

Early Years Foundation Stage Checklist for Registered Childminders



The Early Years Foundation Stage (EYFS) framework is mandatory for all early years **childminders** in England from 4 January 2024. The EYFS sets the standards that all Early Years providers **MUST** meet to ensure children learn and develop well and are kept healthy and safe. The Early Years Foundation Stage safeguarding and welfare requirements set out what childminders **MUST** meet and are designed to help childminders create a high quality, welcoming and safe setting and where children can enjoy learning and grow in confidence (EYFS, 2024). The EYFS requirements **do not** override or remove any obligations providers have arising from any other relevant legal requirements including health and safety legislation.

This EYFS checklist can be used to support you in reviewing your working practices, including paperwork and documentation. It is not an exhaustive list of Ofsted or EYFS requirements and you should ensure you have a working knowledge of these at all times. We suggest that you have copies of the following when working through this checklist:

- **EYFS Statutory framework for Childminders (January 2024):** [Early years foundation stage \(EYFS\) statutory framework - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/early-years-foundation-stage-eyfs-statutory-framework)
- **Early years inspection handbook (published May 2019, updated April 2024):** <https://www.gov.uk/government/publications/early-years-inspection-handbook-eif>
- **The Education Inspection framework: education, skills and early years: (published May 2019, updated July 2023)** <https://www.gov.uk/government/publications/education-inspection-framework>
- **Working together to safeguard children 2023: Statutory Guidance (updated February 2024):** [Working together to safeguard children - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/working-together-to-secure-the-best-outcomes-for-children-in-care)
- **Other supporting documents, such as the Suffolk Agreement List of Providers Guidance:** [Early Years – Suffolk Learning](#)

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BUSINESS MANAGEMENT

Item	Requirement reference (Any reference to the LoP is for LoP members only)	Links & further information	Evidence	Action, if required.
<p>1. Are you a member of the Suffolk County Council 'List of Providers' (LoP)? <i>If you are not a member of the LoP please refer to Suffolk Learning for further information.</i></p>	LoP- Section A	List of Providers – Suffolk Learning		
<p>2. Ofsted Inspection for LoP members.</p> <p>Providers should notify Suffolk County Council immediately following Ofsted notifying them of an inspection. This should be done by email childcare.planning@suffolk.gov.uk with the subject marked as List of Providers – Ofsted inspection. A member of the Early Years and Childcare Service will endeavour to attend the inspection feedback.</p> <p>The provider MUST inform SCC immediately following an Ofsted inspection if the outcome is less than good. This should be emailed to: childcare.planning@suffolk.gov.uk with the subject marked as List of Providers – Ofsted inspection outcome.</p>	LoP- Section E and F	List of Providers – Suffolk Learning Ofsted Action Plan template – Quality Improvement – Suffolk Learning	What was the outcome of your last Ofsted inspection? Date: Outcome: <i>You must ensure that you have competed all Ofsted recommendations from your last inspection.</i>	Actions:
<p>3. Funded early education for 2, 3 & 4 year olds:</p> <p><i>Are children able to access their full entitlement in a way that meets the family's needs?</i></p> <p><i>Is the funded entitlement offer clearly stated?</i></p> <p><i>For children accessing their funded hours through a stretched offer do you have in place a stretched offer agreement signed by parent/carer and provider and attached to the PAF?</i></p>	LoP- Section B and C Additional Charges and Compliance Guidance for funded entitlement (see Suffolk Agreement for List of Providers) PAF stretched offer calculator.	Early Education Funding – Suffolk Learning List of Providers – Suffolk Learning Stretched Offer – Suffolk Learning		

LEARNING AND DEVELOPMENT REQUIREMENTS AND ASSESSMENT

Item	Requirement reference	Links & further information	Evidence	Action, if required.
<p>4. How do you ensure that your setting meets the needs of children & promotes their learning & development? <i>For further support/training needs see Suffolk Learning</i></p> <p>The Special Educational Needs and Disability (SEND) Code of Practice (2015)</p>	<p>EYFS, Section 1 The learning and development requirements (p.7 onwards- 1.1- 1.15).</p> <p>Early Years Inspection Handbook (2024).</p> <p>(Also refer to p.5 and footnotes for requirements for Out of School care regarding reception and nursery aged children)</p>	<p>Inclusion – SEND in Suffolk – Suffolk Learning</p> <p>www.gov.uk/government/publications/send-code-of-practice-0-to-25</p>		
<p>5. <i>How do you keep parents/carers up to date with their child's progress and development?</i></p> <p><i>What arrangements are in place to manage and complete a 'progress check at age two'?</i></p>	<p>EYFS p.13-14 (2.1-2.9)</p>	<p>'Thinking again about assessment' resources.</p> <p>Assessment – Suffolk Learning</p> <p>Progress check at age 2 - GOV.UK (www.gov.uk)</p>		
<p>6. Do you have any children attending at the end of the EYFS (attending in the summer term of the reception year or the academic year in which their fifth birthday falls)? If yes, you MUST complete their EYFS Profile and submit data to SCC by the annual deadline.</p>	<p>EYFS p.14 (2.10-2.11)</p> <p>EYFS Annex B and C p.35-42.</p>		<p><i>For further support e-mail childcare.planning@suffolk.gov.uk</i></p>	

SAFEGUARDING AND WELFARE REQUIREMENTS

Item	Requirement reference	Links & further information	Evidence	Action, if required.
Safeguarding practices and procedures				
<p>7. Childminders MUST take all necessary steps to keep children safe and well.</p> <p>Childminders working alone or with assistant MUST take lead responsibility for safeguarding children in their setting.</p> <p>Childminders MUST have and implement policies and procedures to keep children safe and meet EYFS requirements and these should be in line with the guidance & procedures of Suffolk Safeguarding Partnership: Safeguarding Children (SSP).</p> <p>Any procedures or policy MUST include:</p> <ul style="list-style-type: none"> • The action to be taken when there are safeguarding concerns about a child. • The action taken in the event of an allegation being made against the childminder or an assistant. • How mobile phones, cameras and other electronic devices with imaging and sharing capabilities are used in the setting. <p><i>Good practice would be to include the appropriate use of social networking sites.</i></p>	<p>EYFS p.15- (3.1-3.7) LoP- Section B</p>	<p>For further information refer to the following:</p> <p>Suffolk Safeguarding Partnership: Safeguarding Children-</p> <p>http://www.suffolkscb.org.uk/</p> <p>Multi-agency safeguarding hub-</p> <p>https://www.suffolk.gov.uk/care-and-support-for-adults/protecting-people-at-risk-of-abuse/mash/</p> <p>Suffolk Learning: Safeguarding and Health Information – Suffolk Learning</p> <p>Safeguarding children and protecting professionals in early years settings: online safety considerations - GOV.UK (www.gov.uk)</p>		
Concerns about children’s safety and welfare				
<p>8. If childminders have concerns about children’s safety and welfare, they MUST immediately notify their local authority children’s social care team, in line with local reporting procedures, and, in emergencies the police.</p>		<p>Useful websites:</p> <p>https://www.nspcc.org.uk/what-we-do/news-opinion/new-whistleblowing-advice-line-</p>	<p><i>How do you keep up to date with the local safeguarding (SSP) reporting procedures?</i></p> <p><i>If you employ staff, how do</i></p>	

<p>Childminders MUST inform Ofsted or their Childminding Agency (CMA) of any allegations of serious harm or abuse by anyone living, working or looking after children at the premises.</p> <p>You MUST inform OFSTED or your childminder agency of any allegations of serious harm or abuse “by any person living, working, or looking after children at the premises or elsewhere within 14 days of the allegations being made”, and of the action taken in respect of the allegations.</p> <p>If you have concerns about an adult working with a child under the age of 18 you need to contact the Local Authority Designated Officer (LADO) via email on LADO@suffolk.gov.uk or the LADO central telephone number 0300 123 2044, for allegations against all staff and volunteers.</p>		<p>professionals/</p> <p>https://www.ceop.police.uk/safety-centre/</p> <p>https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2</p> <p>Prevent duty guidance: England and Wales (2023) - GOV.UK (www.gov.uk) Updated December 2023.</p> <p>Keeping children safe in education - GOV.UK (www.gov.uk) Updated September 2023.</p> <p>Ofsted Customer Service 0300 123 1231</p> <p>Childcare: significant events to notify Ofsted about - GOV.UK (www.gov.uk)</p> <p>LADO — Suffolk Safeguarding Partnership (suffolksp.org.uk)</p>	<p><i>you ensure that all staff have up to date knowledge of safeguarding policies and procedures?</i></p> <p><i>How do you ensure all staff receive regular updates on safeguarding at least annually?</i></p> <p><i>If you employ staff, good practice would be to include safeguarding knowledge and practice as an agenda item at supervisions.</i></p>	
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<p>9. LoP members - It is good practice to have a policy, which is shared with parents, outlining procedures to inform you of any children's absence, planned or unplanned.</p> <p>If a child is a Looked After Child, subject to a Child Protection Plan or a Child in Need then the social worker must be informed of any unexplained absence.</p> <p>If you have any concerns about the safety or wellbeing of children, you should follow the safeguarding procedures outlined in your safeguarding policy which will have been shared with parents.</p>	LoP- Section B			
<p>10. LoP members- As a member of the List of Providers you must complete the annual: Safeguarding Self-Assessment Form. The form and deadline for submitting it is available at Safeguarding Self-Assessment (SSA) – Suffolk Learning</p> <p>NB: Please ensure you have completed and submitted the safeguarding self- assessment form by the deadline date. The balance of any Early Education grant funding claim will not be paid until the correctly completed form has been received.</p>	Agreement for Suffolk List of Providers. P.7	Agreement for Suffolk List of Provider Members – Suffolk Learning		
Suitable People				
<p>11. Childminders and any assistants MUST be suitable; they MUST have the relevant training and have passed any required checks to fulfil their roles.</p> <p>You must follow Safer Recruitment practices when recruiting staff.</p>	<p>EYFS p.16 (3.10-3.15)</p> <p>LOP-section B</p>	<p>Working together to safeguard children - GOV.UK (www.gov.uk)</p> <p>Safer recruitment guidance: Early Years & Childcare » Suffolk Safeguarding Partnership (suffolksp.org.uk)</p>	<p><i>What systems do you have in place to ensure that your staff, and any other person who is likely to have regular contact with children (including those living or working on the premises), are suitable?</i></p>	
<p>12. Ofsted or the agency with which the childminder is registered is responsible for checking the suitability of childminders, of</p>	EYFS p.17 (3.11-3.12)	https://www.gov.uk/government/organisations/disclosure-and-barring-service	<p><i>What procedures are in place to ensure compliance with these requirements?</i></p>	

<p>every other person looking after children for whom the childminding is being provided (whether on domestic or non-domestic premises), and of every other person aged 16 and over living or working on the same premises from which the childminding is being provided, including obtaining enhanced criminal records checks and barred list checks.</p> <p>An additional criminal records check (or checks if more than one country) should also be made for anyone who has lived or worked abroad.</p>		<p>www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants</p>		
<p>13. How do you ensure any assistants you work with are aware that they are expected to disclose any convictions, cautions, court orders, reprimands & warnings which may affect their suitability whether received before or during their employment at the setting? How do you ensure that people, whose suitability has not been checked, including through a DBS check, do not have unsupervised contact with the children being cared for?</p>	<p>EYFS p.17 (3.13)</p>			
<p>14. Providers must also meet their responsibilities under the Safeguarding Vulnerable Groups Act 2006, 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.</p> <p><i>How do you ensure that you meet your responsibilities under the Safeguarding Vulnerable Groups Act 2006?</i></p>	<p>EYFS p.17 (3.15)</p>			
<p>Disqualification</p>				

<p>15. Ensure you are aware and understand the requirements set out in the disqualification section of the EYFS.</p>	<p>EYFS p.17 (3.16-3.21)</p>	<p>https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006</p>	<p><i>How do you ensure that you meet the requirements of the EYFS in the event of disqualification?</i></p> <p><i>Do you regularly remind staff of their duty to disclose any information which could potentially disqualify them from continuing to be suitable to work in their current role?</i></p> <p><i>This can be done during regular one-to-one or supervision meetings.</i></p>	
<p>Staff taking medication/other substances</p>				
<p>16. Childminders and childminding assistants MUST not be under the influence of alcohol or any other substance which may impair their ability to care for children.</p>	<p>EYFS p.18 (3.22)</p>		<p><i>How do you ensure staff are aware of this requirement?</i></p> <p><i>How do you ensure staff medication is stored securely out of the reach of children?</i></p>	
<p>Smoking and Vaping</p>				
<p>17. Providers MUST not allow smoking in or on the premises when children are present or about to be present. Staff should not vape or use e-cigarettes when children are present.</p>	<p>EYFS p.18 (3.23)</p>	<p>Use of e-cigarettes in public places and workplaces - GOV.UK (www.gov.uk)</p>	<p><i>How do you ensure you comply with this?</i></p>	
<p>Training, support & skills</p>				
<p>18. Childminders MUST have appropriate qualifications, training, skills, knowledge, and a clear understanding of their role and responsibilities in order to provide good quality early years education. Childminders MUST follow their legal responsibilities under the Equality Act 2010.</p> <p><i>How do you do this?</i></p>	<p>EYFS p.19 (3.24)</p> <p>EYFS p.19 (3.25)</p>	<p>Equality Act 2010 (legislation.gov.uk)</p>	<p><i>Do you have a professional development/training plan in place?</i></p>	

Safeguarding training				
<p>19. Childminders MUST demonstrate that they have knowledge and understanding of the EYFS, including how to implement it, as part of their registration with Ofsted or a CMA.</p> <p>Childminders MUST attend a child protection course that helps them to identify, understand and respond appropriately to signs of possible abuse and neglect at the earliest opportunity. <i>Read the possible abuse and neglect bullet points for 3.27 to check you have knowledge to identify, understand these and how you would respond.</i></p> <p><i>How do you ensure any other staff and assistants understand the setting's safeguarding policies and procedures and have up to date knowledge of safeguarding issues?</i></p>	EYFS p.19 (3.26-3.28)	Child abuse concerns: guide for practitioners - GOV.UK (www.gov.uk)		
Qualifications				
<p>20. For information: An approved qualification is defined by the Department for Education as meeting the criteria set out in the Early years qualification requirements and standards - GOV.UK (www.gov.uk)</p>				
Training and supervision of assistants' skills				
<p>21. Childminders are accountable for the quality of the work of any assistants and MUST be satisfied that assistants are competent to meet their roles and responsibilities.</p> <p>Childminders MUST ensure that assistants receive induction training to help them understand their roles and responsibilities.</p> <ul style="list-style-type: none"> <i>What is your induction process? Does it</i> 	EYFS p.20 (3.30-3.33)	Quality Improvement – Suffolk Learning		

<p><i>include information outlined in 3.31?</i></p> <ul style="list-style-type: none"> • <i>How does this support assistants to understand their roles and responsibilities?</i> <p>Childminders MUST put appropriate arrangements in place for the supervision of assistants who have contact with children, families and carers.</p> <ul style="list-style-type: none"> • <i>When and how do you carry out supervisions?</i> • <i>Do supervisions cover opportunities for staff as outlined in 3.33?</i> 				
Paediatric first aid				
<p>22. At least one person who has a current paediatric first aid (PFA) certificate MUST be on the premises at all times when children are present and must accompany children on outings. The certificate MUST be for a full course consistent with the criteria set out in Annex A – see also the footnotes on p.21.</p>	<p>EYFS p.20-21 (3.34-3.36) Annex A: p.33-34</p>			
English language skills				
<p>23. All staff MUST have sufficient understanding and use of English to ensure the well-being of the children. For example, childminders MUST be able to:</p> <ul style="list-style-type: none"> • Keep records in English. • Liaise with other agencies in English. • Summon emergency help. • Understand instructions, for example, about the safety of medicines or food hygiene. 	<p>EYFS p.21 (3.37)</p>			
Key Person				
<p>24. Each child MUST be assigned a key person.</p> <p><i>How do you assign a Key Person to each child? (If you work with an assistant/s)</i></p>	<p>EYFS p.21 (3.38)</p>			

<i>How is the Key Person role explained to parents/carers?</i>				
Staff: child ratios				
<p>25. Staffing arrangements MUST meet the needs of all children and ensure their safety.</p> <p><i>How do you ensure staffing arrangements and ratios meet the requirements set out in 3.39-3.49?</i></p>	<p>EYFS p.21-23 (3.39-3.49)</p>			
HEALTH	Requirement reference	Links and further information	Evidence	Action, if required.
Medicines				
<p>26. Childminders MUST promote the good health, including the oral health, of the children they look after.</p> <p>They MUST have a procedure, which must be discussed with parents and/or carers, for taking appropriate action if children are ill or infectious.</p> <p>You MUST have and implement a policy, and procedures, for administering medicines.</p> <p><i>How do you:</i></p> <ul style="list-style-type: none"> • <i>obtain information about a child's needs for medicines?</i> • <i>keep this information up to date?</i> • <i>provide training for staff where the administration of medicine requires medical or technical knowledge?</i> • <i>ensure that prescription medicines have been prescribed for a child by a doctor, dentist, nurse or pharmacist?</i> • <i>ensure that medicines containing aspirin are only given if prescribed by a doctor.</i> • <i>gain written parental permission to administer both prescribed and non-</i> 	<p>EYFS p.23-24 (3.50-3.53)</p> <p>Health protection in schools and other childcare facilities</p> <p>NHS – Oral Health – Take care of your teeth and gums.</p>	<p>https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities</p> <p>https://www.nhs.uk/live-well/healthy-body/take-care-of-your-teeth-and-gums/</p> <p>Oral health - Help for early years providers - GOV.UK (education.gov.uk)</p> <p>https://www.bma.org.uk/advice-and-support/gp-practices/managing-workload/prescribing-over-the-counter-medicines-in-nurseries-and-schools</p>	<p><i>What are your procedures for:</i></p> <ul style="list-style-type: none"> • <i>taking necessary steps to prevent the spread of infection?</i> • <i>taking appropriate action if children are ill?</i> <p><i>How do you share your procedures for administering medicines with parents?</i></p>	

<p><i>prescribed medicine.</i></p> <ul style="list-style-type: none"> • <i>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, or as soon as reasonably practicable.</i> • <i>ensure children's medication is stored appropriately and clearly labelled with their names</i> 				
Food and drink				
<p>27. Any meals, snacks and drinks provided for children MUST be healthy, balanced and nutritious.</p> <p><i>How do you:</i></p> <ul style="list-style-type: none"> • <i>obtain information from parents and/or carers about any special dietary requirements, preferences, food allergies and special health requirements that a child has?</i> • <i>ensure that fresh drinking water is available and accessible to children at all times?</i> • <i>record and act on information from parent and or carers about a child's dietary needs?</i> <p><i>If you employ staff, how do you ensure that all staff know about these and act upon the information?</i></p>	EYFS p. 24 (3.54)	<p>https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses</p> <p>https://www.pacey.org.uk/working-in-childcare/spotlight-on/new-food-allergens-regulations-for-childcare-provi/</p>	<i>How do you involve parents and carers in supporting children's healthy eating?</i>	
Food and drink facilities				
<p>28. There must be an area adequately equipped to provide healthy meals, snacks and drinks for children as necessary. There must be suitable facilities for the hygienic preparation of food for children, if necessary, including suitable sterilisation equipment for babies' food.</p> <p><i>How do you:</i></p> <ul style="list-style-type: none"> • <i>ensure that those preparing food are</i> 	EYFS p.24 (3.55)	<p>Example menus for early years settings in England - GOV.UK (www.gov.uk)</p> <p>OfSTED general enquiries: 0300 123 1231</p>		

<p><i>competent to do so?</i></p> <ul style="list-style-type: none"> • <i>ensure all staff involved in preparing and handling food receive training in food hygiene</i> 				
Food poisoning				
29. Childminders MUST notify Ofsted or the childminder agency with which they are registered of any food poisoning affecting two or more children cared for on the premises. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident. A childminder who, without reasonable excuse, fails to comply with this requirement, commits an offence.	EYFS p.24 (3.56)			
Supporting and understanding children's behaviour				
30. Childminders are responsible for supporting, understanding and managing children's behaviour in an appropriate way. <i>How do you ensure you and staff have the necessary skills and understanding to support children's behaviour?</i>	EYFS p. 24 (3.57-3.59)	Behaviour Guidance – Suffolk Learning		
31. You MUST NOT give or threaten corporal punishment which could negatively affect a child's wellbeing. <i>How do you ensure corporal punishment is not given by anyone who is caring for or in regular contact with a child in setting?</i>				
32. You MUST keep a record of any occasion where physical intervention is used and inform parents/carers on the same day or as soon reasonably practicable.				
Special educational needs				
33. Childminders are encouraged to identify someone to act as SENCO (Special Educational Needs coordinator)	EYFS p.25 (3.60)	www.gov.uk/childrens-services/special-educational-needs	<i>Add your local offer arrangements to your setting information on Suffolk Info link.</i>	

<p>Childminders registered on the LoP and who receive funding from the local authority to deliver early education places must have regard to the Special Educational Needs (SEN) code of Practice.</p> <p>34. You MUST have arrangements in place to support children with SEN or disabilities. This should be outlined in a 'Local Offer'. Suffolk County Council's Local Offer can be accessed at: Suffolk SEND Local Offer Community Directory</p>		<p>List of Providers – Suffolk Learning</p>	<p>http://infolink.suffolk.gov.uk/kb5/suffolk/infolink/home.page</p>	
Safety and suitability of premises, environment and equipment				
Accident or injury				
<p>35. Childminders MUST ensure a first aid box with appropriate items for use on children is always accessible. Childminders MUST keep a written record of accidents or injuries and first aid treatment.</p> <p><i>How do you keep a written record of accidents or injuries and first aid treatment?</i></p> <p><i>How do you ensure that parents/carers are informed of any accident or injury and first aid treatment given, on the same day or as soon as reasonably practicable?</i></p> <p>36. Childminders MUST inform Ofsted or the childminder agency registered with of any serious accident, illness, or injury to, or death of, any child while n their care, and of the action taken. This must be done as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.</p> <p>37. Childminders MUST notify local child protection agencies of any serious accident, or injury to, or death of any child and must act on any advice from those agencies.</p>	<p>EYFS p. 25 (3.61-3.62)</p>	<p>Childcare: significant events to notify Ofsted about - GOV.UK (www.gov.uk)</p> <p>http://suffolkscb.org.uk/</p>	<p><i>What procedures are in place to ensure you comply with these requirements?</i></p>	

Safety of premises				
<p>38. Childminders MUST ensure that their premises, including overall floor space and outdoor space is fit for purpose and suitable for the age of children cared for and the activities provided on the premises. Childminders MUST comply with the requirements of health and safety legislation (including fire safety and hygiene requirements)</p> <p>Childminders MUST have:</p> <ul style="list-style-type: none"> • emergency evacuation procedures • appropriate fire detection and control equipment which is in working order. <p>It is good practice to ensure everyone on the premises (children and adults) experience practice fire drills and knows the correct procedure.</p>	<p>EYFS p. 25-26 (3.63-3.64)</p>	<p>www.hse.gov.uk/pubns/books/law/poster.htm</p> <p>www.hse.gov.uk/riddor/</p> <p>http://www.rospa.com/home-safety/resources/policy-statements/electricity/</p>	<p><i>Are the emergency evacuation procedures clearly displayed?</i></p> <p><i>Does everyone know them?</i></p> <p><i>When & how often are they practiced?</i></p> <p><i>How do you record the drills?</i></p>	
Indoor space requirements				
<p>39. The premises and equipment MUST be organised in a way that meets the needs of all children. Childminders MUST meet the indoor space requirements where indoor activity in a building forms the main part of (or is integral) to the provision. These are set out in section 3.65.</p> <p><i>How do you ensure that, as far as is reasonable, the facilities, equipment and access to the premises are suitable for all children?</i></p>	<p>EYFS p. 26 (3.65-3.67)</p>			
Outdoor access				
<p>40. Childminders MUST provide access to an outdoor play area or, if that is not possible, ensure that outdoor activities are planned and taken daily.</p> <p><i>How do you meet the outdoor access requirement?</i></p>	<p>EYFS p. 26 (3.68)</p>			

<p>You must follow your legal responsibilities under the Equality Act 2010, for example, the provisions on reasonable adjustments.</p>				
<p>Sleeping arrangements</p>				
<p>41. Sleeping children MUST be frequently checked to ensure that they are safe. This includes ensuring cots and bedding are in good condition and suited to the age of the child and babies are placed down to sleep safely in line with the latest government safety guidance Sudden infant death syndrome (SIDS) - NHS (www.nhs.uk) and Reduce the risk of sudden infant death syndrome (SIDS) - NHS (www.nhs.uk)</p>	<p>EYFS p. 27 (3.69)</p>		<p><i>How do you make provision for children who wish to relax, play quietly or sleep?</i></p> <p><i>How do you ensure that sleeping children are frequently checked?</i></p> <p><i>How do you ensure an adequate supply of clean bedding is available?</i></p>	
<p>Toilets and intimate hygiene</p>				
<p>42. Childminders MUST ensure:</p> <ul style="list-style-type: none"> • There is an adequate number of toilets and hand basins available. • There are suitable hygienic changing facilities for any children who are in nappies. • There is an adequate supply of clean bedding, towels, spare clothes and other necessary items. 	<p>EYFS p. 27 (3.70)</p>			
<p>Organising premises for confidentiality and safeguarding</p>				
<p>43. Childminders MUST ensure that:</p> <p>On request, there is an area where they may talk to parents/carers confidentially.</p> <p>Children are only released into the care of individuals of whom the parent has explicitly notified the childminder.</p> <p>Children do not leave the premises</p>	<p>EYFS p. 27 (3.71)</p>		<p><i>Does the visitors' book include arrival and departure times?</i></p> <p><i>Is ID checked?</i></p>	

<p>unsupervised.</p> <p>They take all reasonable steps to prevent unauthorised persons entering the premises (see footnote 25) and have an agreed procedure for checking identity of visitors.</p> <p><i>What systems do you have in place to comply with the above?</i></p>				
Insurance				
<p>44. Childminders MUST carry the appropriate insurance, (e.g. public liability insurance) to cover all premises from which they provide childcare.</p>	EYFS p. 27 (3.72)			
Safety on outings				
<p>45. Children MUST be kept safe while on outings. Childminders MUST assess risks or hazards for the children and MUST identify the steps to be taken to remove, minimise and manage risks and hazards. This MUST include consideration of adult: child ratios. The risk assessment does not necessarily need to be in writing; this is up to childminders to judge.</p> <p>46. Vehicles transporting children, and the driver of these vehicles, must be adequately insured.</p>	EYFS p.27-28 (3.73-3.74)	<p>Outings Risk Assessments - Keeping Children Safe - Childcare.co.uk</p>	<p><i>What procedures are in place regarding risk assessments?</i></p> <p><i>It would be good practice to obtain written permission from parents/carers for outings/visits.</i></p> <p><i>Date insurance due:</i> <i>Date MOT (if applicable) due:</i></p>	
Risk assessment				
<p>47. Childminders MUST take all reasonable steps to ensure children in their care and any assistants, are not exposed to risks and must be able to demonstrate they are managing risks. Any procedures for risk assessments should be reviewed regularly.</p>	EYFS p.28 (3.75)	<p>Managing risks and risk assessment at work – Overview - HSE</p>	<p><i>How do you ensure you comply with this?</i></p> <p><i>Do you assess security, hygiene, equipment, routines, indoor and outdoor environment and outings?</i></p>	

Information and record keeping				
<p>48. Childminders MUST maintain records, obtain and share relevant information (with parents/carers and other professionals working with the child, the police, social services and Ofsted or the CMA, as appropriate) in order to ensure the safe and efficient management of the setting, and to help to ensure the needs of all children are met.</p> <p>Childminders MUST enable a regular two-way flow of information with parents/carers. If requested, you should incorporate parents'/carers' comments into children's records.</p>	<p>EYFS p.28 (3.76-3.79 and footnotes 27/28/29)</p>	<p>www.ico.org.uk/</p>	<p><i>What systems are in place to ensure you comply with information and record keeping requirements?</i></p>	
<p>49. Records MUST be easily accessible (these may be kept securely off the premises). Confidential information and records about staff and children MUST be held securely and only accessible and available to those who have a right or professional need to see them. Childminders MUST be aware of their responsibilities under the Data Protection Legislation and where relevant the Freedom of Information Act 2000.</p>	<p>EYFS p.28 (3.77)</p> <p>Data Protection Act 2018.</p> <p>National Cyber Security Centre guidance</p>	<p>https://ico.org.uk/</p> <p>https://www.gov.uk/data-protection</p> <p>https://www.ncsc.gov.uk/guidance/early-years-practitioners-using-cyber-security-to-protect-your-settings</p>	<p><i>N.B. The Data Protection Act requires all businesses to register with the Information Commissioners Office (ICO) unless exempt. If you are processing personal information electronically for the provision of childcare - including taking photographs of the children in your care using a digital camera - then you must register with the ICO.</i></p>	
<p>50. Childminders MUST ensure that they and any assistants understand the need to protect the privacy of the children in their care, as well the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality. Parents MUST be given access to all records about their child provided that no relevant exemptions apply to their disclosure under the</p>	<p>EYFS p.29 (3.78 and footnote 30)</p>			

Date Protection Act.				
51. Records relating to individual children must be retained for a reasonable period of time after they have left the provision (footnote 31- Individual childminders should determine how long to retain records relating to individual children after they have left the setting).	EYFS p.29 (3.81)			
52. For LoP members- It is your responsibility to ensure that every parent/carer has a copy of the 'Privacy Notice' in order to ensure compliance with Data Protection legislation.	LoP- Suffolk Agreement p.15		<i>When do you give this to parents? Is this included in your parent information pack?</i>	
Information about the child				
53. Childminders MUST record the following information for each child in their care: full name; date of birth; name and address of every parent/carer known to the provider (and information about any other person who has parental responsibility for the child); which parents/carers the child normally lives with; and emergency contact details for parents/carers	EYFS p.29 (3.80)		<i>Amend your registration form as necessary to ensure all this information is gained on entry.</i>	
Information for parents and carers				
54. Childminders MUST share the information outlined on pages 29/30, 3.81 available to parents and/or carers using the setting.	EYFS p.29-30 (3.81)	What to expect when in the EYFS (A guide for Parents): Updated guidance to support the EYFS - Foundation Years	<i>How do you do this?</i>	
Complaints				
55. Childminders are not required to have a written procedure for handling complaints, but they MUST keep a record of any complaints they receive and their outcome. Childminders MUST: Investigate written complaints relating to their fulfilment of the EYFS requirements. Notify the person who made the complaint of	EYFS p.30 (3.82)			

<p>the outcome of the investigation within 28 days of having received the complaint.</p> <p>Make the record of complaint/s available to Ofsted or the relevant childminder agency on request.</p>				
<p>56. Childminders MUST give parents/carers contact details for Ofsted or the childminder agency that you are registered with if they believe the provider is not meeting the EYFS requirements.</p> <p>Contact details for Ofsted: 0300 123 1231</p>	EYFS p.30 (3.83)	http://www.ofsted.gov.uk/resources/poster-for-parents-childcare	<i>For example, by displaying the current Ofsted Parent/carer poster (updated November 2023).</i>	
Inspections and quality assurance visits				
<p>57. If a childminder becomes aware that they are to be inspected by Ofsted or have a quality assurance visit by the CMA they MUST notify parents and/or carers. Once inspected they MUST supply a copy of the report to parents/carers of the children attending on a regular basis of the outcome.</p>	EYFS p.30. (3.84)			
Information about the childminder				
<p>58. Childminders MUST hold the following documentation:</p> <ul style="list-style-type: none"> • Their name, home address & telephone number of the provider and any other person living or employed on the premises. • Name, home address & telephone number of anyone else who will regularly be in unsupervised contact with the children. • A daily record of the names of children attending their hours of attendance & the names of each child's key person (if this is not the childminder themselves) • Their certificate of registration (which can be displayed digitally, for example, on a 	EYFS p.30-31 (3.85)		<i>How do you make your registration certificate available to parents/carers?</i>	

childminder's website, and MUST be made available to parents and/or carers on request).				
Changes that must be notified to Ofsted or the relevant childminder agency (CMA)				
59. Childminders MUST notify Ofsted or their CMA of any changes detailed on page 31 of the EYFS.	EYFS p 31 (3.86)	Childcare: significant events to notify Ofsted about - GOV.UK (www.gov.uk)		
Other Legal Duties				
60. The EYFS sits alongside other legal obligations and do not supersede or replace any other legislation which childminders MUST still meet as listed on pg. 31-32 of the EYFS. <i>How do you ensure you meet the other duties on providers?</i>	EYFS p.31-32 (3.87)			