

Statutory Framework for the EYFS (2026/27) - Safeguarding and Welfare Requirements Audit

This audit tool is based on meeting the **safeguarding and welfare** requirements of the [EYFS Statutory Framework for Group and School Based Providers \(2026\)](#). The Early Years Foundation Stage (EYFS) Statutory Framework is mandatory for all early years settings. It sets the standards that all early years providers must meet to ensure that children learn and develop well, and are kept healthy and safe. **Updates effective from 1 September 2026 are highlighted in red.**

This audit instrument facilitates the assessment of safeguarding and welfare practices, enabling the user to:

- identify areas of strength and development relative to Section 3 of the 'Statutory Framework for the EYFS (2026)'
- ensure staff understanding of their responsibilities.
- verify compliance with Ofsted Early Years Register requirements.

We encourage a collaborative approach to this audit, involving EYFS staff, senior leaders, and the designated safeguarding practitioner, to gain a comprehensive view. We also recommend that you complete the audit at least annually.

Please use the notes column to document areas needing improvement, planned actions, and examples of strong practice.

Important information:

- Phrases in *italics* relate to footnotes in the 'Statutory framework for the EYFS (2026)'
- Wherever the question 'Do you **ensure...**' is used this is a '**must**' requirement of the 'Statutory framework for the EYFS (2026)'
- Wherever the question 'Do you **make sure...**' is used this is a '**should**' requirement of the 'Statutory framework for the EYFS (2026)'

Introduction	Yes	No	N/A	Notes
3.1 Are you aware 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?	☐	☐	☐	
3.2 Are you aware the safeguarding and welfare requirements, specified in this section, are designed to help providers create high quality settings which are	☐	☐	☐	

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Introduction	Yes	No	N/A	Notes
3.2 continued... welcoming, safe, and stimulating, and where children are able to enjoy learning and grow in confidence?				
3.3 Do you ensure you take all necessary steps to keep children safe and well? Are you aware the requirements in this section explain what early years providers must do to: • safeguard children • ensure the suitability of adults who have contact with children • promote good health • support and understand behaviour • maintain records, policies and procedures	☐	☐	☐	
	☐	☐	☐	

Safeguarding policies and procedures	Yes	No	N/A	Notes
3.4				
Do you ensure you have a designated person who takes lead responsibility for safeguarding children in your setting?	☐	☐	☐	
Are you aware that this lead practitioner is responsible for liaising with local statutory children's services agencies and, with the Local Safeguarding Partners (LSP)?	☐	☐	☐	
Do you ensure that all practitioners are alert to any issues of concern in a child's life at home or elsewhere?	☐	☐	☐	

Safeguarding policies and procedures	Yes	No	N/A	Notes
3.5 Do you ensure you have and implement a policy, and procedures to keep children safe and meet EYFS requirements? Are you aware schools are not required to have separate policies to cover EYFS requirements provided the requirements are already met through an existing policy? Where you are required to have policies and procedures as specified in 3.6, do you make sure these policies and procedures are recorded in writing? Do you make sure any policies and procedures are in line with the guidance and procedures of the relevant LSP?	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	
3.6 Do you ensure the safeguarding policy and procedures include the following: - The action to be taken when there are safeguarding concerns about a child. - The action to be taken in the event of an allegation being made against a member of staff. - How mobile phones, cameras and other electronic devices with imaging and sharing capabilities are used in the setting. - Procedures to follow to check the suitability of new recruits. - Details of how safeguarding training is delivered and how practitioners are supported to put this into practice. You may find it helpful to read 'Safeguarding children and protecting professionals in early years settings: online safety considerations'.	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	

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Concerns about children's safety and welfare	Yes	No	N/A	Notes
3.9 Do you ensure if you have concerns about children's safety or welfare, you immediately notify your local authority children's social care team, in line with local reporting procedures, and, in emergencies, the police?	☐	☐	☐	
Do you ensure you have regard to the government's statutory guidance: • Working together to safeguard children - GOV.UK (www.gov.uk) • Prevent duty guidance: for England and Wales - GOV.UK (www.gov.uk) (<i>The Counter-Terrorism and Security Act 2015 places a duty on early years providers "to have due regard to the need to prevent people from being drawn into terrorism" (the Prevent duty)</i>).	☐ ☐	☐ ☐	☐ ☐	
If you are a school, do you have regard, under section 175(4) of the Education Act 2002, to the government's 'Keeping Children Safe in Education' statutory guidance? Keeping children safe in education - GOV.UK (www.gov.uk) Other childcare providers may also find it helpful to refer to this guidance.	☐	☐	☐	

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3.10

Do you **ensure** you inform Ofsted **or the CMA with which a provider of CoDP is registered**, of any allegations of **harm** ("Harm" is as defined by section [31\(9\) of the Children Act 1989](#) and means ill-treatment (including sexual abuse and forms of ill-treatment which are not physical), or impairment of physical or mental health, or impairment of physical, intellectual, emotional, social or behavioural development. It also includes, for example, impairment suffered from seeing or hearing the ill-treatment of another) or abuse by any person living, working, or looking after children at the premises **or elsewhere, for example, on a visit?**

Do you **ensure** you (the registered provider) notify Ofsted/**your CMA** of the action taken in respect of the allegations?

Do you **ensure** the notification is made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made?

Are you aware that a registered provider who, without reasonable excuse, fails to comply with this requirement by not informing Ofsted, commits an offence? ([Regulation 12](#) of the Early Years Foundation Stage (Welfare Requirements) Regulations 2012).

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Child Absences

Yes

No

N/A

Notes

3.11

Do you **ensure** that you follow up on absences in a timely manner?

☐ ☐ ☐

If a child is absent for a prolonged period of time, or if a child is absent without notification from the parent or carer, do you **ensure** attempts are made to contact the child's parents and/or carers and alternative emergency contacts?

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Child Absences	Yes	No	N/A	Notes
3.11 continued... Do you ensure that you consider patterns and trends in a child's absences and their personal circumstances and use your professional judgement when deciding if the child's absence should be considered as prolonged? Do you ensure that consideration is given to the child's vulnerability, parent's and/or carer's vulnerability and their home life? Do you ensure that any concerns are referred to local children's social care services and/or a police welfare check requested?	☐	☐	☐	
3.12 Do you ensure that you have an attendance policy? Do you ensure that this policy is shared with parents and/or carers? Do you ensure that the policy includes expectations for reporting child absences and the actions providers will take if a child is absent without notification or for a prolonged period of time, for example: implementing the setting's safeguarding procedures, following up with the parents and/or carers and contacting emergency contacts if parents and/or carers are not contactable?	☐	☐	☐	
Suitable people	Yes	No	N/A	Notes
3.13 Do you ensure that people looking after children are suitable to fulfil the requirements of their roles?	☐	☐	☐	

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Suitable people	Yes	No	N/A	Notes
Do you ensure that people looking after children have the relevant qualifications, training and have passed any required checks to fulfil their roles?	☐	☐	☐	
Do you ensure you have taken appropriate steps to verify qualifications, including in cases where physical evidence cannot be produced?	☐	☐	☐	
Do you 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 suitable?	☐	☐	☐	
To allow Ofsted to make these checks, providers are required to supply information to Ofsted as set out in Schedule 2 of the Childcare (Early Years Register) Regulations 2008,	☐	☐	☐	
3.14 Are you aware that Ofsted or the CMA 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. This includes students, who cannot be counted in the ratios until they have been deemed suitable. - Every other person living or working on any domestic premises from which the childcare is being provided, including requiring enhanced criminal records checks <i>(the requirement for a criminal records check will be deemed to have been met in respect of all people living or working in childcare settings, whose suitability was checked by Ofsted or their local authority before October 2005)</i> and barred list checks.	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	

Suitable people	Yes	No	N/A	Notes
3.15 Do you ensure (except CoDP providers) you obtain enhanced criminal records checks in respect of every person aged 16 or over including all volunteers (<i>Except supervised volunteers who only help out occasionally, such as parents or carers helping out on a trip (but not overnight or if providing personal care). The Crime and Policing Act 2026 amended the Safeguarding Vulnerable Groups Act 2006 to remove the previous exemption for supervised unpaid activity. This means that paid and unpaid activities such as teaching, training, instructing, caring for or supervising children are now considered to be regulated activity if carried out frequently, or if carried out on more than 3 days in a 30-day period or overnight. Personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing</i>) who: • works directly with children? • 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)? • 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)?	☐ ☐	☐ ☐	☐ ☐	
3.16 Do you make sure an additional criminal records check (or checks if more than one country) is made for anyone who has lived or worked abroad? <u>Criminal records checks for overseas applicants - GOV.UK (www.gov.uk)</u>	☐	☐	☐	

Suitable people	Yes	No	N/A	Notes
3.17 Do you ensure you tell staff and prospective staff that they must disclose any information which may affect their suitability to work with children including, but not limited to, arrests, charges, convictions, cautions, court orders, reprimands and warnings (whether received before or during their employment at the setting)? <i>Except convictions or cautions that are protected for the purposes of the <u>Rehabilitation of Offenders Act 1974</u>.</i>	☐	☐	☐	
Do you ensure you do not allow individuals to begin working or volunteering (except supervised volunteers who only help out occasionally as in point 3.15) at the setting until they have received the applicant's enhanced criminal records and barred list check?	☐	☐	☐	
Do you ensure you do not allow anyone whose suitability has not been checked, including through a criminal records and barred list check (DBS disclosures and barred list information are only issued to the potential employee; providers must check the disclosure and consider whether it contains any information that would suggest the person was unsuitable for the position, before an individual has unsupervised contact with children. Where a potential or existing employee has subscribed to the online DBS update service, providers should check the status of the disclosure. Where the check identifies there has been a change to the disclosure details, a new enhanced DBS disclosure must be applied for. Before accessing the DBS update service consent to do so must be obtained from the member of staff) to have unsupervised contact with children being cared for?	☐	☐	☐	

Suitable people	Yes	No	N/A	Notes
3.18 Do you ensure that you 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)?	☐	☐	☐	
3.19 Do you ensure you meet your responsibilities under the <u>Safeguarding Vulnerable Groups Act 2006</u> , which includes a duty to make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm (<i>Section 35 of the Safeguarding Vulnerable Groups Act</i>)?	☐	☐	☐	

References	Yes	No	N/A	Notes
3.20 Do you ensure you obtain at least one written reference for any member of staff (including students and volunteers) before they are recruited? Providers should:	☐	☐	☐	
• Not accept open references e.g. to whom it may concern.	☐	☐	☐	
• Not rely on applicants to obtain their reference.	☐	☐	☐	
• Ensure any references are from the applicant's current employer, training provider or education setting and have been completed by a senior person with appropriate authority.	☐	☐	☐	
• Not accept references from a family member.	☐	☐	☐	
• Obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed.	☐	☐	☐	
• Secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children). If the applicant has never worked with children, then ensure a reference is from their current employer, training provider or education setting.	☐	☐	☐	

References	Yes	No	N/A	Notes
3.20 continued... - Ensure electronic references originate from a legitimate source. - Contact referees to clarify content where information is vague or insufficient information is provided. - Compare the information on the application form with that in the reference and take up any discrepancies with the applicant. - Establish the reason for the applicant leaving their current or most recent post, and ensure any concerns are resolved satisfactorily before appointment is confirmed.	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	
3.21 Do you make sure that references are provided for previous employees upon request in a timely manner? When asked to provide references, do you make sure that the information confirms whether they are satisfied with the applicant's suitability to work with children and provide the facts (not opinions) of any substantiated safeguarding concerns/allegations that meet the harm* threshold? Do you make sure they do not include information about concerns/allegations which are unsubstantiated, unfounded, false, or malicious? <i>*The harm test is explained in the Disclosure and Barring service Guidance: Making barring referrals to the DBS and section 35(4) Safeguarding Vulnerable Groups Act 2006 and means that a person may (a) harm a child or vulnerable adult, (b) cause a child or vulnerable adult to be harmed, (c) put a child or vulnerable adult at risk of harm, (d) attempt to harm a child or vulnerable adult, or (e) incite another to harm a child or vulnerable adult.</i>	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	

Disqualification	Yes	No	N/A	Notes
3.22 Are you aware that, under Section 75 of the Childcare Act 2006, you or a childcare worker may become disqualified from registration? Do you ensure that in the event of disqualification, you do not continue as an early years provider – nor be directly concerned in the management of such provision? Do you ensure where a person is disqualified, that you do not employ that person in connection with early years provision (Section 76(3) and (4) of the Childcare Act 2006 provides that it is an offence to employ a person who is disqualified from registration by regulations under section 75 in connection with the provision of early years provision)?	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	
3.23 Do you ensure as a registered provider that you notify Ofsted or the CMA with which a provider of CoDP are registered of any significant event that 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 or a person living or working at domestic premises where childcare is provided is an example of a significant event Are you aware that the disqualification of an employee or a person living or working at domestic premises where childcare is provided is an example of a significant event? Providers may find it helpful to read the Ofsted guidance on significant events: Childcare: significant events to notify Ofsted about - GOV.UK (www.gov.uk)	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	

Disqualification	Yes	No	N/A	Notes
3.24 Are you aware that a person working at provision in a domestic premises (CoDP) will also be disqualified if they live in the same household as another person who is disqualified, or because they live in the same household where a disqualified person is employed? If a person working in domestic premises becomes disqualified for this reason, they must apply to Ofsted to waive the disqualification if they wish to continue working in domestic childcare provision, and may, in some circumstances, be able to obtain a 'waiver' from Ofsted (Applying to waive disqualification: early years and childcare providers - GOV.UK).	☐	☐	☐	
3.25 Do you ensure that you (the registered provider) give Ofsted or the CMA with which a provider of CoDP is registered, the following information about yourself or about any person who lives in the same household as you, or who is employed in the household: - details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006? - the date of the order, determination or conviction, or the date when the other ground for disqualification arose? - the body or court which made the order, determination or conviction, and the sentence (if any) imposed? - a certified copy of the relevant order (in relation to an order or conviction)?	☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐	

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Disqualification	Yes	No	N/A	Notes
3.26 Does the registered provider ensure the information is provided to Ofsted, or the CMA with which you are registered, as soon as reasonably practicable, but at the latest within 14 days of the date that you became aware of the information or should have reasonably become aware of it if you had made reasonable enquiries (This requirement is set out in regulation 9 of the Early Years Foundation Stage (Welfare Requirements) Regulations 2012)?	☐	☐	☐	
3.27 Are you aware that if a provider becomes aware of relevant information that may lead to an employee or a person living or working at domestic premises where childcare is provided being disqualified, the provider must take appropriate action to ensure the safety of children?	☐	☐	☐	

Staff taking medication and other substances	Yes	No	N/A	Notes
3.28 Do you ensure that staff members are not under the influence of alcohol or any other substance which may affect their ability to care for children?	☐	☐	☐	
Do you make sure staff members seek medical advice if they are taking medication which may affect their ability to care for children?	☐	☐	☐	
Do you 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?	☐	☐	☐	
Do you ensure all medication on the premises is securely stored, and out of reach of children, at all times?	☐	☐	☐	

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Smoking and vaping	Yes	No	N/A	Notes
3.29 Do you ensure that smoking is not allowed in or on the premises when children are present or about to be present. Do you make sure that practitioners do not vape or use e-cigarettes when children are present or about to be present ? Do you make sure you consider Public Health England advice on their Use of e-cigarettes in public places and workplaces - GOV.UK (www.gov.uk) ? Providers should also note that smoking in a vehicle with someone under the age of 18 present is prohibited under section 5 and section 8 of the Health Act 2006.	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	

Qualifications, training, support and skills	Yes	No	N/A	Notes
3.30 Do you ensure you follow your 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?	☐	☐	☐	

Safeguarding training	Yes	No	N/A	Notes
3.31 Do you ensure that all practitioners are trained in line with the criteria set out in Annex C of the <u>EYFS Statutory Framework (page 54)</u> ? Do you ensure that practitioners are supported and confident to implement the setting's safeguarding policy and procedures on an ongoing basis? Do you make sure that you read ' <u>What to do if you're worried a child is being abused: Advice for practitioners</u> '?	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	

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Safeguarding training	Yes	No	N/A	Notes
3.32 Do you ensure that the DSL provides support, advice and guidance to all practitioners on an ongoing basis, and on any specific safeguarding issue as required? Do you ensure that the DSL attends a training course consistent with the criteria set out in Annex C of the <u>EYFS Statutory Framework (page 53)</u>?	☐ ☐	☐ ☐	☐ ☐	
3.33 Do you ensure that training is renewed every two years? Providers may consider whether any staff need to undertake annual refresher training during any two-year period to help maintain basic skills and keep up to date with any changes to safeguarding procedures or as a result of any safeguarding concerns that occur in the setting.	☐ ☐	☐ ☐	☐ ☐	
Training and skills	Yes	No	N/A	Notes
3.34 Are you aware that what practitioners know, plan for, and do matters for children's learning, development, safety, and happiness in settings? Do all practitioners have appropriate qualifications, training, skills, knowledge, and a clear understanding of their roles and responsibilities? Do you ensure that all staff receive induction training to help them understand their roles and responsibilities?	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	

Training and skills	Yes	No	N/A	Notes
3.34 continued...				
Do you ensure induction training includes information about:				
• emergency evacuation procedures?	☐	☐	☐	
• safeguarding?	☐	☐	☐	
• child protection?	☐	☐	☐	
• health and safety issues?	☐	☐	☐	
Do you ensure you support staff to undertake appropriate training and professional development opportunities to ensure they offer quality learning and development experiences for children that continually improves?	☐	☐	☐	

Supervision of staff	Yes	No	N/A	Notes
3.35 Do you ensure you put appropriate arrangements in place for the supervision of staff who have contact with children and families? Do you provide effective supervision which provides support, coaching and training for the practitioner and promotes the interests of children? Do you provide supervision which fosters a culture of mutual support, teamwork, and continuous improvement, which encourages the confidential discussion of sensitive issues?	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	
3.36 Do you make sure you provide supervision 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?	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	

Paediatric First Aid	Yes	No	N/A	Notes
3.37 Do you ensure at least one person has a current paediatric first aid (PFA) certificate and is on the premises and is available at all times when children are present, and accompanies children on outings? Do you ensure the certificate is for a full course consistent with the criteria set out in Annex A of the 'Statutory framework for the EYFS'? Do you ensure you renew PFA training every three years and ensure it is relevant for workers caring for young children and where relevant, babies? <i>Are you aware you are responsible for identifying and selecting a competent training provider to deliver your PFA training?</i> <i>Are you aware training is available from a range of Training Providers who offer Paediatric First Aid training, however you may want to consider one of the following: one that is a member of a Trade Body with an approval and monitoring scheme, the Voluntary Aid Societies and those who are accredited by an Ofqual Awarding Organisation to provide nationally regulated first aid qualifications. It may also be helpful to refer to HSE's guidance about choosing a first aid training provider, which can be found at:</i> <u>www.hse.gov.uk/pubns/geis3.htm</u>	☐ ☐	☐ ☐	☐ ☐	
3.38 Do you 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?	☐	☐	☐	

Paediatric First Aid	Yes	No	N/A	Notes
3.39 Do you ensure all staff who obtained a level 2 and/or level 3 qualification since 30 June 2016, also have a full 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? Are you aware you can make an exception to this requirement where a newly qualified entrant to the workforce is unable to gain a PFA certificate if a disability would prevent them from doing so? Are you aware such a staff member can still be included in the staff:child ratios if otherwise competent to carry out their childcare duties? Are you aware that, where possible, such staff should attend a relevant PFA training course and obtain written evidence of attendance? Are you aware that all staff who have completed the experience-based route must obtain a PFA qualification before they can be included in the staff:child ratios at level 3? Are you aware that to continue to be included in the ratio requirement, you must ensure the certificate is renewed every 3 years (Staff who obtained a level 2 and/or level 3 qualification before 30 June 2016 are not required to obtain a PFA qualification in order to be included in the required staff:child ratios. However, the requirements of 3.37 and 3.38 still apply regardless of when qualifications were obtained)?	☐ ☐	☐ ☐	☐ ☐	
3.40 Do you make sure you display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate?	☐	☐	☐	

English language skills	Yes	No	N/A	Notes
3.41 Do you ensure that staff have sufficient understanding and use of English to ensure the well-being of children in your care? For example, settings must be able to keep records in English, to liaise with other agencies in English, to summon emergency help, and to understand instructions such as those for the safety of medicines or food hygiene.	☐	☐	☐	

Key Person	Yes	No	N/A	Notes
3.42				
Do you ensure every child is assigned a key person?	☐	☐	☐	
Does the key person help to 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?	☐	☐	☐	
• build a relationship with the <u>child's parents and/or carers</u>?	☐	☐	☐	
Do you make sure the key person helps families engage with more specialist support if appropriate?	☐	☐	☐	

Staff:child ratios	Yes	No	N/A	Notes
3.43 Do you ensure your staffing arrangements meet the needs of all children and ensure their safety?	☐	☐	☐	
Do you ensure that children are adequately supervised, especially whilst eating and decide how to deploy staff to ensure children's needs are met?	☐	☐	☐	

Staff:child ratios	Yes	No	N/A	Notes
3.43 continued... Do you ensure you inform parents and, or carers about staff deployment, and, when relevant and practical, aim to involve them in these decisions?	☐	☐	☐	
3.44 Do you ensure children are usually within sight and hearing of staff and always within sight or hearing? See 3.70 which applies when children are eating.	☐ ☐	☐ ☐	☐ ☐	
3.45 Do you ensure as a setting on the early years register, that the manager holds an approved level 3 qualification or above and at least half of all other staff must hold at least an approved level 2 qualification? <i>These qualification requirements do not apply to out-of-school provision for reception age children.</i> <i>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 are published on the Early Years Qualifications List ('EYQL') on GOV.UK except, as outlined in paragraphs 1.11 and 1.16 of the Early Years Qualification Requirements and Standards document, those which are not individually listed on the EYQL but count as approved qualifications if they meet certain criteria.</i> Do you ensure that managers appointed on or after 4th January 2024 have already achieved a suitable level 2 qualification in maths (as defined in the Early Years Qualification Requirements and Standards document) or must do so within two years of starting in the position? <i>This also applies to existing managers moving to a new managerial role (This requirement does not apply to managers who have moved to a different managerial role with the same provider, or those who</i>	☐ ☐	☐ ☐	☐ ☐	

Staff:child ratios	Yes	No	N/A	Notes
<i>have remained in the same role following a TUPE transfer, or where the provider has merged with another).</i>				
Do you make sure that managers are responsible for ensuring staff have the right level of maths knowledge to effectively deliver the EYFS curriculum?	☐	☐	☐	
Do you make sure the manager has at least two years' experience of working in an early years setting, or have at least two years' other suitable experience?	☐	☐	☐	
Do you ensure you have a named deputy who, in your judgement, is capable and qualified to take charge in the manager's absence?	☐	☐	☐	
<i>Are you aware that 'capable and qualified' includes having the necessary skills and knowledge to deputise, and that a deputy does not have to have any specific qualification?</i>	☐	☐	☐	
3.46				
Do you ensure that to count within the ratios at level 3, staff holding an Early Years Educator qualification, and those who have received approval to be included in the ratios at level 3 after attaining experience-based route status, must also have achieved a suitable level 2 qualification in English?	☐	☐	☐	
3.47				
Do you meet the ratio and qualification requirements below and apply them to the total number of staff available to work directly with children, across the whole provision, not just each room?	☐	☐	☐	
<i>Are you aware Ofsted may determine that you must observe a higher staff:child ratio than outlined to ensure the safety and welfare of children?</i>	☐	☐	☐	

Staff:child ratios	Yes	No	N/A	Notes
3.47 continued... Are you aware that, exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made? If you are a group setting providing overnight care, do you continue to apply the relevant ratios and do you ensure at least one member of staff is awake at all times?	☐ ☐	☐ ☐	☐ ☐	
3.48 If you have children aged under two, do you ensure that: - there is at least one member of staff for every three children? - at least one member of staff must hold an approved level 3 qualification or have received approval to be included in the ratios at level 3 after attaining experience-based route status and be suitably experienced in working with children under two? - at least half of all other staff hold an approved level 2 qualification? - at least half of all staff have received training that specifically addresses the care of babies? - where there is a room for under two-year-olds, the member of staff in charge of that room has, in your judgement, suitable experience of working with under twos?	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	
3.48 If you have children aged two, do you ensure that: - there is at least one member of staff for every five children? - at least one member of staff holds an approved level 3 qualification or has received approval to be included in the ratios at level 3 after attaining experience-based route status? - at least half of all other staff hold an approved level 2 qualification?	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	

Staff:child ratios	Yes	No	N/A	Notes
3.48 continued... If you are in a maintained school or non-maintained special school, are you aware that where two-year-olds are pupils, staff must additionally be under the direction and supervision of a qualified or nominated teacher when carrying out specified work (as laid out in the Education (Specified Work) (England) Regulations 2012)? Specified work broadly encompasses lesson (or curriculum) planning, delivering lessons, assessing the development, progress and attainment of pupils and reporting on the latter. Also, do you (the headteacher) ensure you are satisfied that the staff have the skills, expertise and experience needed to carry out the work and determine the appropriate level of direction and supervision?	☐ ☐	☐ ☐	☐ ☐	
3.50 If you have 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, <u>is working directly</u> with the children, do you ensure that: - there is at least one member of staff for every 13 children? - at least one other member of staff holds an approved level 3 qualification or have received approval to be included in the ratios at level 3 after attaining experience-based route status? Are you aware that: - the teacher (or equivalent) is expected to be working with children for the vast majority of the time? - where the teacher (or equivalent) needs to be absent for short periods of time, you will need to ensure that quality and safety is maintained?	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	

Staff:child ratios	Yes	No	N/A	Notes
3.51 If you have children aged three and over at any time in registered early years provision when a person with Qualified Teacher Status, Early Years Professional Status or Early Years Teacher Status <u>is not working directly</u> with the children, do you ensure that: • there is at least one member of staff for every eight children? • at least one member of staff holds an approved level 3 qualification or have received approval to be included in the ratios at level 3 after attaining experience-based route status? • at least half of all other staff hold an approved level 2 qualification?	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	
3.52 If you have children aged three and over in independent schools (including in nursery classes in free schools and academies), where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status, an instructor, or another suitably qualified overseas trained teacher, <u>is working directly</u> with the children, do you ensure that: • for classes where the majority of children will reach the age of five or older within the school year, is there at least one member of staff for every 30 children (<i>Subject to any permitted exceptions under The Schools Admissions (Infant Class Sizes) Regulations 2012</i>). • for all other classes there is at least one member of staff for every 13 children? • at least one other member of staff holds an approved level 3 qualification or have received approval to be included in the ratios at level 3 after attaining experience-based route status? <i>Are you aware an instructor is a person at the school who provides education which consists of instruction in any art or skill, or in any subject or group of subjects, in circumstances where: (a) special qualifications or experience or both</i>	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	

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Staff:child ratios	Yes	No	N/A	Notes
are required for such instruction; and (b) the person or body of persons responsible for the management of the school is satisfied as to the qualifications or experience (or both) of the person providing education?				
3.53 If you have children aged three and over in independent schools (including in nursery classes in academies), where there is <u>no person</u> with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status, no instructor, and no suitably qualified overseas trained teacher, working directly with the children, do you ensure that: - there is at least one member of staff for every eight children? - at least one member of staff holds an approved level 3 qualification or have received approval to be included in the ratios at level 3 after attaining experience-based route status? - at least half of all other staff hold an approved level 2 qualification?	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	
3.54 If you have children aged three and over in a maintained nursery school and nursery class in maintained schools, do you ensure that: - there is at least one member of staff for every 13 children? - at least one member of staff is a school teacher as defined by section 122 of the Education Act 2002 (see also the Education (School Teachers' Prescribed Qualifications, etc) Order 2003 and the Education (School Teachers' Qualifications) (England) Regulations 2003)? - at least one other member of staff holds an approved level 3 qualification or have received approval to be included in the ratios at level 3 after attaining experience-based route status? Where children in nursery classes attend school for longer than the school day or in the school holidays, in provision run directly by the governing body or the proprietor, with no teacher present, a ratio of one member of staff to every eight children can be applied if	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	

Staff:child ratios	Yes	No	N/A	Notes
at least one member of staff holds a full and relevant level 3 qualification, or have received approval to be included in the ratios at level 3 after attaining experience-based route status, and at least half of all other staff hold a full and relevant level 2 qualification				
3.55				
If you have a Reception class in a maintained school or academy, are you aware you are subject to infant class size legislation?	☐	☐	☐	
If you are an academy, are you aware you are required by your funding agreements to comply with the School Admissions Code and the law relating to admissions although the Secretary of State has the power to vary this requirement where there is demonstratable need?	☐	☐	☐	
If you have a Reception class in a maintained school or academy, are you aware that The School Admissions (Infant Class Size) Regulations 2012 limit the size of infant classes to 30 pupils per school teacher (subject to permitted exceptions) while an ordinary teaching session is conducted?	☐	☐	☐	
Are you aware, 'School teachers' do not include teaching assistants, higher level teaching assistants or other support staff?	☐	☐	☐	
Do you ensure in an ordinary teaching session, your school employs sufficient school teachers to enable it to teach its infant classes in groups of no more than 30 per school teacher?I	☐	☐	☐	
Are you aware The Specified Work Regulations 2012 allow a non-teacher to carry out the work of the teacher ("specified work") if they are:				
• assisting or supporting the work of the teacher?	☐	☐	☐	
• subject to the teacher's direction and supervision as arranged with the headteacher, and the headteacher is satisfied that that person has the skills, expertise and experience required to carry out the specified work?	☐	☐	☐	

Staff:child ratios	Yes	No	N/A	Notes
If you are in an academy, are you aware a teacher can have whatever qualification the trust regards as appropriate to teach an infant class, in line with admissions law?	☐	☐	☐	
3.56 If you are in a school, are you aware you may choose to mix your reception classes with groups of younger children (nursery pupils, non-pupils or younger children from a registered provider)? If you are in a school, do you ensure you determine ratios within mixed groups, guided by all relevant ratio requirements and by the needs of individual children within the group? If you are in a school and you exercise this discretion, do you ensure you comply with the statutory requirements relating to the education of children of compulsory school age and infant class sizes? If you are a schools' partner, do you ensure you meet the relevant ratio requirements for your provision?	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	
3.57 Are you aware that you must not include anyone aged under 17 in ratios, except apprentices who may be included in ratios from the age of 16? Are you aware you must not allow anyone aged under 17 to care for children unsupervised at any time? Are you aware that you may count students and long-term volunteers (aged 17 or over) and apprentices (aged 16 or over) in ratios at the level below their level of study* but only if you are satisfied they are suitable (as in 3.13 to 3.16)	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	

Staff:child ratios	Yes	No	N/A	Notes
competent and responsible, and they hold a valid and current paediatric first aid qualification?				
<i>*A student or apprentice studying towards an approved Level 3 qualification (including qualifications at levels 4, 5 and 6) may count within the Level 2 ratio. A student or apprentice studying towards an approved Level 6 qualification (one that gives them the status of EYTS or QTS) may count within the Level 3 ratio.</i>				

Before and after school care and holiday provision	Yes	No	N/A	Notes
3.58 If your care is <u>solely</u> before and, or after school care ('School' means maintained schools, non-maintained schools, independent schools and academies) or holiday provision for children who normally attend reception class (or older) during the school day, do you ensure you have sufficient staff as for a class of 30 children? Are you aware it is for you to determine how many staff are needed to ensure the safety and welfare of children, bearing in mind the type(s) of activity and the age and needs of the children? Are you aware it is for you to determine what qualifications, if any, the manager and, or staff should have? Have you referred to the details on page 6 of the Early Years (EYFS) Statutory Framework for group and school based providers for the learning and development requirements for providers offering care exclusively before/after school or during the school holidays?	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	

Health - Medicines	Yes	No	N/A	Notes
3.59 Do you ensure you promote the good health, including oral health, of children you look after?	☐	☐	☐	
3.60 Do you ensure you have clear procedures, discussed with parents and, or carers, for responding to children who are ill or infectious? Do you ensure you take the necessary steps to prevent the spread of infection, and take appropriate action if children are ill? <i>Guidance on health protection in children and young people settings which sets out when and for how long children need to be excluded from settings, when treatment/medication is required and where to get further advice can be found at Health protection in children and young people settings, including education - GOV.UK.</i> <i>Guidance on Significant public health incidents can also be found at Emergency planning and response for education, childcare, and children's social care settings - GOV.UK</i>	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	
3.61 Do you ensure you have and implement a policy, and procedures, for administering medicines? Do you ensure your policy includes systems for obtaining information about a child's needs for medicines, and for keeping this information up to date? Do you ensure training is provided for staff where the administration of medicine requires medical or technical knowledge?	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	

Health - Medicines	Yes	No	N/A	Notes
3.61 continued... Do you ensure prescription medicines are not 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)?	☐	☐	☐	
3.62 Do you ensure that medicine (both prescribed and non-prescribed) 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? Do you ensure you 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?	☐ ☐	☐ ☐	☐ ☐	
<i>Non-prescription medicines can include those that can be purchased from pharmacies (including some over the counter medicines which can only be purchased from a pharmacy), health shops and supermarkets. See also BMA advice: Prescribing over-the-counter medicines in nurseries and schools (bma.org.uk)</i>	☐	☐	☐	
Health – Food and drink	Yes	No	N/A	Notes
3.63 Do you ensure where children are provided with meals, snacks, and drinks, they are healthy, balanced, and nutritious? Do you understand that to meet this requirement, you must have regard to the ' Early Years Foundation Stage nutrition guidance '? Do you ensure fresh drinking water is always available and accessible to children at all times?	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	

Health – Safer Eating	Yes	No	N/A	Notes
3.64 Do you ensure that whilst children are eating there should always be a member of staff in the room with a valid paediatric first aid certificate for a full course consistent with the criteria set out in Annex A?	☐	☐	☐	
3.65 Do you ensure that before a child is admitted to the setting you obtain information about any special dietary requirements, preferences, food allergies and intolerances that the child has, and any special health requirements? Do you ensure that this information is shared with all staff involved in the preparing and handling of food? Do you ensure that at each mealtime and snack time there is someone who is responsible for checking that the food being provided meets all the requirements for each child?	☐ ☐	☐ ☐	☐ ☐	
3.66 Do you ensure that you have ongoing discussions with parents and/or carers and, where appropriate, health professionals to develop allergy action plans for managing any known allergies and intolerances? Do you ensure that this information is kept up to date by the provider and shared with all staff? Are you aware that you should refer to the British Society for Allergy and Clinical Immunology (BSACI) allergy action plan ?	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	

Health – Safer Eating	Yes	No	N/A	Notes
3.66 continued... Do you ensure that all staff are aware of the symptoms and treatments for allergies and anaphylaxis, the differences between allergies and intolerances and that children can develop allergies at any time, especially during the introduction of solid foods which is sometimes called complementary feeding or weaning? Providers should refer to the NHS advice on food allergies: Food allergy - NHS (www.nhs.uk) and treatment of anaphylaxis: Anaphylaxis - NHS (www.nhs.uk).	☐ ☐	☐ ☐	☐ ☐	
3.67 Do you ensure that you have ongoing discussions with parents and/or carers about the stage their child is at in regard to introducing solid foods, including to understand the textures the child is familiar with? Assumptions must not be made based on age. Do you ensure that you prepare food in a suitable way for each child's individual developmental needs, working with parents and/or carers to help children move on to the next stage at a pace right for the child? The NHS has some advice providers should refer to: Weaning - Start for Life - NHS (www.nhs.uk).	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	
3.68 Do you ensure that you prepare food in a way to prevent choking? This guidance on food safety for young children: Food safety - Help for early years providers - GOV.UK (education.gov.uk) includes advice on food and drink to avoid, how to reduce the risk of choking and links to other useful resources for early years providers.	☐ ☐	☐ ☐	☐ ☐	

Health – Safer Eating	Yes	No	N/A	Notes
3.69 Are you aware that babies and young children should be seated safely in a highchair or appropriately sized low chair while eating? Are you aware that where possible there should be a designated eating space where distractions are minimised?	☐ ☐	☐ ☐	☐ ☐	
3.70 Do you ensure that children must always be within sight and hearing of a member of staff whilst eating? Are you aware that choking can be completely silent? Therefore, it is important for providers to be alert to when a child may be starting to choke. Where possible, are you aware that providers should sit facing children whilst they eat, so they can make sure children are eating in a way to prevent choking and so they can prevent food sharing and be aware of any unexpected allergic reactions?	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	
3.71 Are you aware that when a child experiences a choking incident that requires intervention, providers should record details of where and how the child choked and ensure parents and/or carers are made aware? Are you aware that the records should be reviewed periodically to identify if there are trends or common features of incidents that could be addressed to reduce the risk of choking? Appropriate action should be taken to address any identified concerns	☐ ☐	☐ ☐	☐ ☐	

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Health – Food and drink facilities	Yes	No	N/A	Notes
3.72 Do you ensure there is an area which is adequately equipped to provide healthy meals, snacks, and drinks for children as necessary?	☐	☐	☐	
Do you ensure there are suitable facilities for the hygienic preparation of food for children, if necessary, including suitable sterilisation equipment for babies' food?	☐	☐	☐	
Do you ensure you can be confident that those responsible for preparing and handling food are competent to do so?	☐	☐	☐	
Do you ensure all staff involved in preparing and handling food have received training in food hygiene? CoDP providers may wish to refer to the guidance issued by the Food Standards Agency.	☐	☐	☐	

Health – Food poisoning	Yes	No	N/A	Notes
3.73 Do you ensure you notify Ofsted or the CMA with which a provider of CoDP is registered with of any food poisoning affecting two or more children cared for on the premises?	☐	☐	☐	
Do you ensure notification be made as soon as is reasonably practicable, but in any event within 14 days of the incident?	☐	☐	☐	
Are you aware that a registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence?	☐	☐	☐	

Supporting and understanding children's behaviour	Yes	No	N/A	Notes
3.74 Do you support, understand and manage children's behaviour in an appropriate way?	☐	☐	☐	
3.75 Do you ensure you do not give or threaten corporal punishment to a child and do not use or threaten any punishment which could negatively affect a child's well-being? Do you ensure you take all reasonable steps to ensure that corporal punishment is not given by any person who cares for or is in regular contact with a child, or by any person living or working in the premises where care is provided? Are you aware that an early years provider who fails to meet these requirements commits an offence? Are you aware a person will not be taken to have used corporal punishment (and therefore will not have committed an offence), where physical intervention (<i>Physical intervention is where practitioners use reasonable force to prevent children from injuring themselves or others or damaging property</i>) was taken for the purposes of averting immediate danger of personal injury to any person (including the child) or to manage a child's behaviour if absolutely necessary?	☐ ☐	☐ ☐	☐ ☐	
3.76 Do you ensure you keep a record of any occasion where physical intervention is used, and ensure parents and, or carers are informed on the same day, or as soon as reasonably practicable?	☐	☐	☐	

Special educational needs	Yes	No	N/A	Notes
3.77				
Do you ensure you have arrangements in place to support children with Special Education Needs and Disabilities (SEND)?	☐	☐	☐	
Are you aware that maintained schools, academies and maintained nursery schools are required (see section 67 of the Children and Families Act 2014 and section 83 for the definition of 'mainstream schools') to identify a member of staff to act as Special Educational Needs Co-ordinator (SENCO) and other providers (in group provision) are expected to identify a SENCO?	☐	☐	☐	
Are you aware that maintained schools, academies and maintained nursery schools and all providers who are funded by the local authority to deliver early education places are required* to have regard to the SEND code of practice: 0 to 25 years . Other providers may find it helpful to familiarise themselves with the early years section of the 0- 25 SEND Code of Practice.	☐	☐	☐	
<i>*Section 123 School Standards and Framework Act 1998 requires providers (and others) delivering early years provision funded by the local authority to have regard to the SEND Code of Practice in the provision of early years education. Section 77 of the Children and Families Act 2014 also requires these and other bodies to have regard to the SEND Code of Practice in exercising their functions under Part 3 of the Act.</i>	☐	☐	☐	

Safety and suitability of premises, environment and equipment – Accident or injury	Yes	No	N/A	Notes
3.78 Do you ensure a first aid box is accessible at all times with appropriate content for use with children?	☐	☐	☐	

3.78 continued...			
Do you ensure you keep a written record of accidents or injuries and first aid treatment?	☐	☐	☐
Do you ensure you 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?	☐	☐	☐
3.79			
Do you ensure you notify Ofsted or the CMA with which a provider of CoDP is registered of any serious accident, illness, or injury to, or death of, any child while in your care, and of the action taken?	☐	☐	☐
Do you ensure notification is made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring?	☐	☐	☐
Are you aware as a registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence?	☐	☐	☐
Do you ensure you notify local child protection agencies of any serious accident or injury to, or the death of, any child while in your care and that you must act on any advice from those agencies?	☐	☐	☐

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Safety and suitability of premises, environment and equipment - Safety of premises	Yes	No	N/A	Notes
3.80 Do you ensure that your 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? Do you ensure you comply with requirements of health and safety legislation (including fire safety and hygiene requirements)?	☐	☐	☐	
3.81 Do you ensure you take reasonable steps to ensure the safety of children, staff, and others on the premises in the case of fire or any other emergency? Do you ensure you have an emergency evacuation procedure? Do you ensure you have appropriate fire detection and control equipment (for example, fire alarms, smoke detectors, fire blankets and, or fire extinguishers) which is in working order? Do you ensure fire exits are clearly identifiable, and are fire doors free of obstruction and easily opened from the inside?	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	
Safety and suitability of premises, environment and equipment – Banned dog breeds	Yes	No	N/A	Notes
3.82 Do you ensure that banned dog breeds (meaning dogs to which section 1 of the Dangerous Dogs Act 1991 applies (The types of dogs to which Section 1 of the Dangerous Dogs Act 1991 applies are set out in the guidance at: Controlling your dog in public: Banned dogs - GOV.UK) including the XL Bully type), must not be kept or present on the premises at any time (This requirement still applies if the dog's owner has a certificate of exemption issued under the Dangerous Dogs Act 1991)?				

Safety and suitability of premises, environment and equipment – Indoor space requirements	Yes	No	N/A	Notes
3.83				
Do you ensure your premises and equipment are organised in a way that meets the needs of the children?	☐	☐	☐	
Do you ensure you meet the following indoor space requirements where indoor activity in a building(s) forms the main part of (or is integral) to the provision?:				
• Under 2 years: 3.5 m ² per child	☐	☐	☐	
• 2 year olds: 2.5 m ² per child	☐	☐	☐	
• 3-5 year olds: 2.3 m ² per child	☐	☐	☐	
Are you aware these calculations should be based on the net or useable areas of the rooms used by the children, not including storage areas, thoroughfares, dedicated staff areas, cloakrooms, utility rooms, kitchens and toilets?	☐	☐	☐	
3.84				
Are you aware that where the space standards are applied, you cannot increase the number of children on roll because they additionally use an outside area?	☐	☐	☐	
Are you aware 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)?	☐	☐	☐	

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Safety and suitability of premises, environment and equipment – Outdoor access	Yes	No	N/A	Notes
3.85 Do you ensure you provide access to an outdoor play area? If that is not possible to provide access to an outdoor area, do you ensure that outdoor activities are planned and taken on a daily basis (unless circumstances make this inappropriate, for example unsafe weather conditions). Do you ensure you follow your legal responsibilities under the Equality Act 2010 (for example, the provisions on reasonable adjustments).	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	

Safety and suitability of premises, environment and equipment – Sleeping arrangements	Yes	No	N/A	Notes
3.86 Do you ensure babies and children must be placed down to sleep safely? For children under 2 years old, the following requirements apply: - Children must be placed down on their back in their own separate sleep space on a firm flat surface such as a cot, bed or mattress on the floor. Babies aged 12 months and under must only be placed to sleep in a cot (Cots refer to: cots, carrycots, moses baskets, travel cots. Providers may find it useful to refer to the British Standards). - Sleep spaces must only contain a firm, flat, waterproof mattress and lightweight bedding which is firmly tucked in around the child below their shoulders to prevent head covering. Alternatively, a well fitted baby sleep bag may be used. Check the manufacturer recommendations before using a baby sleep bag. - Where blankets are used, the child must be placed feet-to-foot at the bottom of the cot, with blankets tucked in. - Cots must not contain extra items such as toys, pillows, extra blankets, bumpers, wedges or straps.	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	

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- Children should not get too hot or cold. The recommended room temperature for babies is 16 – 20°C. - Children's heads must not be covered. - Babies under six months of age must always have an adult with them in the same room for every sleep. All children must be frequently checked when sleeping. - Children must always be within sight and hearing of staff when sleeping.	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
Practitioners must read NHS advice on Sudden infant death syndrome (SIDS) – NHS. More information on safer sleep guidance is available from The Lullaby Trust .	☐	☐	☐	

Safety and suitability of premises, environment and equipment – Baby room	Yes	No	N/A	Notes
3.87 Do you make sure there is a separate baby room for children under the age of two?	☐	☐	☐	
Do you ensure that children in a baby room have contact with older children, and move into the older age group when appropriate*?	☐	☐	☐	
<i>*As forest and other exclusively outdoor provision (where children are outside all or almost all of the time) do not have 'rooms', there is no requirement for this kind of provision to have a separate baby room. However, the specific needs of babies still need to be taken into consideration by providers which will mean that a separate area should be provided for babies. This includes providing them with adequate space and suitable equipment for their physical development to allow them to learn how to roll, crawl and walk. Babies' safe sleeping arrangements also need to be taken into account.</i>	☐	☐	☐	

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Safety and suitability of premises, environment and equipment – Toilets and intimate hygiene	Yes	No	N/A	Notes
3.88 Do you ensure there is an adequate number of toilets and hand basins available?	☐	☐	☐	
Have you taken into account there should usually be separate toilet facilities for adults?	☐	☐	☐	
Do you ensure there are suitable hygienic changing facilities for changing any children who are in nappies?	☐	☐	☐	
Do you make sure that children's privacy is considered and balanced with safeguarding and support needs when changing nappies and toileting?	☐	☐	☐	
Do you make sure that an adequate supply of clean bedding, towels, spare clothes, and any other necessary items are always available?	☐	☐	☐	

Safety and suitability of premises, environment and equipment – Organising premises for confidentiality and safeguarding	Yes	No	N/A	Notes
3.89 Do you ensure there is an area where staff may talk to parents and/or carers confidentially?	☐	☐	☐	
Do you ensure there is an area for staff to take breaks away from areas being used by children?	☐	☐	☐	
Do you ensure children are only released into the care of individuals of whom the parent and/or carer has explicitly notified the provider?	☐	☐	☐	

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3.89 continued...				
Do you ensure children do not leave the premises unsupervised?	☐	☐	☐	
Do you ensure you take all reasonable steps to prevent unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitors?	☐	☐	☐	
Do you ensure you consider what additional measures are necessary when children stay overnight?	☐	☐	☐	

Safety and suitability of premises, environment and equipment – Insurance	Yes	No	N/A	Notes
3.90 Do you ensure you carry appropriate adequate insurance (e.g. public liability insurance) which covers all premises from which you provide childcare?	☐	☐	☐	

Safety and suitability of premises, environment and equipment – Safety on outings	Yes	No	N/A	Notes
3.91 Do you ensure you keep children safe while on outings?	☐	☐	☐	
Do you ensure you assess the risks or hazards which may arise for the children, and do you ensure you identify the steps to be taken to remove, minimise and manage those risks and hazards?	☐	☐	☐	
Do you ensure the assessments include consideration of adult to child ratios?	☐	☐	☐	

3.91 continued...			
Are you aware that risk assessments do not necessarily need to be in writing (this is for you to judge)?	☐	☐	☐
Are you aware you should also have regard for the paediatric first aid requirements set out in sections 3.37 - 3.39 while on outings with children?	☐	☐	☐
3.92			
Do you ensure vehicles in which children are being transported, and the driver of those vehicles, are adequately insured?	☐	☐	☐

Safety and suitability of premises, environment and equipment - Risk assessment	Yes	No	N/A	Notes
3.93 Do you ensure you take all reasonable steps to ensure staff and children in their care are not exposed to risks and are you able to demonstrate how you are managing risks? <i>Guidance on risk assessments, including where written ones may be required where five or more staff are employed, can be obtained from the Health and Safety Executive: Managing risks and risk assessment at work – Overview -HSE</i> Do you ensure you determine where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how you are managing risks if asked by parents and, or carers or inspectors? Do you make sure your risk assessments 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?	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	

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Children's screen use	Yes	No	N/A	Notes
3.94 Do you ensure you have regard to the following guidance on children's screen use in early years settings: Help for early years providers: Screen use?	☐	☐	☐	

Information and record keeping	Yes	No	N/A	Notes
3.95 Do you ensure you maintain records, obtain and share information (with parents and, or carers, other professionals working with the child, the police, social services and Ofsted or the CMA with which they are registered, as appropriate) to ensure the safe and efficient management of your setting and to help ensure the needs of all children are met? Are you aware of Guidance on sharing information with relevant services when there are safeguarding concerns, available via: Information sharing advice for safeguarding practitioners - GOV.UK (www.gov.uk) Refer also to: Victims and Prisoners Act 2024 (legislation.gov.uk) Do you ensure you 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? If requested, do you make sure you incorporate parents' and, or carers' comments into children's records?	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	

Information and record keeping	Yes	No	N/A	Notes
3.96 Do you ensure your records are easily accessible and available (these may be kept securely off the premises)? Do you ensure confidential information and records about staff and children are held securely and only accessible and available to those who have a right or professional need to see them? The National Cyber Security Centre (NCSC) has published helpful guidance on cyber security: Early Years practitioners: using cyber security to protect... - NCSC.GOV.UK Do you ensure you are aware of your responsibilities under the Data Protection Legislation and where relevant the Freedom of Information Act 2000? This includes the Data Protection Act 2018 and General Data Protection Regulation 2018 see: Guide to the General Data Protection Regulation - GOV.UK (www.gov.uk)	☐	☐	☐	
3.97 Do you ensure that all staff understand the need to protect the privacy of the children in their care as well as the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality? Do you ensure parents and, or carers are given access to all records about their child, provided that no relevant exemptions apply to their disclosure under Data Protection Act?	☐	☐	☐	

Information and record keeping	Yes	No	N/A	Notes
3.97 continued... Are you aware The Data Protection Act 2018 (DPA) gives parents and carers the right to access information about their child that a provider holds? Are you aware however, the DPA also sets out specific exemptions under which certain personal information may, under specific circumstances, be withheld from release? For example, a relevant professional will need to give careful consideration as to whether the disclosure of certain information about a child could cause harm either to the child or any other individual. Further guidance of how data protection laws operate can be found on the website of the Information Commissioner's Office at: Guide to the UK General Data Protection Regulation (UK GDPR) ICO	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	
3.98 Do you ensure records relating to individual children retained for a reasonable period of time after they have left the provision? Are you aware individual providers should determine how long to retain records relating to individual children?	☐ ☐	☐ ☐	☐ ☐	

Information and record keeping - Information about the child	Yes	No	N/A	Notes
3.99 Do you ensure you record the following information for each child in your care: • full name? • date of birth? • name and address of every parent and, or carer who is known to the provider? • information about any other person who has parental responsibility for the	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	

child?				
• which parent(s) and, or carer(s) the child normally lives with?	☐	☐	☐	
• emergency contact details for parents and, or carers? Where possible, settings should hold more than two emergency contact numbers for each child.	☐	☐	☐	

Information and record keeping - Information for parents and carers	Yes	No	N/A	Notes
3.100				
Do you ensure you make the following information available to parents and, or carers:				
• how the EYFS is being delivered in the setting and how parents and, or carers can access more information?	☐	☐	☐	
• 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?	☐	☐	☐	
• how does the setting support children with special educational needs and disabilities?	☐	☐	☐	
• food and drinks provided for children?	☐	☐	☐	
• details of your policies & procedures (all providers must make copies available on request)?	☐	☐	☐	
• the procedure to be followed in the event of a parents and, or carer failing to collect a child at the appointed time, or in the event of a child going missing at, or away from, the setting?	☐	☐	☐	
• How staffing in the setting is organised?	☐	☐	☐	
• The name of their child's key person and their role?	☐	☐	☐	
• A telephone number for parents and, or carers to contact in an emergency?	☐	☐	☐	

Information and record keeping - Complaints	Yes	No	N/A	Notes
3.101 Do you ensure you have and put in place a written procedure for dealing with concerns and complaints from parents and, or carers? Do you ensure you keep a written record of any complaints, and their outcome? Do you ensure you investigate written complaints relating to your fulfilment of the EYFS requirements and notify complainants of the outcome of the investigation within 28 days of having received the complaint? Do you ensure the record of complaints are made available to Ofsted or the CMA with which a provider of CoDP is registered request?	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	
3.102 Do you ensure you make available to parents and/or carers the details about how to contact Ofsted, or the CMA with which a provider of CoDP is registered, if they believe the provider is not meeting the EYFS requirements?	☐	☐	☐	
Information and record keeping - Inspections and quality assurance visits	Yes	No	N/A	Notes
3.103 Do you ensure if you become aware that you are to be inspected by Ofsted that you notify parents and, or carers? Do you ensure after an inspection by Ofsted or a quality, you supply a copy of the report to parents and, or carers of children attending on a regular basis?	☐ ☐	☐ ☐	☐ ☐	

Information and record keeping - Information about the provider	Yes	No	N/A	Notes
3.104 Do you ensure you hold the following documentation:				
• name, home address and telephone number of the provider and any other person living or employed on the premises ?	☐	☐	☐	
• name, home address and telephone number of anyone else who will regularly be in unsupervised contact with the children attending the early years provision?	☐	☐	☐	
• 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?	☐	☐	☐	
• your certificate of registration (which must be displayed at the setting and shown to parents and, or carers on request)?	☐	☐	☐	

Information and record keeping - Changes that must be notified to Ofsted	Yes	No	N/A	Notes
3.105 Do you ensure (if you are a registered early years provider) that you notify Ofsted of any change: - in the address of the premises (and seek approval to operate from those premises where appropriate)? - to the premises which may affect the space available to children and the quality of childcare available to them? - in the name or address of the provider, or the provider's other contact information? - any change to the persons aged 16 years or older living or working on any domestic premises from which childcare is provided (<i>A person is not considered to be working on the premises if none of their work is done in the part of the premises in which children are cared for, or if they do not work on the premises at times when children are there</i>)? - to the person who is managing the early years provision? - any proposal to change the hours during which childcare is to be provided which will entail the provision of overnight care?	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	

Information and record keeping - Changes that must be notified to Ofsted	Yes	No	N/A	Notes
- any significant event which is likely to affect the suitability of the early years provider to look after children? - 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? - where the early years provision is provided by a company, any change in the name or registered number of the company? - where the early years provision is provided by a charity, any change in the name or registration number of the charity? - where the childcare is provided by a partnership, body corporate or unincorporated association, any change to the "nominated individual"? - where 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?	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	

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Information and record keeping - Changes that must be notified to Ofsted	Yes	No	N/A	Notes
3.106				
Do you ensure that when you are required to notify Ofsted about a change of person except for managers (as specified above), you give Ofsted the new person's name, any former names or aliases, date of birth, and home address?	☐	☐	☐	
Do you ensure if there is a change of manager, you notify Ofsted that a new manager has been appointed?	☐	☐	☐	
Do you ensure where it is reasonably practicable to do so, notification is made in advance?	☐	☐	☐	
In other cases, do you ensure notification is made as soon as is reasonably practicable, but always within 14 days?	☐	☐	☐	
Are you aware that a registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence?	☐	☐	☐	
3.107				
Please note that where providers of CoDP are registered with a CMA the above notifications should be given to their CMA, not Ofsted.	☐	☐	☐	

Other Legal Duties	Yes	No	N/A	Notes
3.108 Do you ensure the EYFS requirements sit alongside other legal obligations and do not supersede or replace any other legislation which you must still meet?	☐	☐	☐	

3.108 continued...

For example, where provision is taking place in maintained schools there is other legislation in place with which headteachers, teachers and other practitioners must comply with.

Are you aware of your other duties which include:

- employment laws?
- anti-discriminatory legislation?
- health and safety legislation?
- data collection regulations?
- duty of care?

☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐