

Early Years Requirement Checklist

Please complete this form to support a review of requirements for your setting.
 This list does not cover every requirement of the EYFS – it is your responsibility to check
www.foundationyears.org.uk/eyfs-statutory-framework/
 GCC website: [Early Years Team – Early Years Intervention Programme & Locality Adviser visits](#)

Name of setting: _____

Section 1-The Learning and Development Requirements	Checked
Are you observing each child to find out about their needs, interests and ideas? Do you use these observations to inform future plans for the child? P9 {Childminders: if you are only providing wraparound and holiday care you do not need to be guided by Learning and Development requirements}.	<input type="checkbox"/>
Do you ensure that there is a balance of adult led and child initiated activities delivered through indoor and outdoor play? p9	<input type="checkbox"/>
Does the key person ensure every child's learning and care is tailored to meet their individual needs, supporting parents / carers with their child's development at home?p10	<input type="checkbox"/>
Do you track the progress of all children? For example: those in receipt of Early years Pupil Premium, boys / girls or traveller children, to be able to offer focused support in learning and development? (<i>The Common Inspection Framework – Ofsted Publication August 2015 p6 / 7</i>) available at www.gov.uk/government/publications/common-inspection-framework-education-skills-and-early-years-from-september-2015	<input type="checkbox"/>
Do you track the progress and outcomes of all children on one summary sheet, through the terms they attend? (<i>This relates to The Common Inspection Framework – Ofsted Publication August 2015 p6 / 7</i>) available at www.gov.uk/government/publications/common-inspection-framework-education-skills-and-early-years-from-september-2015	<input type="checkbox"/>
Are you using the Gloucestershire Transition Record? www.gloucestershire.gov.uk/early-years-team	<input type="checkbox"/>
Do you have suitable procedures in place to support children with English as an additional language? p9. Advice can be found in: http://www.foundationyears.org.uk/wp-content/uploads/2011/10/Supporting_Children_English_2nd_Language.pdf	<input type="checkbox"/>
Section 2-Assessment p13-15	
Are you completing the progress check at age 2 and sharing this with parents? p13	<input type="checkbox"/>
Do you have written consent to share information with other relevant professionals? p14	<input type="checkbox"/>
Section 3- The Safeguarding and Welfare Requirements / Child Protection p16-35	
Who is your Designated Safeguarding Lead? {Childminders: you are your own Designated Safeguarding Lead}	Name
Is there an effective safeguarding children policy and procedure in place that includes allegations against members of staff (<i>or the childminder</i>) and the use of mobile phones and cameras in the setting? p16	<input type="checkbox"/>
What systems do you have in place to ensure that all staff and / or childminding assistants understand your safeguarding policy and procedures and are able to identify signs of possible abuse and neglect? P17	<input type="checkbox"/>
Have you included a paragraph about how you will implement the Prevent Duty in your Safeguarding Policy (<i>The Common Inspection Framework – Ofsted Publication August 2015</i>)	<input type="checkbox"/>

<p>P13) available at www.gov.uk/government/publications/common-inspection-framework-education- skills-and-early-years-from-september-2015</p>	
<p>Have you included a paragraph about how you will promote British Values in your Safeguarding Policy. You may also wish to add this to the Inclusion / Equality Policy (<i>The Common Inspection Framework – Ofsted Publication August 2015 P13</i>) available at www.gov.uk/government/publications/common-inspection-framework- education-skills-and-early-years-from-september-2015</p>	
<p>Do you keep a record of children who are regularly absent and do you have a procedure for contacting the parents / guardians and, if necessary, the Gloucestershire Safeguarding Board (<i>Inspecting safeguarding in the early years, education and skills settings – Ofsted publication August 2015</i>) available at www.gov.uk/ government/publications /inspecting-safeguarding-in-early-years-education- and-skills-from-september-2015</p>	
<p>Do you have a copy of Gloucestershire’s Safeguarding Children’s Board procedure to be followed if you have any child welfare concerns? Are you registered to receive GSCB email alerts? (If not, this is available from the website www.gscb.org.uk) p 16</p>	
<p>Have all staff attended the correct Child Protection training? p17 See www.gscb.org.uk for details. {<i>Childminders: you must attend the Multi-agency (DSL) training every 2 years</i>}</p>	
<p>Suitable people p17-25</p>	
<p>Does everyone who has unsupervised contact with children have an enhanced Disclosure & Barring Service (DBS) check, also those living or working on the premises when children are present? {<i>Childminders: anyone aged 16 or over in your home, including your own children</i>}</p>	
<p>Are you aware that you must make a referral to the DBS if a member of staff is dismissed because they have harmed a child or put a child at risk of harm? Guidance and flow charts on making referrals and the forms are at the following link: https://www.gov.uk/government/publications/dbs-referrals-form-and-guidance</p>	
<p>Do all the adults looking after the setting’s children have appropriate qualifications, training, skills and knowledge? p21 Do you keep records of staff training? {<i>Childminders: What date did you complete an appropriate childminding introductory course such as First Steps to Childminding?</i>}</p>	
<p>Do you keep a record of any identity checks and vetting processes you complete on new and existing staff?</p>	
<p>Is there at least one person who has a current Local Authority approved Paediatric First Aid certificate on the premises at all times and on all outings? p22</p>	
<p>Are staff inductions, regular supervision and appraisals carried out? Is there a programme of continuing professional development in place? Are these files kept in a confidential way? p21</p>	
<p>Does the setting operate an effective Key Person Approach and parents are aware of their role? P10 and p22 {<i>Childminders: are you aware that you are your children’s key person?</i>}</p>	
<p>Are staffing arrangements organised to meet legal ratio requirements and the needs of the children? p23-26 {<i>Childminders: are you aware of the numbers of children that you can care for and the exceptions to the usual ratios?p26</i>}</p>	

Health p27-29	
Do you keep accident/incident/medication records? p28	
Do you have a policy on administering medicines? p27	
Do you have written permission to administer both prescription and non-prescription medication? p27	
Is fresh drinking water available and accessible for all children at all times? p28	
Do all staff involved in preparing and handling food receive training in food hygiene? p28	
Are First Aid boxes adequately stocked and items in date? Is it accessible at all times? e.g. outdoors. p28	
Managing behaviour p28	
Do all staff and adults in contact with the child manage children's behaviour in an appropriate way? (You may consider having a policy to support this) p28-29	
Do you always record occasions where physical intervention is used and inform parents/carers on the same day? p29	
Safety and suitability of premises, environment and equipment p 29-30	
Do you comply with requirements of health and safety regulations? Do you have a policy to support this? p29	
Do you have an emergency evacuation procedure and is it practised with the children and logged? p29 (The community fire safety officers recommend 8 weekly and an emergency evacuation log is available on the GCC website)	
Do you have a no smoking policy? Do you ensure smoking is not allowed on the premises when children are present or about to be present? p29	
Do you provide access to an outdoor area? If this is not possible do you have outdoor activities planned and taken on a daily basis? P30	
Are sleeping children frequently checked? P30	
Do you have suitable facilities where children can relax, play quietly or sleep?	
Do you have an area where parents/carers can talk confidentially? P30	
<i>Settings:</i> Do you have an area where staff can take breaks away from the children? p30	
Do you have Public Liability insurance for the provision? P30	
Do you take all reasonable steps to ensure staff and children in your care are not exposed to risks? Can you demonstrate how you are managing risks and can you identify when some risk assessments must be written? (Risk assessment forms are available on the GCC website) p31	
Have you considered how you keep children safe whilst on outings, including the adult child ratio and permission from parents? Have you completed a risk assessment for each outing? P31	
How do you prevent unauthorised people entering the premises and have a procedure for checking the identity of visitors? p30	

Special Educational Needs p31	
Who is the named SENCo ? {Childminders: you are your own SENCo}	Name:
What training has your SENCo attended?	Relevant Training:
Are you following the 2015 SEN code of practice? P31 Available at www.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/code_of_practice_january_2015	
Have you arrangements in place to support children with SEN or disabilities? P31	
Do you have a person with specific responsibility for CLL?	Name
Information and Records p31-35	
If the children attend other settings, is there a regular two-way flow of information between you and the other setting? Do you have written permission from parents to share information with other settings the child may attend? (A sharing information permission form is available from the GCC website) p32	
Are your records easily accessible and available for inspection at all times? P32	
Are you aware of your responsibilities under the Data Protection Act including registration with the Information Commissioner's Office? P32 (foot notes to support)	
Do you record all information as set out in 3.72 (e.g. child record forms) Are they up to date? Do you use contracts with parents? Including who has parental responsibility for the child? p32	
Do you make available to parents the information set out in 3.73 p32? This includes all policies and procedures.	
Do you have a written procedure for dealing with concerns and complaints? p33	
Do you keep a complaints record and a log of the outcomes? P33 (There is a record form available on the GCC website) Note that all written complaints need responding to, in writing, within 28 days.	
Do you have the Ofsted parents' poster and is it displayed for parents to see? Is it the most up to date poster? p33 Available at www.gov.uk/government/publications/poster-for-parents	
Do you keep a daily record of the children looked after on the premises and their hours of attendance? Do you record actual times of arrival and departure? p34	
Is your Registration Certificate displayed? p34	
Are you aware of the instances throughout the framework in which you must notify Ofsted, and where failure to comply will commit an offence?	
Food	
Have you checked with your local Environmental Health Department as to whether you need to register as a Food Business?	
Are you aware of the latest Food Standards Agency legislation that from December 2014	

requires you as a food business to provide information about allergenic ingredients in food that you serve? https://www.food.gov.uk/business-industry/allergy-guide/allergen-resources	
Ofsted	
Do you have a copy of, or online access to the Statutory Framework for Early Years Foundation Stage 2017. Available at www.foundationyears.org.uk/eyfs-statutory-framework	
Have you completed your Ofsted Self Evaluation Form or any other method of Self Evaluation? Does this include reference to you previous Ofsted actions? Does it include how the changes will benefit the children? Available at www.gov.uk/government/publications/early-years-online-self-evaluation-form	
Have you read the Ofsted Publication 'Early Years Inspection Handbook' and considered how the 'Good' and 'Outstanding' evaluation schedule and grade descriptors described can be implemented within the setting? Available at https://www.gov.uk/government/publications/early-years-inspection-handbook-from-september-2015 Please note: Although this was updated for implementation in April 2017 the date on the front of the document says August 2015	
Have you read the Ofsted publication 'Inspecting safeguarding in early years, education and skills settings'? This is woven throughout the Statutory Framework and must be in place within the setting. Available at https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills-from-september-2015/inspecting-safeguarding-in-early-years-education-and-skills-settings	
Do you have written permissions from parents for seeking or administering emergency first aid? (This should be within policies and procedures for emergencies)	
Do you have a person with specific responsibility for CLL?	Name:
Extra information / requirements for childminders with or without assistants	
Do you have a copy of the Requirements for the Childcare Register: childminders and home childcarers? (Available from the Ofsted website http://www.ofsted.gov.uk)	
Does everyone who lives or works on the premises have an enhanced Disclosure and Barring Service (DBS) check? This also includes anyone aged 16 or over in your home, including your own children	
Are you aware that childminders are not required to have policies and procedures in writing, but they must be able to explain them? Good practice is to have them in writing and sample policies are available from the PACEY website for members. P16	
Do you have appropriate insurance (car, household, Public Liability) for the provision?	
Do you have appropriate fire detection and control equipment (for example, fire alarms, smoke detectors, fire blankets and /or fire extinguishers) p29	
Are you aware that children can only be left with assistants in sole charge for a maximum 2 hours in a single day? The assistant must hold a current Paediatric First Aid certificate and must have permission from parents? P27	
Are you aware that you will automatically be registered with your local Environmental Health Department as a Food Business? You will find it useful to apply for your FREE Safer Food Better Business Pack for childminders from The Food Standards Agency:-	

http://multimedia.food.gov.uk/multimedia/pdfs/publication/sfbbwebfriendlychilminders0513.pdf	
Have you registered as self-employed with HM Revenue and Customs (HMRC)	
If you have assistants are you registered as an employer with HM Revenue and Customs? What is your Employer reference number?	
Have you notified your local planning department that you are childminding from home and are you aware that planning consent may also be required if you are running a childcare business that has assistants?	
Do you have a copy of your planning permission consent?	
Please list any relevant qualifications that you have, with dates.	