



NOTIFICATION TO OFSTED PROCEDURE

The Early Years Foundation Stage is central to the Childcare Act 2006. It is a legal document by which our playscheme's must follow from September 2008. It is mandatory for us to follow and we will abide by the rules and regulations set out in the Welfare Requirements. It is every staff member's duty to ensure they follow this procedure as detailed below.

Procedure for Notifying Ofsted

This procedure is in accordance with the Early Years Foundation Stage. Playscheme leaders must notify their Development Officer (Inclusion) of any point below, and Ofsted must be informed.

Providers must inform Ofsted of any significant changes or events relating to the premises on which childcare is provided:

- Significant changes to the premises, for example structural alterations or extensions
- Something, which adversely affects the smooth running of the provision over a sustained period of time
- Changes to the outside of the premises such as adding a pond or taking down fencing
- Any change of provider or person with direct responsibility for early years provision
- Any change to the premises from which childcare is provided which may affect the space available to children and the quality of childcare available to them
- Any change in their name or address
- Any change in the name or registered number of a company, or any change in the name or registration of a charity
- Any change in the address of premises on which childcare is provided
- Any food poisoning affecting two or more children looked after on the premises.
- A child that is believed to be suffering from a notifiable disease identified in the public health (Infection Diseases) Regulations 1998
- Any serious accident or injury to, serious illness of, or the death of any child whilst in their care.
- Any change in the facilities to be used for care that may affect the space and level of care available to children.
- Any allegation of serious harm or abuse by any person living, working or looking after children at the premises, or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations. [Providers must also notify Children's Social Care or the Police of these too]

Where it is specified that a registered person must notify Ofsted of the occurrence of events or changes, written notification must be made:

- In advance of the event happening, where possible
- In all other cases as soon as reasonably practicable, and no later than 14 days after the event.

- Written notifications would be sent to: Ofsted Early Years, NBU Royal Exchange buildings, St Anne's Square, Manchester, M27 LA

A criminal offence would be committed by the registered provider after the time of registration if the below changes or events are not notified to Ofsted:

Including:

- Providers must not give corporal punishment to a child
- Any food poisoning affecting two or more children, including notifying Ofsted of any serious accident or injury to, serious illness of, or the death of any child whilst in their care
- Any change in the facilities to be used for care that may affect the space and level of care available to children
- Any allegation of serious harm or abuse by any person living, working or looking after children at the premises, or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations.

Leaders should notify Development Officers (Inclusion) of any incident occurring, as listed above. Copies of all paperwork, i.e. Incident form, Accident form, Child Disclosing Information Form, Allegation of Abuse against Staff member form, RIDDOR form etc should be given to the Development Officer, for them to copy where appropriate to include in a notification letter to Ofsted.

With the Leaders involvement, Development Officers (Inclusion) will notify Ofsted by writing of any event listed above, except where any allegation of serious harm or abuse by any person living, working or looking after children at the premises, or any other abuse which is alleged to have taken place on the premises happens, and in this case, the leader. Child Protection Officer or Playworker involved should notify Ofsted directly via the phone on 0845 404040. (Please see Safeguarding Policy).