or food hygiene.</li> </ul>				
Paragraph	Key person	Checked, date and link to policy	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
3.34	Each child <b>must</b> be assigned a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents and/or carers. They should also help families engage with more specialist support if appropriate.				



Paragraph	Staff: child ratios	Checked, date and link to policy	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
3.35	Staffing arrangements <b>must</b> meet the needs of all children and ensure their safety.  Providers <b>must</b> ensure that children are adequately supervised, including whilst eating, and decide how to deploy staff to ensure children's needs are met.  Providers <b>must</b> inform parents and/or carers about staff deployment, and, when relevant and practical, aim to involve them in these decisions.				
3.36	Children <b>must</b> usually be within sight and hearing of staff and always within sight or hearing. Whilst eating, children must be within sight and hearing of a member of staff.				
3.37	In settings on the early years register, the manager of the setting <b>must</b> hold an approved qualification of level 3 or above and at least half of all other staff must hold at least an approved level 2 qualification21.				



	Managers appointed on or after 1 January 2024 <b>must</b> have already achieved a suitable level 2 qualification in maths or <b>must</b> do so within two years of starting in the position.		
	Managers are responsible for ensuring staff have the right level of maths knowledge to effectively deliver the EYFS curriculum.		
	Managers <b>should</b> have at least two years' experience of working in an early years setting, or have at least two years' other suitable experience.		
	The provider <b>must</b> ensure there is a named deputy who, in their judgement, is capable and qualified to take charge in the manager's absence.		
3.38	To count within the ratios at level 3, staff holding an Early Years Educator qualification <b>must</b> also have achieved a suitable level 2 qualification in English.		
	An approved qualification is defined by the Department for Education as meeting the criteria set out in the Early Years Qualification Requirements and Standards document. Approved qualifications will be published on the		



	Early Years Qualifications List published on GOV.UK24.		
3.39	The ratio requirements below apply to the total number of staff available to work directly with children.  Exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made. For settings providing overnight care, the relevant ratios continue to apply and at least one member of staff must be awake at all times.		
3.40	<ul> <li>For children aged under two:</li> <li>There must be at least one member of staff for every three children.</li> <li>At least one member of staff must hold an approved level 3 qualification and be suitably experienced in working with children under two.</li> </ul>		



	<ul> <li>At least half of all other staff must hold an approved level 2 qualification.</li> <li>At least half of all staff must have received training that specifically addresses the care of babies.</li> <li>Where there is a room for under two-year-olds, the member of staff in charge of that room must, in the judgement of the provider, have suitable experience of working with under twos.</li> </ul>		
3.41	<ul> <li>There must be at least one member of staff for every five children.</li> <li>At least one member of staff must hold an approved level 3 qualification.</li> <li>At least half of all other staff must hold an approved level 2 qualification.</li> </ul>		
3.42	For children aged three and over in registered early years provision at any time where a person with Qualified Teacher Status, Early Years		



Professional Status, Early Years Teacher Status, or another approved level 6 qualification is working directly with children:  • There <b>must</b> be at least one member of staff for every 13 children.		
• At least one other member of staff <b>must</b> hold an approved level 3 qualification.		
For children aged three and over in registered early years provision where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status, or another approved level 6 qualification is not working directly with children:  • There must be at least one member of staff for every eight children.  • At least one other member of staff must hold an approved level		



	At least half of all other staff     must hold an approved level 2     qualification.		
3.49	Suitable 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 the ratios at the level below their level of study, if the provider is satisfied that they are competent and responsible.		



Paragraph	Health: medicines	Checked, date and link to policy	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
3.51	The provider <b>must</b> promote the good health, including the oral health, of children attending the setting.				
3.52	They <b>must</b> have a procedure, which <b>must</b> be discussed with parents and/or carers, for taking appropriate action if children are ill or infectious. This procedure <b>must</b> also cover the necessary steps to prevent the spread of infection.				
3.53	Providers <b>must</b> have and implement a policy, and procedures, for administering medicines to children. It <b>must</b> include systems for obtaining information about a child's needs for medicines, and for keeping this information up to date.  Staff <b>must</b> have training if the administration of medicine requires medical or technical knowledge.				
	Prescription medicines <b>must</b> not be administered unless they have been prescribed for a child by a doctor,				



	dentist, nurse, or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).		
3.54	Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer.  Providers must keep a written record each time a medicine is administered to a child and inform the child's parents and/or carers on the same day the medicine has been taken, or as soon as reasonably practicable.		



Paragraph	Health: food and drink	Checked, date and link to policy	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
3.55	Where children are provided with meals, snacks and drinks, they <b>must</b> be healthy, balanced and nutritious.				
	Before a child is admitted to the setting the provider <b>must</b> also obtain information about any special dietary requirements, preferences and food allergies that the child has, and any special health requirements.				
	Fresh drinking water <b>must</b> be available and accessible to children at all times.				
	Providers <b>must</b> record and act on information from parents and carers about a child's dietary needs.				
3.56	There <b>must</b> be an area which is adequately equipped to provide healthy meals, snacks and drinks for children as necessary.				
	There <b>must</b> be suitable facilities for the hygienic preparation of food for children, if necessary, including				



	suitable sterilisation equipment for babies food.  Providers must be confident that those responsible for preparing and handling food are competent to do so. In group provision, all staff involved in preparing and handling food must receive training in food hygiene.  In addition, section 4 examplemenus-for-early-years-settings-inengland includes guidance on menu planning, food safety, managing food allergies and reading food labels, which staff preparing food will find helpful in ensuring that children are kept safe.		
3.57	Registered providers <b>must</b> notify Ofsted, or the agency with which a provider of CoDP is registered, of any food poisoning affecting two or more children cared for on the premises. This must be done as soon as is reasonably practical, but, in any event, within 14 days of the incident. A registered provider who, without reasonable excuse, doesn't meet this requirement commits an offence.		



Paragraph	Supporting and understanding children's behaviour	Checked, date and link to policy	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
3.58	Providers are responsible for supporting, understanding, and managing children's behaviour in an appropriate way.				
3.59	Providers <b>must</b> not give or threaten corporal punishment or any punishment which could negatively affect a child's well-being.  Providers <b>must</b> take reasonable steps to ensure that corporal punishment is not given by anyone who is caring for or is in regular contact with a child, or by anyone living or working in the premises where care is provided. Any early years provider who does not meet these requirements commits an offence.				
	A person will not be considered to have used corporal punishment (and therefore will not have committed an offence), if physical intervention42 was taken to avert immediate danger of personal injury to any person (including the child) or				



	to manage a child's behaviour if absolutely necessary.		
3.60	Providers <b>must</b> keep a record of any occasion where physical intervention is used, and parents and/or carers must be informed on the same day, or as soon as reasonably practicable.		

Paragraph	Children with Special Educational Needs	Checked, date and link to	Evidence (what have we done?)	Action required (what do we have to	How will it be monitored.
		policy		do?)	
3.61	Providers <b>must</b> have arrangements in place to support children with Special Education Needs and Disabilities (SEND).  Maintained schools, maintained nursery schools				
	and all providers who are funded by the local authority to deliver early education places must take into account the Special Educational Needs				



Code of Practice.		
Maintained schools and maintained nursery schools <b>must</b> identify a member of staff to act as Special Educational Needs Coordinator (SENCO) and other providers (in group provision) are expected to identify a SENCO. Providers may find it helpful to familiarise themselves with the early years section of the SEND Code of Practice.		

Paragraph	Safety and suitability of premises, environment and equipment: Accident and Injury.	Checked, date and link to policy	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
3.62	Providers <b>must</b> ensure a first aid box with appropriate items for use on children is always accessible.				
	Providers <b>must</b> keep a written record of accidents or injuries and first aid treatment. Providers <b>must</b> inform parents and/or carers of any				



	accident or injury sustained by the child on the same day as, or as soon as reasonably practicable after, and of any first aid treatment given.		
3.63	Registered providers <b>must</b> notify Ofsted, or the agency with which a provider of CoDP is registered, of any serious accident, illness, or injury to, or death of, any child while in their care, and of the action taken. This must be done as soon as is reasonably practicable, but in any event, within 14 days of the incident occurring. A registered provider who, without reasonable excuse, does not meet this requirement commits an offence.  Providers <b>must</b> 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.		



Safety of premises.	Checked, date and link to policy	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
Providers <b>must</b> ensure that their premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for and the activities provided on the premises.				
Providers must comply with requirements of health and safety legislation, including fire safety and hygiene requirements.				
Providers <b>must</b> take reasonable steps to ensure the safety of children, staff, and others on the premises in the case of fire or any other emergency.				
<ul> <li>Providers must have:</li> <li>An emergency evacuation procedure.</li> <li>Appropriate fire detection and control equipment (for</li> </ul>				
detectors, fire blankets and/or fire extinguishers) which is in working order. Fire exits must be clearly identifiable, and fire doors free of obstruction and				
	Providers must ensure that their premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for and the activities provided on the premises.  Providers must comply with requirements of health and safety legislation, including fire safety and hygiene requirements.  Providers must take reasonable steps to ensure the safety of children, staff, and others on the premises in the case of fire or any other emergency.  Providers must have:  • An emergency evacuation procedure.  • Appropriate fire detection and control equipment (for example, fire alarms, smoke detectors, fire blankets and/or fire extinguishers) which is in working order. Fire exits must be clearly identifiable, and fire	Providers must ensure that their premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for and the activities provided on the premises.  Providers must comply with requirements of health and safety legislation, including fire safety and hygiene requirements.  Providers must take reasonable steps to ensure the safety of children, staff, and others on the premises in the case of fire or any other emergency.  Providers must have:  • An emergency evacuation procedure.  • Appropriate fire detection and control equipment (for example, fire alarms, smoke detectors, fire blankets and/or fire extinguishers) which is in working order. Fire exits must be clearly identifiable, and fire doors free of obstruction and	Providers must ensure that their premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for and the activities provided on the premises.  Providers must comply with requirements of health and safety legislation, including fire safety and hygiene requirements.  Providers must take reasonable steps to ensure the safety of children, staff, and others on the premises in the case of fire or any other emergency.  Providers must have:  • An emergency evacuation procedure.  • Appropriate fire detection and control equipment (for example, fire alarms, smoke detectors, fire blankets and/or fire extinguishers) which is in working order. Fire exits must be clearly identifiable, and fire doors free of obstruction and	Providers must ensure that their premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for and the activities provided on the premises.  Providers must comply with requirements of health and safety legislation, including fire safety and hygiene requirements.  Providers must take reasonable steps to ensure the safety of children, staff, and others on the premises in the case of fire or any other emergency.  Providers must have:  • An emergency evacuation procedure.  • Appropriate fire detection and control equipment (for example, fire alarms, smoke detectors, fire blankets and/or fire extinguishers) which is in working order. Fire exits must be clearly identifiable, and fire doors free of obstruction and



Paragraph	Indoor space Requirements.	Checked, date and link to policy	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
3.66	The premises and equipment <b>must</b> be organised in a way that meets the needs of children.				
	Providers <b>must</b> meet the following indoor space requirements where indoor activity in a building(s) forms the main part of (or is integral) to the provision:				
	<ul> <li>Children under two years: 3.5m2 per child.</li> <li>Two-year-olds: 2.5m2 per child.</li> <li>Children aged three to five years: 2.3m2 per child.</li> </ul>				
3.67	Where the space standards are applied, providers cannot increase the number of children on roll because they additionally use an outside area. Forest and other exclusively (or almost exclusively) outdoor provision is not required to meet the space standards above as long as children's needs can be met. For this kind of provision, indoor space requirements can be				



	used as a guide for the minimum area needed.				
Paragraph	Outdoor Access	Checked, date and link to policy	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
3.68	Providers <b>must</b> provide access to an outdoor play area. If that is not possible, they <b>must</b> ensure that outdoor activities are planned and taken on a daily basis (unless circumstances make this inappropriate, for example unsafe weather conditions).  Providers <b>must</b> follow their legal responsibilities under the Equality Act 2010 (for example, the provisions on reasonable adjustments).				
Paragraph	Sleeping Arrangements.	Checked, date and link to policy	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
3.69	Sleeping children <b>must</b> be frequently checked to ensure that they are safe. Being safe includes ensuring that cots and bedding are in good condition and suited to the age of the child, and that babies are placed down to sleep safely in line with the latest government safety guidance:				



	https://www.nhs.uk/conditions/sudden-infant-death-syndrome-sids/. Practitioners may also find it helpful to read NHS advice on safety of sleeping children: Reduce the risk of sudden infant death syndrome (SIDS) - NHS (www.nhs.uk).				
Paragraph	Baby Room.	Checked, date and link to policy	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
3.70	There <b>should</b> be a separate baby room for children under the age of two. However, providers <b>must</b> ensure that children in a baby room have contact with older children and are moved into the older age group when appropriate.				
Paragraph	Toilets and intimate hygiene.	Checked, date and link to policy	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
3.71	<ul> <li>Providers must ensure:</li> <li>There is an adequate number of toilets and hand basins available - there should usually be separate toilet facilities for adults.</li> <li>There are suitable hygienic changing facilities for changing any children who are in nappies.</li> </ul>				



There is an adequate supply of
clean bedding, towels, spare
clothes, and any other
necessary items.

Paragraph	Organising premises for Confidentiality and Safeguarding	Checked, date and link to policy	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
3.72	<ul> <li>Providers must ensure:</li> <li>There is an area where staff may talk to parents and/or carers confidentially.</li> <li>There is an area for staff to take breaks away from areas being used by children.</li> <li>Children are only released into the care of individuals of whom the parent has explicitly notified the provider.</li> <li>Children do not leave the premises unsupervised.</li> <li>They take all reasonable steps to prevent unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitors.</li> <li>They consider what additional measures are necessary when children stay overnight.</li> </ul>				



Paragraph	Insurance.	Checked, date and link to policy	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
3.73	Providers <b>must</b> carry the appropriate insurance (e.g. public liability insurance) to cover all premises from which they provide childcare.				
Paragraph	Safety on Outings	Checked, date and link to policy	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
3.74	Children <b>must</b> be kept safe while on outings.  Providers <b>must</b> assess potential risks or hazards for the children and must identify the steps to be taken to remove, minimise, and manage those risks and hazards. The assessment must include consideration of adult to child ratios. The risk assessment does not necessarily need to be in writing; this is up to providers.				
3.75	Vehicles transporting children, and the driver of those vehicles, <b>must</b> be adequately insured.				



Paragraph	Risk Assessments	Checked, date and link to policy	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
3.76	Providers <b>must</b> ensure that they take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risks.  Providers <b>must</b> determine where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how they are managing risks if asked by parents and/or carers or inspectors.  Risk assessments <b>should</b> 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.				



	Information and Record keeping	Checked, date and link to policy	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
3.77	Providers <b>must</b> maintain records, obtain and share relevant information (with parents and carers, other professionals working with the child, the police, social services and Ofsted or their CMA, as appropriate). This is to ensure their setting is safe and efficiently managed, and the needs of all children are met45.  Providers <b>must</b> enable a regular twoway flow of information with parents				
	and/or carers (and between other providers, if a child is attending more than one setting). If requested, providers should incorporate parents' and/or carers' comments into children's records.				
3.78	Records <b>must</b> be easily accessible and available (these may be kept securely off the premises). Confidential information and records about staff and children <b>must</b> be held securely and only accessible and available to those who have a right or professional need to see them.				



	Providers <b>must</b> be aware of their responsibilities under the Data Protection Legislation and, where relevant, the Freedom of Information Act 2000.		
3.79	Providers <b>must</b> ensure that 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.		
	Parents and/or carers <b>must</b> be given access to all records about their child, provided that no relevant exemptions apply to their disclosure under the Data Protection Act48.		
3.80	Records relating to individual children <b>must</b> be retained for a reasonable period of time after they have left the provision.		



Paragraph	Information about the child	Checked, date and link to policy	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
3.81	Providers must record the following information for each child in their care:  • full name  • date of birth  • name and address of every parent and/or carer who is known to the provider (and information about any other person who has parental responsibility for the child)  • which parent(s) and/or carer(s) the child normally lives with; and  • emergency contact details for parents and/or carers.				



Paragraph	Information for parents and carers	Checked, date and link to policy	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
3.82	Providers <b>must</b> make the following information available to parents and/or carers:				
	<ul> <li>how the EYFS is being delivered in the setting, and how parents and/or carers can access more information</li> <li>the range and type of activities and experiences provided for children, the daily routines of the setting, and how parents and carers can share learning at home.</li> <li>how the setting supports children with special educational needs and disabilities</li> <li>food and drinks provided for children.</li> <li>details of the provider's policies and procedures (all providers except childminders must make copies available on request) including the procedure to be followed in the event of a parent and/or carer failing to collect a child at the appointed time, or in</li> </ul>				



the event of a child going missing at, or away from, the setting.  • staffing in the setting  • the name of their child's key person and their role  • a telephone number for parents and/or carers to contact in an emergency.			
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Paragraph	Complaints	Checked, date and link to policy	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
3.83	Providers <b>must</b> put in place a written procedure for dealing with concerns and complaints from parents and/or carers, and <b>must</b> keep a written record of any complaints, and their outcome.				
	All providers <b>must</b> investigate written complaints relating to their fulfilment of the EYFS requirements and notify complainants of the outcome of the investigation within 28 days of having received the complaint. The record of complaints <b>must</b> be made available to Ofsted.				



3.84	Providers <b>must</b> make available to parents and/or carers the details about how to contact Ofsted, or the agency with which a provider of CoDP is registered, if they believe the provider is not meeting the EYFS requirements.				
Paragraph	Inspections and Quality Assurance visits.	Checked, date and link to policy	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
3.85	If providers become aware that they are to be inspected by Ofsted or have a quality assurance visit by the CMA, they must notify parents and/or carers. After an inspection by Ofsted or a quality assurance visit by their CMA, providers must supply a copy of the report to parents and/or carers of children attending on a regular basis.				

Paragraph	Information about the provider	Checked, date and link to policy	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
3.86	Providers <b>must</b> hold the following documentation:  • name, home address and telephone number of the provider and any other person living or employed on the premises.				



<ul> <li>name, home address and telephone number of anyone else who will regularly be in unsupervised contact with the children attending the early years provision.</li> <li>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.</li> <li>their certificate of registration (which must be displayed at the setting and shown to parents and/or carers on request)</li> </ul>		



Paragraph	Changes that must be notified to Ofsted	Checked, date and link to policy	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
3.87	<ul> <li>All registered early years providers must notify Ofsted of any change: <ul> <li>in the address of the premises (and seek approval to operate from those premises where appropriate)</li> <li>to the premises which may affect the space available to children and the quality of childcare available to them</li> <li>in the name or address of the provider, or the provider's other contact information</li> <li>to the person who is managing the early years provision</li> <li>any proposal to change the hours during which childcare is provided; or to provide overnight care</li> <li>any significant event which is likely to affect the suitability of the early years provider to look after children.</li> <li>Any significant event which is likely to affect the suitability of any person who cares for/is in regular contact with children on the premises.</li> <li>Where the early years provision is provided by a company, any change in the name or registered number of the company.</li> </ul> </li> </ul>				



	<ul> <li>where the early years provision is provided by a charity, any change</li> </ul>	
	in the name or registration number of the charity.	
	where the childcare is provided by	
	a partnership, body corporate or	ļ
	unincorporated association, any change to the 'nominated	ļ
	individual'.	
	where the childcare is provided by	
	a partnership, body corporate or unincorporated association whose	
	sole or main purpose is the	
	provision of childcare, any change	
	to the individuals who are partners in, or a director, secretary or other	
	officer or members of its governing	
	body.	
3.88	Where providers are required to notify	
	Ofsted about a change of person except for managers, as specified in	
	paragraph 3.87 above, providers <b>must</b>	
	give Ofsted:	
	the new person's name, any	
	former names or aliases,  • date of birth, and home	
	address.	
	If there is a change of manager,	
	providers <b>must</b> notify Ofsted or that a new manager has been appointed.	
	new manager has been appointed.	



	Where it is reasonably practicable to do so, notification <b>must</b> be made in advance. In other cases, notification <b>must</b> be made as soon as is reasonably practicable, but always within 14 days.  A registered provider who, without reasonable excuse, fails to comply with these requirements commits an offence.		
3.89	Please note that where providers of CoDP are registered with a CMA the above notifications should be given to their CMA, not Ofsted.		



Paragraph	Other Legal Duties	Checked, date and link to policy	Evidence (what have we done?)	Action required (what do we have to do?)	How will it be monitored.
3.90	The EYFS requirements sit alongside other legal obligations and do not supersede or replace any other legislation which providers <b>must</b> still meet. For example, where provision is taking place in maintained schools there is other legislation in place with which headteachers, teachers and other practitioners <b>must</b> comply with. Other duties on providers include:  • employment laws.  • anti-discriminatory legislation.  • health and safety legislation.  • data collection regulations.  • duty of care.				