## **Childminder Ofsted Check List**

**Name:**

**Date:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Details**  | **Where to get information**  | **Tick or comment** |
| Registration certificate | Your registration certificate must be displayed at all times, this is for parents to see.  |  |  |
| Parents Poster | This has Ofsted’s number on it, informing parents about Ofsted and how to complain if needed. This must be displayed next to the registration certificate. | You will find online on the ofsted website or ask Your Early Years Advisor to email you one. These are updated regularly by Ofsted, so keep checking for new updates.**EYFS pg 33** **3.75** |  |
| First Aid Certificate | This must be a 12hour Pediactric First Aid course | Contact Early Years Training on **0207 364-7947** to find out training dates or ask your Early Years Advisor.**EYFS pg 36. See Annex A.** |  |
| Safeguarding Certificate | You will be asked questions on Safeguarding.Policy and procedure does not have to be written. FGM, Prevent, British Values. Disqualification by association. | **EYFS pg 16-17 pts 3.4-3.8. pg 29 3.54-3.56** |  |
| New Statutory Framework for the Early Years Foundation Stage (April 2017) | You must have a copy of the framework, this can be printed or saved on your computer/smart phone/ipad.This should be read through before your Ofsted inspection | You can download or print a copy with the link below:<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596629/EYFS_STATUTORY_FRAMEWORK_2017.pdf> **EYFS pg 21 pt 3.24.** |  |
| DBS (disclosure and barring service) (Old CRB)  | You must have a DBS on every one living in your home who is16 or over. This is also applicable for any regular visitors to your home. Even if a person has a DBS check, they should never be left alone with the child/ren. | You will need to register on the Ofsted online site, you will then be able to fill in EY2 forms that will link to the DBS form.you will need a form for every one that is over the age of 16. This is payable by the childminder and costs £55.**EYFS pg 18 pt 3.9-3.13.** Disqualification & Suitable people **pt 3.14-3.18.** |  |
| Changes notifiable to Ofsted | Ofsted must be informed of the following:* New address , name change, contact information, over night care, a significant event which is likely to effect the suitability of the Early Years provider, and anyone who lives on the premises. Birth of a baby, new person coming to live at t he address. Any building work.
 | **EYFS pg 34. Pt 3.77-3.78.** |  |
| Assistant/s | You can have an assistant but can only leave them alone with children for up to **2 hours** a day with parental permission.The Assistant needs to fill in an EY2 form; on the Ofsted online website. At the following email address:<https://online.ofsted.gov.uk/onlineofsted/Ofsted_Online.ofml> There is a link on the EY2 form to complete your [enhanced DBS check](https://www.gov.uk/guidance/criminal-record-checks-for-childminders-and-childcare-workers). Ofsted will send you a letter saying the person is suitable/not suitable to be with children once the DBS has cleared. While waiting for clearance, they cannot work unsupervised until they have received their suitability letter from Ofsted, this means you cannot leave them alone with the children at any time, even if you answer the door. They must not be involved in nappy changing or putting children to sleep in another room etc. They must have a Full 12 hour Pediatric First Aid.The Childminder must train any assistant to understand their safeguarding policy, procedures and the Local Authority Safeguarding numbers. Parents must have signed to say they give permission for their child to be left with the named assistant.You can only work with two Assistants at any one time. Your insurance must be informed. You must keep a register to show what dates and times the assistant has worked. You must keep a folder with the assistants name, address, phone numbers, training certificates, DBS and supervision notes. You must give your Advisor the assistants details as soon as they start to work with you, so they can be added to your personal folder. | **EYFS pg 27. Pt 3.43.** |  |
| Practitioners Taking medication | Practitioners must not be under the influence of alcohol or any other substance that may effect their ability to care for children. | **EYFS pg 20. Pt 3.19.** |  |
| Insurance | You must have childminding insurance that is in date. It is against the law to child mind without insurance. | If your insurance is out of date contact either PACEY or Morton Michel immediately. **EYFS pg 30. pt 3.63** |  |
| Inspection report | You need to read your last Ofsted inspection report and ensure you have carried out any actions set by Ofsted.This should be printed and put into your folder. | This should have been sent to you after your last inspection, or you can get a copy on the Ofsted website, look for inspection reports and use your EY number  |  |
| Actions from your Ofsted Report | Ofsted will base their next Inspection on the actions/recommendations they have given you from your previous inspectionMake sure these Actions/Recommendations have been addressed.  | Fill in an action plan (your advisor can give you a template) tick once these have been completed |  |
| Reflective Account | Ofsted no longer require you to complete a SEF.  | The EYA Team suggest that you create a template that best meets your needs or we have a template we can email you. Or maintain your SEF and continue to update, as you can use this document as a promt for your self to use during an inspection.Your Early Years Advisor can email you a copy of the Early Year’s Inspection handbook (April 2018) and the Statutory Framework (April 2017) to help with filling this document.Ofsted will discuss with you how you evaluate. |  |
| Qualifications and training | You will either need to have a Level 3 in Childcare or Preparing to Work in Home Based Childcare (HBCA) . You are required to have Paediatric First Aid. | **EYFS pg 21 3.20-3.26** |  |
| Policies and procedures | You must have all of your policies and procedures in place, a copy of these must be given to parents. You must also have a policy about a Lost Child, stating your procedure for this.  | Your Early Years Advisor can show you sample policies |  |
| Managing Children’s Behaviour | Providers are responsible for managing children’s behaviour in a responsible way .They must not use corporal punishment. | **EYFS Pg 28. 3.52-3.53.** |  |
| Smoking | Providers must not allow smoking in or on the premises when children are present, or about to be present.. | **EYFS Pg 29 3.56.** |  |
| Safeguarding Policy | You must have a Safeguarding policy and procedure, Tower Hamlets has a policy for your folder with all the up to date numbers on it. You must read this and understand each section of it. You must have the up to date telephone numbers for the child protection/local safeguarding children’s board service and Lado | Ask your Early Years Advisor for a copy of the Safeguarding Policy and to explain to you any areas you do not understand. **EYFS pg 16-17 pts 3.4-3.8. Pg 29 3.54-3.56.** |  |
| Register and Record Keeping | You must keep a register on the children in your care, this must show the date and **exact** times that the children arrived and leave your premises. If your register has an area for parents signatures, this must be signed each week. | Registers can be bought from Morton Michel, PACEY or Nursery resources. **EYFS pg 31-32 pts 3.68-3.72.** |  |
| Ratios | They may care for a maximum of 6 children under the age of 8. Of these 6 children, a maxiuum of 3 young children (under 5). And there should only be 1 childunder the age of 1.  | State how many children they are caring for. **EYFS Pg 23. Pt 3.28-3.30. Pg 26. 3.41-3.42** |  |
| Visitor Book | You must take all reasonable steps to prevent unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitors.  | **EYFS Pg 30. Pt 3.62.** |  |
| Passport | The inspector will ask to see a form of photo ID. | Have your passport or driving license out to show the inspector. **EYCRH Pg 16 pt 68**  |  |
| Address Confirmation | The inspector will need to see two pieces od evidence confirmimh your address  | Such as: Utility Bill, Bank or mortgage statement, credit card, communication from the local authority, gonernment agency. **EYCRH Pg 16 pt 71** |  |
| Registration with the Information Commissioners Office (ICO)/GDPR | All childminders who use cameras, mobile phone cameras, email, texting, or a computer to document children’s images or information, must be registered with the ICO. General Data Protection Regulator (GDPR) is about the way data is stored and the period of time. This information needs to be shared by you with your clients. | Register on the internet. This needs to be updated every year and cost £35. There is an £8000 fine for not registering.<https://ico.org.uk/> **EYFS pg 31-32 3.68-3.71** |  |
| Car Insurance | If you use your car for childminding you must inform your car insurance company, make sure it states business use and the type of business on your certificate or schedule. The Ofsted inspector will want to see this. | Contact your car insurance company. **EYCRH Pg 19 pt 86. EYFS pg 31. Pt 3.66** |  |
| Car Seats | You must have age appropriiat cars seats for all the children that travel in your car. These must be in Good condition and never been in a car accident. If there is an accident all car seats must be replaced.It is illegal not to put children in the appropriate car seat | Purchase car seats from reptuble shops such as Halfords and Mothercare. These also offer a fitting service. **EYCRH Pg 16, pt 68. EYFS pg 31. Pt 3.65** |  |
| Driving licence and MOT | The Ofsted inspector will want to see your driving licence and MOT certificate if you use your car for childminding | Have these out ready to show the inspector. **EYCRH Pg 19 pt 86.** |  |
| Child Folder | This should contain the child’s contracts, information form, permission forms and anything else that is about the child. | It is important to keep everything together for each child. This can go into a main folder, but must be kept separate from other children’s information. This information is confidential. |  |
| Contract | Every parent must sign a contract, without a contract your insurance is invalid. You should fill the contract in while discussing it with the parents. Once filled in you must both sign and date it. This is then a legal document. It is illegal to care for a child without having a fully signed contract, even for ten minutes. Contracts must have 3 telephone contact numbers for each child. This could be a relative, friend of the parent or a neighbour. | You can obtain contracts from either Morton Michel or PACEY. **EYFS pg 31. Pt 3.68-3.72.** |  |
| Parental Rights for medical emergencies (only needed if using old contracts) | It needs to state in your contract, who has parental rights for the child in the case of a medical emergency. If parents, or grandparents cannot be contacted in an emergency, then the childminder can make the decision.  | [www.medicalprotection.org/uk/factsheets/parentalresponsibility](http://www.medicalprotection.org/uk/factsheets/parentalresponsibility). This information is now on PACEY and Morton Michel contracts. |  |
| Child record forms | These should be filled out by the parents; you must not look after a child without this being filled in. These are a legal requirement. | You can obtain child record forms from either Morton Michel or the PACEY. **EYFS pg 31. Pt 3.68-3.72.** Must show full name, DOB,Address of every parent/carer. |  |
| Permission forms | Written permission from parents must be obtained; this is to include outings, medical treatment, medication, suntan cream and using transport. These forms must be signed and dated by the parent.  | Your Early Years Advisor will have sample forms. **EYFS pg 31. Pt 3.68** |  |
| My Unique Child Booklet | Ofsted require you to have information about the child when they first start with you. This needs to be completed by the parents and returned to you before the child starts. | Your Early Years Advisor will give you one blank copy of this, which you will need to photocopy. This should then be given to the parents of each new child who will be coming into your setting. **EYFS pg 31. Pt 3.68-3.72** |  |
| Development Assessment report for under 5’s | This should be filled in when you meet with the parents to sign the contract.You should highlight the area the child has achieved, starting from the top of the first column. Then review at least every 3 months, use a different colour highlighter for each review. | Your Early Years Advisor will have sample forms. **EYFS pg 13. Pt 2.1-2.2** |  |
| Starting points/First Steps | This form should be filled out when a child starts, you can use the Development Assessment form to help you write this. Discuss this with parents, every child should have a First step in place when they start. | Your Early Years Advisor will have sample forms. Ofsted will ask about children’s starting points and where thay are at now. **EYFS pg 13. Pt 2.1-2.2** |  |
| Special Educational Needs (SEN) | Providers must have arrangements in place to support children with SEN. | **EYFS pg 31. Pt 3.67.** |  |
| Next steps | Children must have next steps in place, Ofsted will ask you about each childs next step and how you will move them on developmentally  | Your Early Years Advisor will have forms for you to record these. **EYFS pg 13. Pt 2.1-2.2** |  |
| 6 monthly review form | This should be done with parents every 6 months. Parents must have input in this form as they need to state what they will do to help the child’s development at home. | You can get this form from your Early Years Advisor . **EYFS pg 13. Pt 2.1-2.2** |  |
| Two Year Progress Check/Integrated Reviews | When a child is reaching the age of 2, you will need to complete this progress check.This is a legal requirement and must be shared with the parents and Health Visitor | This is done with the co-operation of the parents and needs to be done before the child has the health check with their health visitor.**EYFS pg 13 & 14 pt 2.3-2.5** |  |
| Transition form | When a child is moving to another setting, you will need to complete this looking at the 7 areas of learning. Stating what the child can do in each area. | You can get this from your Early Years Advisor. When the form is completed, make a copy for your own files. Give a copy to parents and ask them to give this to the next setting or key worker for the child. **EYFS pg 13. Pt 2.2** |  |
| Parent questionnaire | It is important to get the views of parents. This will help you develop your practice and is used as evidence to show you are taking parents comments on board.There is also a questionnaire for older children to fill in. | You can get this form from your Early Years Advisor. Parents can also write a letter for the Ofsted Inpector. |  |
| Children’s work and photo’s | Children’s work to be displayed showing child’s name and date. Photo’s displayed and in albums with a comment about what the child is doing, dates and the areas of learning being covered | Albums can be purchased from most stationers. Or you can use scrap books and folders |  |
| Sleeping Children | Children need to sleep in a clean, warm, comfortable bed. This can be a travel cot or sleep mat. Each child must have their own bedding, this must be washed weekly or sooner if soiled. Their bed must be in a safe environment and you must be able to hear them at all times.Children should not normally sleep in buggies or on sofas.  | Talk to your Early Years Advisor about childrens sleeping arrangements. **EYFS pg 30. Pt 3.59-3.60** |  |
| Parents Notice Board | This should be placed in an area that parents can access. It should contain information about your activities, menu, holiday dates and any other information you would like to share with parents. | You can either purchase a notice board, or make one from a large piece of paper stuck up with blue tac, with a label saying ‘Parents Notice board’. |  |
| Weekly Plan | A plan showing the activities that you will provide each week. This should take into consideration the development and next steps of each child. | Your Early Years Advisor can give you a blank plan and support you in this. **EYFS pg 8-10. Pt 1.5-1.9** |  |
| Written Observations | Ofsted will want to see/hear about unplanned and planned observations on each child over a space of time. | Post it notes and notebooks can be used for this, photographs are also a useful way of observing children in their play. Photos must have the date, activity and areas of learning covered. You can talk this through too. **EYFS pg 13. Pt 2.1-2.2**Your Early Years Advisor can give you an observation form |  |
| Weekly Menu plan | A plan showing the food you supply to children in your care, it should include healthy food choices, this should be in place even if you are not looking after children, Ofsted and perspective parents need to know you will give children healthy nutritious food  | Your Early Years Advisor can show you a sample plan. This can be discussed.**EYFS pg 28. Pt 3.47-3.49** |  |
| Water available | Fresh water must be available at all times for the children in your care, cups should be placed in easy reach. | **EYFS pg 28. Pt 3.47-3.49** |  |
| Healthy Early Years London (HEYL) | The Healthy Early Years London programme is targeted at London’s 13,000+ childcare settings, with the aim of setting a new industry standard and tackling health inequalities across the city at the earliest opportunity in a child’s life. | If you would like more information on this accreditation you can use this link: <https://www.london.gov.uk/what-we-do/health/healthy-early-years-london/about-healthy-early-years-london>Ask your Early Years Advisor  |  |
| Comments book | A book that parents can write comments in, this must be out each day so parents can see it. | An exercise book labelled comments book. Encourage parents to write in this regularly and when ever you have a meeting with the parent |  |
| Complaints book | A book that parents can write complaints in, this must be out each day so parents can see it. | An exercise book labelled complaints book. Encourage parents to write in this, if they have a complaint.. Show this to the inspector if you have had a complain or if asked. **EYFS pg 33. Pt 3.74.** |  |
| Accident/Pre-existing injury book | All children have accidents and Ofsted know this. Any accidents or pre-existing injuries must be documented. Stating accident/injury, date, time, action taken, any witnesses and this needs to be signed by both parent and childminder. | Contact PACEY or Morton Michel to purchase these, or you can use an exercise book. **EYFS pg 28. Pt 3.50-3.51.** |  |
| Last Accident/Pre-existing injury Recorded? | Any accidents or pre-existing injuries must be documented |  |  |
| Safeguarding/Incident Log | You must have a log book to write down Safeguarding issues, Concerns and Incidents. This must be kept confidential | Pacey and Morton Michel have incedent books to purchase or use an Exercise book, If doing this you must use one page per child to protect confidentiality |  |
| Medication book | Before giving medicine you must make sure the medication permission form is signed. The medication form must be filled in each time the child is given the medicine, with the dosage, time and date stated. Parents must then sign this on arrival to collect their child, and should be given a copy. | Contact PACEY or Morton Michel for a medicine book or use an exercise book. If doing this you must use one page per child to protect confidentiality . **EYFS pg 27. Pt 3.44-3.46.** |  |
| Risk Assessment for the home environment. | Ofsted will want to see an up to date risk assessment of your home environment with any actions. These must be completed every 6 months | Contact Your Early Years Advisor for blank copies of these. **Risk assessments must be signed by the childminder. EYFS pg 29. Pt 3.54-3.55. Pg 31 pt 3.64.** You can discuss this. |  |
| Risk Assessment for Outings | Ofsted will want to see a risk assessment for every outing you go on. These only need up dating when something changes. | Contact Your Early Years Advisor for blank copies of these. **EYFS Pg 31 pt 3.65.-3.66.** |  |
| British Values/Prevent/Radicalisation certificate and resources | You should have a British Values/Prevent policy.Ofsted will expect you to know about Radicalisation, how you would spot signs and what you would do.You should have either a copy of the Prevent Duty printed or saved on your computer/smart phone/ipad.British values resources, posters.Complete the online prevent training | Your Early Years Advisor will be able to give you a sample policyYou can complete the training by following the following link.<http://course.ncalt.com/Channel_General_Awareness/01/index.html> You can download or print a copy of the Prevent Duty from: <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf> This will be discussed under Safeguarding and Equal Opportunity. **EYFS Pg 17 pt 3.7.** |  |
| Child protection/Safeguarding Children | You must have an up to date child protection/safeguarding children certificate, this is valid for three years. Ofsted require you to have a Local Safeguarding Children’s Board statement in line with your Local Authority policy.You must have the up to date telephone numbers for the child protection/local safeguarding children’s board service and Lado | If your child protection certificate is three years old or coming up to three years, contact the Workforce Development Team on 0207 364 5878 to book on this. This training is free at the momentYour safeguarding policy should have a statement about the use of photographs of children and IT. **EYFS Pg 16 pt 3.4- 3.8. Pg 29 pt 3.54-3.56.** |  |
| Food Safety in catering | Ofsted require you to have an up to date food safety certificate. This must be repeated every three years. | If your certificate is three years old or coming up to three years, contact the Workforce Development Team on the above number and ask to be placed on the waiting list.**EYFS Pg 28 pt 3.48.** |  |
| Paediatric First Aid Training | You must have an up to date First Aid certificate, this is valid for three years.This is a legal requirement and you can not work as a Childminder with out this being in date.  | If your certificate is three years old or coming up to three years, contact the Workforce Development Team on the above number and ask to be booked on training. If this is not available you might have to source this yourself. Its must be a 12 hour pediactric first aid course suitable for childminders. **EYFS pg 36. See Annex A.** |  |
| First Aid Box | You must have a First Aid box. Ofsted will check that the contents is in date. | You can purchase from Pacey, Morton Michel or Boots Suggested contents:Plasters (only use on non allergic children)Eyepad dressing Triangular bandageAssorted sizes of BandagesSafety pinsResuscitation deviceGauze swabsGloves (pair)Microporous tape Dressings First Aid scissorsEye Bath**EYFS pg 28. Pt 3.50-3.51.** |  |
| Fire blanket | You must have a fire blanket sited in your kitchen and know how to use it. | You can purchase a fire blanket from Pacey, Morton Michel or Argos. EYFS Pg 29. 3.54-3.55 |  |
| Fire drill log | You must practice a fire drill every month and record this in a fire drill log, showing the children present and how long it took to evacuate. Ofsted will want to see this. | Your Early Years Advisor can give you a sample fire drill log for you to photo copy. **EYFS pg 29. Pt 3.55.** |  |
| Smoke alarm test log | You must test your smoke alarm every month and log down when this was tested, and if you changed the battery. | Your Early Years Advisor can give you a sample smoke alarm log for you to photo copy. **EYFS pg 29. Pt 3.55.** |  |
| Environmental Health | You must register with environmental healthThey will visit you every three years and inspect your kitchen and bathroom. Your fridge and freezer will be checked for the correct temperature, they will check your fridge is clean and that food in stored correctly. | Your Early Years Advisor will be able to give you a copy of the registration form and can advise what the inspector will look for. **EYFS pg 29. Pt 3.54.** |  |
| Clean home | Your home should be cleaned each day, floors should be hooverd daily and laminates and vinyl washed each day.All kitchen surfaces should be cleaned daily Banisters, doors and frames should be wiped each month.Toys should be cleaned reguarly | **EYFS pg 29. Pt 3.54.** |  |
| Tea towels and Dishcloths | Dish cloths and tea towels should be changed and washed every day.  | Ensure you have a large stock of clean tea towels and dish cloths. **EYFS pg 29. Pt 3.54.** |  |
| Bins | Bins must have lids and should be emptied and cleaned daily  | **EYFS pg 29. Pt 3.54.** |  |
| Gates  | Stair gates must be in place across the kitchen door and at the bottom of stairs. | **EYFS pg 29. Pt 3.54.** |  |
| Toilets and bathrooms | Toilet brushes must be removed or put up high, all chemicals must be placed in a locked cupboard,Toiletries/razors must be put up high or placed in a locked cupboard. There should be a step available for children to reach the toilet and sink easily. Toilets should be cleaned daily. | **EYFS pg 29. Pt 3.54.** |  |
| Hand Towels and Flannels | Each child should have their own flannel and hand towel. These must be washed daily | Individual towels for children should be cleaned daily.**EYFS pg 30. Pt 3.60.** |  |
| English  | Ofsted expect childminders to be able to speak enough English to make a phone call to the Emergency services. They must also be able to read a simple set of safety instructions. Write risk assess emts, keep records. | Start practicing your English at home with your family. Start practicing your reading. Get you family to help.Sign up for ESOL classes if needed, contact your local Ideas store. **EYFS pg 22 Pt 3.26**. |  |
| Resources/toys/equipment | Childminders should have appropriate resources for the children in their care. The resources should placed so the children can have access to themOnly buy resources that have a safety markBuggies and highchairs must have a 5 point harness | Buy large colourful storage boxes to put your toys in, these can then be placed in the room you are using for childminding. They should have picture labels on them.Talk to your Early Years Adviser about safety marks |  |
| Diverse resources | You must have resources that show diversity. This could include policewomen, female doctors, firewomen, male nurses, men doing housework, This should include puzzles, posters and books. | Join the library, and check on the internet for these resources. |  |
| Disability resources | You must have resources to show disabilities, these should include puzzles, posters and books. Must be age appropriate. | Join the library, and check on the internet for these resources. |  |

Comments/Actions

1,

2,

3,

4,

5,

6,

7,

8,

9,

10,