



YAXLEY & MELLIS PRE-SCHOOL

INFORMING OFSTED POLICY

The Statutory Framework for the Early Years Foundation Stage states that there are occasions when OFSTED must be informed.

3.8

Registered providers must inform OFSTED, of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere). Registered providers must also notify OFSTED of actions taken in respect of the allegations. These notifications must be made as soon as is reasonably practicable, but at least within 14 days of the allegations being made. A registered provider who, without reasonable excuse, fails to comply with this requirement, commits an offence.

3.15 – In the event of disqualification of a person employed in early years provision

The provider must give OFSTED the following information when relevant

- 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 ground for disqualification arose;
- The body or court which made the order, determination or conviction, and the sentence (if any) imposed; and
- A certified copy of the relevant order (in relation to an order or conviction)

3.47

Registered providers must notify OFSTED of any food poisoning affecting two or more children looked after on the premises. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence.

3.49

Registered providers must notify OFSTED of any serious accidents, illness or injury to, or death of, any child while in their care, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence. Providers must notify local child protection agencies of any serious accident or injury, or death of, any child while in their care, and must act on any advice from those agencies.

3.76 Changes that must be notified to Ofsted

All registered providers must notify OFSTED of:

- any change in the address of the premises; 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 providers other contact information; to the person who is managing the early years provision;
- any proposal to change the hours during which childcare is provided; or to overnight care;
- any significant event in which is likely to affect the suitability of the early years provider or any person who cares for, or is in regular contact with, children on the premises to look after children;
- 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 whose sole or main purpose is the provision of childcare, any change to the individuals who are partners, or a director, secretary or other office or members of its governing body.

3.77

Where providers are required to notify OFSTED about a change of person except for managers, as specified in paragraph 3.76 above, providers must give OFSTED the new persons name, any former names or aliases, date of birth and home address. If there is a change of manager, providers must notify OFSTED that a new manager has been appointed. Where it is reasonably practicable to do so, notification must be made in advance. In other cases, notification must be made as soon as is reasonably practicable, but always within 14 days. A registered provider who, without reasonable excuse, fails to comply with these requirements commits an offence.

Premises

Registered providers must inform OFSTED of any change to the premises on which childcare is provided that may affect the space available to children and the quality of childcare available to them. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence. Where it is reasonably practicable to do so, notification must be made in advance of the event occurring. In all other cases, notification must be made as soon as is reasonably practicable, but in any event within 14 days of the event occurring.

Significant changes or events which must be reported to OFSTED include:

- significant changes to the premises, for example structural alterations or an extension;
- 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.

It will be the responsibility of the pre-school OFSTED NOMINATED PERSON to ensure OFSTED is informed as soon as possible by telephoning 0300 123 1231.

