

## Early Years Foundation Stage checklist for group and school based early years providers

The Early Years Foundation Stage (EYFS) for **group and school based early years providers** sets out what providers must do to promote the learning and development of all children in their care and are designed to help providers create a high quality, welcoming and safe setting 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 setting 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:**

- **Statutory framework for the Early Years Foundation Stage (January 2024):**  
<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>
- **The Education Inspection framework: education, skills and early years: (published May 2019, updated July 2023)** <https://www.gov.uk/government/publications/education-inspection-framework>
- **Early years inspection handbook (published May 2019, updated April 2024):**  
<https://www.gov.uk/government/publications/early-years-inspection-handbook-eif>
- **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-safeguard-children-2023)
- **Other supporting documents, such as the Suffolk Agreement List of Providers Guidance, can be accessed at:**  
[Early Years – Suffolk Learning](#)

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<b>BUSINESS MANAGEMENT</b>				
<b>Item</b>	<b>Requirement reference</b>	<b>Links &amp; further information</b>	<b>Evidence</b>	<b>Action, if required, and person responsible</b>
1. What is the legal structure/management structure of your setting? <i>If voluntary committee run, you should have a Chairperson, Secretary, Treasurer and other committee members.</i>  <i>N.B. Ofsted MUST have an up-to-date list of the members of the committee.</i> <i>You are required by law to keep your trustee details up to date with the Charity Commission.</i>		<a href="https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted">https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted</a>  Charity Commission: <a href="http://www.gov.uk/government/organisations/charity-commission">www.gov.uk/government/organisations/charity-commission</a>  Information on writing a reserves policy, 2016: <a href="http://www.gov.uk/government/publications/charities-and-reserves-cc19">www.gov.uk/government/publications/charities-and-reserves-cc19</a>  Committee Information: <a href="https://suffolklearning.com/early-years/committee-info-pre-schools/">https://suffolklearning.com/early-years/committee-info-pre-schools/</a> (Including Committee responsibilities and Ofsted).  For further information, visit the Early Years Alliance or NDNA website: <a href="https://www.eyalliance.org.uk/">https://www.eyalliance.org.uk/</a> <a href="http://www.ndna.org.uk">www.ndna.org.uk</a>	Ofsted URN: Registered Charity number (if applicable):  Nominated person: Manager/Supervisor:  Chairperson: Secretary: Treasurer: Other committee members:	
2. Ofsted Inspection for LoP members Providers should notify SCC immediately	LoP- Section E	<a href="#">List of Providers – Suffolk</a>	What was the outcome of your last Ofsted	Actions:

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<p>following Ofsted notifying them of an inspection. This should be done by email <a href="mailto:childcare.planning@suffolk.gov.uk">childcare.planning@suffolk.gov.uk</a> 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: <a href="mailto:childcare.planning@suffolk.gov.uk">childcare.planning@suffolk.gov.uk</a> with the subject marked as List of Providers – Ofsted inspection outcome.</p>	and F	<a href="#">Learning</a>  Ofsted Action Plan examples: <a href="#">Quality Improvement – Suffolk Learning</a>	inspection? Date: Outcome: <i>You MUST ensure that you have completed all Ofsted recommendations from your last inspection.</i>	
<p>3. Funded early education:</p> <p>Are children able to access their full entitlement in a way that meets the family's needs?</p> <p>Is the funded entitlement offer clearly stated?</p> <p>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?</p>	LoP- Section B and C  Additional Charges and Compliance Guidance for funded entitlement (see Suffolk List of Providers)  PAF stretched offer calculator	<a href="#">Early Education Funding – Suffolk Learning</a>  <a href="#">List of Providers – Suffolk Learning</a>  <a href="#">PAF-Stretched Offer-Ethnicity codes – Suffolk Learning</a>		
<p>4. Are mandatory policies and procedures in place as specified in the EYFS (2024)?</p> <p><i>Policies and procedures should be reviewed annually, signed and dated by the Chairperson/Director and all staff, committee members, students and volunteers should be aware of and follow</i></p>	EYFS p. 21 (3.3)		<i>When did your setting last review your policies and procedures?</i>  <i>It is good practice for staff, committee members, students and volunteers to individually</i>	

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<i>these policies and procedures to effectively meet the Safeguarding and Welfare Requirements.</i>			<i>sign the original copy of each policy to confirm that they have read it.</i>	
<b>LEARNING AND DEVELOPMENT REQUIREMENTS AND ASSESSMENT</b>				
Item	Requirement reference	Links & further information	Evidence	Action, if required, and person responsible
5. How do you ensure your curriculum and learning environment meets the needs of all children to support their learning and development?	EYFS, Section 1 The learning and development requirements 1.1-1.20 p.8-18.  Early Years Inspection Handbook  (Also refer to footnote 5 pg. 6 about the requirements for Out of School care regarding reception and nursery aged children)	<a href="#">Inclusion – SEND in Suffolk – Suffolk Learning</a>  <a href="http://www.gov.uk/government/publications/send-code-of-practice-0-to-25">www.gov.uk/government/publications/send-code-of-practice-0-to-25</a>		
6. How do you keep parents/carers up to date with their child's progress and development? What arrangements are in place to manage and complete <b>'The EYFS progress check at</b>	EYFS p.19 (2.1-2.19)	'Thinking again about assessment'.		

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age two'?		<a href="#">Assessment – Suffolk Learning</a> <a href="#">Progress check at age 2 - GOV.UK (www.gov.uk)</a>		
7. 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.	EYFS p.20 & 21 (2.13 – 2.19)		<i>For further support e-mail <a href="mailto:childcare.planning@suffolk.gov.uk">childcare.planning@suffolk.gov.uk</a></i>	
<b>SAFEGUARDING AND WELFARE REQUIREMENTS</b>				
<b>Item</b>	<b>Requirement reference</b>	<b>Links &amp; further information</b>	<b>Evidence</b>	<b>Action, if required, and person responsible</b>
<b>Safeguarding policies and procedures and concerns about children's safety and welfare</b>				
8. You MUST have and implement a policy and procedures to safeguard children. These must be in line with the guidance and procedures of Suffolk Safeguarding Partnership (SSP)  You MUST have a practitioner designated to take lead responsibility for safeguarding children. The lead practitioner is responsible for liaison with local statutory children's services agencies and with the SSP.  Any safeguarding procedures and policies	EYFS p.22 (3.1-3.8)  LoP - Section B	For further information refer to the following:  <b>Suffolk Safeguarding Partnership: Safeguarding Children-</b>  <a href="http://www.suffolkscb.org.uk/">http://www.suffolkscb.org.uk/</a>  <b>Multi-agency safeguarding hub-</b>  <a href="https://www.suffolk.gov.uk/care-">https://www.suffolk.gov.uk/care-</a>	Name of designated safeguarding lead:  Date of courses attended:  Name of deputy designated safeguarding lead:  Date of courses attended:	

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<p>must include:</p> <ul style="list-style-type: none"> <li>• The action taken when there are safeguarding concerns about a child</li> <li>• The action to be taken in the event of an allegation being made against the member of staff</li> <li>• How mobile phones, cameras and other electronic devices with imaging and sharing capabilities are used in the setting.</li> </ul> <p><i>Good practice would be to include appropriate use of social network platforms.</i></p>		<p><a href="#">and-support-for-adults/protecting-people-at-risk-of-abuse/mash/</a></p> <p><b>Suffolk Learning:</b>  <a href="#">Safeguarding and Health Information – Suffolk Learning</a></p> <p><b>Useful websites:</b></p> <p><a href="#">Safeguarding children and protecting professionals in early years settings: online safety considerations - GOV.UK (www.gov.uk)</a></p> <p><a href="https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2">https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2</a></p> <p><a href="https://www.nspcc.org.uk/what-we-do/news-opinion/new-whistleblowing-advice-line-professionals/">https://www.nspcc.org.uk/what-we-do/news-opinion/new-whistleblowing-advice-line-professionals/</a></p> <p><a href="https://www.ceop.police.uk/safety-centre/">https://www.ceop.police.uk/safety-centre/</a></p>		
<p>9. How do you ensure that all staff:</p> <ul style="list-style-type: none"> <li>• have up-to-date knowledge of safeguarding policies and procedures.</li> <li>• receive regular updates on safeguarding at least annually.</li> <li>• update their Safeguarding Children training every three years and have a comprehensive understanding of Suffolk</li> </ul>	<p>EYFS p.22- 23 (3.1- 3.8)</p> <p>Early Years Inspection Handbook</p>		<p><i>Good practice would be to include safeguarding knowledge and practice as an agenda item at each staff meeting and supervisions</i></p>	

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Safeguarding Partnership's safeguarding processes and procedures.				
<p>10. Do you have a copy of the Government's statutory guidance 'Working together to Safeguard Children'? (Current version December 2023) and 'Prevent duty guidance for England and Wales (2015, updated March 2024)</p> <p>If providers have concerns about children's safety or welfare, they must notify agencies with statutory responsibilities without delay. This means the local children's social care services and, in emergencies, the police.</p> <p>How do you ensure all staff know what to do if they have concerns about a child?</p>	<p>EYFS p.23 (3.7)</p> <p>LoP- Section B</p>	<p><a href="https://www.gov.uk">Working together to safeguard children - GOV.UK (www.gov.uk)</a></p> <p><b>DfE Advice-</b>  <a href="https://www.gov.uk/government/publications/prevent-duty-guidance">https://www.gov.uk/government/publications/prevent-duty-guidance</a></p> <p><a href="https://www.gov.uk">Keeping children safe in education - GOV.UK (www.gov.uk)</a></p> <p><b>SCC – Supporting people at risk of radicalisation.</b></p> <p><a href="https://www.suffolk.gov.uk/care-and-support-for-adults/protecting-people-at-risk-of-abuse/supporting-people-at-risk-of-radicalisation/">https://www.suffolk.gov.uk/care-and-support-for-adults/protecting-people-at-risk-of-abuse/supporting-people-at-risk-of-radicalisation/</a></p> <p><a href="https://www.suffolk.gov.uk/multi-agency-safeguarding-hub-mash">Multi-Agency Safeguarding Hub (MASH) » Suffolk Safeguarding Partnership (suffolksp.org.uk)</a></p>		
<p>11. You MUST inform OFSTED 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 allegation(s) 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</p>	<p>EYFS p.23 (3.8)</p>	<p>Ofsted Customer Service 0300 123 1231</p> <p><a href="https://www.gov.uk">Childcare: significant events to notify Ofsted about - GOV.UK (www.gov.uk)</a></p> <p><a href="https://www.suffolk.gov.uk/lado">LADO — Suffolk Safeguarding Partnership</a></p>		

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<p>contact the Local Authority Designated Officer (LADO) via email on <a href="mailto:LADO@suffolk.gov.uk">LADO@suffolk.gov.uk</a> or the LADO central telephone number <b>0300 123 2044</b>, for allegations against all staff and volunteers.</p>		<a href="http://suffolksp.org.uk">(suffolksp.org.uk)</a>		
<p>It is good practice to have a policy, which is shared with parents, outlining procedures to inform the setting of any 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>	LoP- Section B			
<p>12. As a member of the List of providers you must complete the annual <b>Safeguarding Self-Assessment Form</b>. The form and deadline for submitting it is available at: <a href="#">Safeguarding Self-Assessment (SSA) – Suffolk Learning</a></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>		<a href="#">Agreement for Suffolk List of Provider Members – Suffolk Learning</a>		
<b>Suitable People</b>				
<p>13. You MUST ensure that people looking after children are suitable; they must have the relevant qualifications, training and have passed any required checks to fulfil their roles. Providers must take appropriate steps to verify qualifications, including in cases where</p>	EYFS p.23 (3.9)	<a href="#">Home » Suffolk Safeguarding Partnership (suffolksp.org.uk)</a>	What systems are in place for ensuring people looking after children and/or have regular contact with children are suitable?	



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<p>physical evidence cannot be produced.</p> <p>Providers must also ensure that any person who may have regular contact with children (for example including those living or working on the same premises the early years provision is provided) is suitable.</p>				
<p>14. You must follow Safer Recruitment practices (see Safer Recruitment Guidance on SSP website)</p>	<p>LoP -Section B</p>	<p><a href="http://www.workingtogetheronline.co.uk/">http://www.workingtogetheronline.co.uk/</a></p> <p>Safer recruitment guidance:  <a href="#">Safeguarding Training, Resources &amp; Safer Recruitment Guidance – Suffolk Learning</a></p> <p><a href="#">Safeguarding and Health Information – Suffolk Learning</a></p>		
<p>15. You MUST obtain an enhanced criminal record check where appropriate.</p>	<p>EYFS p.23-24 (3.11- 3.15)</p>	<p><a href="http://www.gov.uk/government/organisations/disclosure-and-barring-service">www.gov.uk/government/organisations/disclosure-and-barring-service</a></p> <p><a href="https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants">https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants</a></p>	<p><i>What procedures are in place to ensure compliance with these requirements?</i></p>	
<p>16. How do you ensure staff are aware that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability whether received before or during their employment at the setting?</p> <p>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</p>	<p>EYFS p.23- 24 (3.11-3.15)</p>			

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cared for?				
<b>Disqualification</b>				
17. Ensure you are aware and understand the requirements set out in the Disqualification section of the EYFS.	EYFS p.24-25 (3.16 – 3.20)	<a href="https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006">https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006</a>	<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 and volunteers 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>	
<b>Staff taking medication/other substances</b>				
<p>18. How do you ensure that staff working with children are not under the influence of alcohol or any other substance which may impair their ability to care for children?</p> <p>How do you ensure that staff medication is stored securely out of the reach of children?</p>	EYFS p.25 (3.21)		<p><i>How do you ensure staff are aware of this requirement?</i></p>	
<b>Smoking and vaping</b>				
19. Providers MUST not allow smoking in or on the premises when children are present or about to be present. Practitioners should not	EYFS p.26 (3.22)	<a href="#">Use of e-cigarettes in public places and workplaces -</a>		

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vape or use e-cigarettes when children are present and providers should consider		<a href="http://www.gov.uk">GOV.UK (www.gov.uk)</a>		
<b>Qualifications, training, support &amp; skills</b>				
20. You MUST follow the legal responsibilities under the Equality Act 2010 including the fair and equal treatment of practitioners regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.	EYFS p.26 (3.23)			
<b>Safeguarding training</b>				
<p>21. Providers MUST train all staff to understand their safeguarding policy and procedures and ensure that all staff have up to date knowledge of safeguarding issues. Training made available by the provider must enable staff to identify signs of possible abuse and neglect at the earliest opportunity and to respond in a timely way.</p> <p>How do you ensure your staff are able to identify the signs of possible abuse as set out in point 3.24?</p> <p>The lead practitioner MUST provide support, advice and guidance to any other staff on an ongoing basis and on any specific safeguarding issues as required.</p>	EYFS p.26 (3.24)	<a href="http://www.gov.uk">Female genital mutilation - GOV.UK (www.gov.uk)</a>  <a href="http://www.gov.uk">Child abuse concerns: guide for practitioners - GOV.UK (www.gov.uk)</a>		
<b>Training and skills</b>				
22. You MUST ensure that all staff receive induction training to help them understand	EYFS p.27 (3.26)		What is the induction process and how is this	

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<p>their roles and responsibilities.</p> <p>Does your induction training include all the information outlined in point 3.26?</p>			<p>implemented?</p>	
<b>Supervision of staff</b>				
<p>23. Providers MUST put appropriate arrangements in place for the supervision of staff who have contact with children and families.</p> <p>What systems are in place for staff supervisions and appraisals and do they provide opportunities for staff to include the information outlined in 3.28?</p> <p>Do staff have written training plans in place? (Good Practice)</p> <p>It is good practice to carry out peer observations with staff to help them improve their knowledge, understanding and practice. Evidence from these observations can be discussed during regular supervisions and appraisals and guidance given on performance management and professional development.</p>	<p>EYFS p.27 (3.27-3.28)</p>	<p>Supervision and Peer observations guidance:</p> <p><a href="#">Quality Improvement – Suffolk Learning</a></p>		
<b>Paediatric First aid</b>				
<p>24. How do you ensure (and demonstrate) that at least one person who has a current paediatric first aid (PFA) certificate is on the premises and available at all times when children are present (and also on outings)?</p> <p>How do you meet the PFA qualification and</p>	<p>EYFS p.27 (3.29-footnote 19)</p> <p>Annex A- EYFS p.42</p>		<p><i>Where do you record dates for renewal of PFA for staff included in ratios?</i></p>	

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ratio requirements set out in 3.31?  Where do you display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate?	EYFS p.28 (3.31)  EYFS p.28 (3.32)			
<b>English language skills</b>				
25. Providers MUST ensure that staff have sufficient understanding and use of English to ensure the well- being of children in their care. For example, settings MUST be able to: <ul style="list-style-type: none"> <li>• Keep records in English.</li> <li>• Liaise with other agencies in English.</li> <li>• Summon emergency help.</li> <li>• Understand instructions. For example, about safety of medicines or food hygiene.</li> </ul>	EYFS p.28 (3.33)			
<b>Key Person</b>				
26. Each child MUST be assigned a Key Person as set out in 3.34.  How do you explain the key person to parents and/or carers?	EYFS p.28. (3.34)		<i>What is your process for assigning key persons to children?</i>	
<b>Staff: child ratios</b>				
27. How do you ensure and demonstrate, that the correct ratio and qualification requirements are ALWAYS in place?	EYFS p.28–32 (3.35 - 3.49)	<a href="http://www.gov.uk">Early years qualification requirements and standards - GOV.UK (www.gov.uk)</a>	Manager: Qualifications:  Named deputy:	

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<p><i>Who acts as named deputy in the absence of the manager? (Providers must ensure there is named deputy who, in their judgement, is capable and qualified to take charge in the manager's absence)</i></p>		<p><a href="http://www.gov.uk">Check early years qualifications - GOV.UK (www.gov.uk)</a></p>	<p>Qualifications:</p>	
<b>Before/after school care and holiday provision</b>				
<p>28. If the provision is solely before/after school care or holiday provision for children who normally attend reception class (or older) during the school day there <b>MUST</b> be sufficient staff as for a class of 30 children.</p> <p>If this applies to your setting how do you meet the requirements set out in 3.50 including footnote 39?</p>	<p>EYFS p.32 (3.50)</p>			
<b>HEALTH</b>				
<b>Medicines</b>				
<p>29. Providers <b>MUST</b> promote the good health, including the oral health, of the children they look after.</p> <p>They <b>MUST</b> have a procedure, which must be discussed with parents and/or carers, for taking appropriate action if children are ill or infectious.</p> <p><b>You MUST have and implement a policy, and procedures, for administering medicines.</b></p> <p><i>How do you:</i></p> <ul style="list-style-type: none"> <li>• <i>obtain information about a child's needs for medicines.</i></li> </ul>	<p>EYFS p.33 (3.51-3.54)</p> <p>Health protection in schools and other childcare facilities</p> <p>NHS – Oral Health – Take care of your teeth and gums</p>	<p><a href="https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities">https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities</a></p> <p><a href="https://www.nhs.uk/live-well/healthy-body/take-care-of-your-teeth-and-gums/">https://www.nhs.uk/live-well/healthy-body/take-care-of-your-teeth-and-gums/</a></p> <p><a href="http://education.gov.uk">Oral health - Help for early years providers - GOV.UK (education.gov.uk)</a></p> <p><a href="https://www.bma.org.uk/advice-and-support/gp-">https://www.bma.org.uk/advice-and-support/gp-</a></p>	<p><i>What are your procedures for:</i></p> <ul style="list-style-type: none"> <li>• <i>taking necessary steps to prevent the spread of infection?</i></li> <li>• <i>Taking appropriate action if children are ill? What is your procedure for administering medicines?</i></li> </ul>	

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<ul style="list-style-type: none"> <li>• <i>keep this information up to date.</i></li> <li>• <i>provide training for staff where the administration of medicine requires medical or technical knowledge.</i></li> <li>• <i>ensure that prescription medicines have been prescribed for a child by a doctor, dentist, nurse or pharmacist.</i></li> <li>• <i>ensure that medicines containing aspirin are only given if prescribed by a doctor.</i></li> <li>• <i>gain written parental permission to administer both prescribed and non-prescribed medicine.</i></li> <li>• <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></li> <li>• <i>ensure children's medication is stored appropriately and clearly labelled with their names</i></li> </ul>		<a href="#"><u>practices/managing-workload/prescribing-over-the-counter-medicines-in-nurseries-and-schools</u></a>	<p><i>How do you share your procedures for administering medicines with parents?</i></p>	
<b>Food and drink</b>				
<p>30. Any meals, snacks and drinks provided for children MUST be healthy, balanced and nutritious. <i>How do you:</i></p> <ul style="list-style-type: none"> <li>• <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></li> <li>• <i>ensure that fresh drinking water is available and accessible to children at all times?</i></li> <li>• <i>record and act on information from parent and or carers about a child's dietary</i></li> </ul>	<p>EYFS p.33 (3.55)</p> <p>Allergy awareness- The Food Regulation 2014 requires all food businesses including childcare providers to provide information by label, menu or other means about the 14 major allergenic</p>	<p><a href="https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses"><u>https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses</u></a></p> <p><a href="https://www.pacey.org.uk/working-in-childcare/spotlight-on/new-food-allergens-regulations-for-childcare-provi/"><u>https://www.pacey.org.uk/working-in-childcare/spotlight-on/new-food-allergens-regulations-for-childcare-provi/</u></a></p>	<p><i>How do you involve parents and carers in supporting children's healthy eating?</i></p> <p><i>What procedures or protocols are in place to ensure you comply with</i></p>	

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<i>needs?</i>	ingredients used in foods they see or provide (Dec 2014). See links to more information.		<i>this requirement?</i>	
<b>Food and drink facilities and food poisoning</b>				
<p>31. There MUST be an area which is 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"> <li>• ensure that those preparing food are competent to do so?</li> <li>• ensure all staff involved in preparing and handling food receive training in food hygiene</li> <li>• ensure all staff understand that registered providers 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 registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence</li> </ul>	<p>EYFS p.33- 34 (3.56- 3. 57)</p> <p>Example menus for early years settings in England.</p>	<p><a href="http://www.gov.uk">Example menus for early years settings in England - GOV.UK (www.gov.uk)</a></p> <p>Ofsted general enquiries: 0300 123 1231</p> <p><a href="http://www.gov.uk">Childcare: significant events to notify Ofsted about - GOV.UK (www.gov.uk)</a></p>		
<p>32. Is the setting registered with the local Environmental Health Department Food Rating Scheme?</p>		<p>Contact your Local Borough Council</p>	<p>If yes, what is your star rating?</p>	



## Early Years Foundation Stage checklist for group and school based early years providers

33. How are children's packed lunches stored?				
<b>Supporting and understanding children's behaviour</b>				
<p>34. Providers are responsible for supporting, understanding and managing children's behaviour in an appropriate way. Providers <b>MUST</b> not give or threaten corporal punishment or any punishment which could negatively affect a child's well-being.</p> <p>How do you meet the requirements of 3.58-3.60?</p> <p>Providers <b>MUST</b> keep a record of any occasion where physical intervention is used, and parents and/or carers must be informed on the same day, or as soon as is practicable.</p>	EYFS p.34 (3.58-3.60)	<a href="#">Behaviour Guidance – Suffolk Learning</a>		
<b>Special educational needs</b>				
<p>35. You <b>MUST</b> have arrangements in place to support children with Special Education Needs and Disabilities (SEND). This should be outlined in a 'Local Offer'. Suffolk County Council's Local Offer can be accessed at: <a href="#">Suffolk SEND Local Offer   Community Directory</a></p> <p>You <b>MUST</b> have regard to the SEND Code of Practice. You are <b>EXPECTED</b> to identify a SENCo.</p>	EYFS p.34 (3.61).	<a href="http://www.gov.uk/childrens-services/special-educational-needs">www.gov.uk/childrens-services/special-educational-needs</a>  <a href="#">List of Providers – Suffolk Learning</a>  <a href="http://www.pacey.org.uk/">http://www.pacey.org.uk/</a>  <a href="https://www.mortonmichel.com/">https://www.mortonmichel.com/</a>  <a href="https://www.eyalliance.org.uk/">https://www.eyalliance.org.uk/</a>	<p><i>Add your local offer arrangements to your setting information on Suffolk Info link.</i></p> <p><a href="http://infolink.suffolk.gov.uk/kb5/suffolk/infolink/home.page">http://infolink.suffolk.gov.uk/kb5/suffolk/infolink/home.page</a></p> <p>Identified SENCo:</p>	
<b>Safety and suitability of premises, environment and equipment</b>				

## Early Years Foundation Stage checklist for group and school based early years providers

Accident or injury				
<p>36. You MUST ensure that a first aid box is accessible to all staff at all times with appropriate content for use with children.</p> <p>You MUST keep a written record of accidents or injuries and first aid treatment.</p> <p>You MUST inform parents/and or carers of any accident or injury sustained by the child on the same day or as reasonably practicable after, and of any first aid treatment given.</p> <p>You MUST ensure that Ofsted or the childminder agency with which you are registered are notified of any serious accident, illness or injury to, or death of, any child while in your care, and 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 to, or the death of, any child while in their care, and must act on any advice from those agencies</p>	EYFS p. 35 (3.62-3.63)		What are your procedures for informing parents of any accidents or injuries sustained?	
Safety of premises				
<p>37. You MUST ensure that your 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. You MUST comply</p>	EYFS p.35 (3.64 - 3.65)	<a href="http://www.hse.gov.uk/pubns/books/la_wposter.htm">www.hse.gov.uk/pubns/books/la_wposter.htm</a>  <a href="http://www.hse.gov.uk/riddor/">www.hse.gov.uk/riddor/</a>	<i>Are the emergency evacuation procedures clearly displayed?</i>  <i>Does everyone know</i>	

## Early Years Foundation Stage checklist for group and school based early years providers

<p>with the requirements of health and safety legislation (including fire safety and hygiene requirements)</p> <p>You MUST have:</p> <ul style="list-style-type: none"> <li>• An emergency evacuation procedure</li> <li>• appropriate fire detection and control equipment which is in working order</li> <li>• Clearly identifiable fire doors (free from obstruction)</li> </ul>		<p><a href="http://www.hse.gov.uk/risk/classroom-checklist.htm">http://www.hse.gov.uk/risk/classroom-checklist.htm</a></p> <p><a href="http://www.rospa.com/home-safety/resources/policy-statements/electricity/">http://www.rospa.com/home-safety/resources/policy-statements/electricity/</a></p>	<p><i>them?</i></p> <p><i>When and how often are they practiced?</i></p> <p><i>How do you record the drill?</i></p>	
<p>38. It is good practice to ensure <b>everyone</b> on the premises (children and adults) experience practice fire drills and knows the correct procedure.</p>	<p>Good Practice</p>			
<p><b>Indoor space requirements</b></p>				
<p>39. The premises and equipment MUST be organised in a way that meets the needs of children.</p> <p>Providers MUST meet the indoor space requirements set out in 3.66 where activity in a building (s) forms the main part of (or is integral) to the provision.</p> <p>See 3.67 for further clarification of indoor/outdoor space requirements.</p>	<p>EYFS p.35-36 (3.66-3.67)</p>			
<p><b>Outdoor access</b></p>				
<p>40. Providers MUST provide access to an outdoor play area. If that is not possible, they MUST ensure that outdoor activities are planned and taken on a daily basis (unless circumstances</p>	<p>EYFS p.35-36 (3.66-3.67)</p>			

## Early Years Foundation Stage checklist for group and school based early years providers

<p>make this inappropriate, for example unsafe weather conditions).</p> <p>How do you meet the requirements for 3.68?</p> <p>You must follow your legal responsibilities under the Equality Act 2010, for example, the provisions on reasonable adjustments.</p>				
<b>Sleeping arrangements</b>				
<p>41. Sleeping children MUST be frequently checked to ensure that they are safe. Being safe includes ensuring that cots and bedding are in good condition and suited to the age of the child, and that babies are placed down to sleep safely in line with the latest government guidance.</p> <p><i>How do you do this?</i></p> <p><i>How do you ensure all staff follow safe sleep guidelines?</i></p>	<p>EYFS p.36 (3.69)</p>	<p><a href="http://www.nhs.uk">Sudden infant death syndrome (SIDS) - NHS (www.nhs.uk)</a></p> <p><a href="http://www.nhs.uk">Reduce the risk of sudden infant death syndrome (SIDS) - NHS (www.nhs.uk)</a></p>		
<b>Baby room</b>				
<p>42. There should be a separate baby room for children under the age of two. However, providers must ensure that children in a baby room have contact with older children and are moved into the older age groups when appropriate.</p> <p><i>How do you support children in a baby room to have contact with older children? How do you communicate this to parents?</i></p>	<p>EYFS p.36 (3.70)</p>			

## Early Years Foundation Stage checklist for group and school based early years providers

Toilets and intimate hygiene				
43. Providers MUST ensure:	EYFS p.36 (3.71)			
<p>There is an adequate number of toilets and hand basins available- there should usually be separate facilities for adults</p> <p>There are suitable hygienic changing facilities for changing any children who are in nappies</p> <p>There is an adequate supply of clean bedding, towels, spare clothes and any other necessary items</p>				
Organising premises for confidentiality and safeguarding				
44. Providers MUST ensure:	EYFS p.37 (3.72)			
<p>There is an area where staff may talk to parents/carers confidentially and/or for staff to take breaks away from areas being used by children</p> <p>Children are only released into the care of individuals of whom the parent has explicitly notified the provider</p> <p>Children do not leave the premises unsupervised.</p> <p>Take all reasonable steps to prevent unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitors</p>			<p><i>Does the visitors' book include arrival and departure times? Is ID checked?</i></p>	

## Early Years Foundation Stage checklist for group and school based early years providers

Consider what additional measures are necessary when children stay overnight.				
<b>Insurance</b>				
45. Providers MUST carry the appropriate insurance (e.g., public liability insurance) to cover all premises from which you provide childcare.  It is good practice to display the certificate (or a copy) for parents/carers/visitors to see.	EYFS p.37 (3.73)			
<b>Safety on outings</b>				
46. Children MUST be kept safe while on outings. You MUST: <ul style="list-style-type: none"> <li>• assess risks or hazards which may arise for the children</li> <li>• identify the steps to be taken to remove, minimise and manage risks and hazards</li> <li>• consider adult: child ratios. The risk assessment does not necessarily need to be in writing; this is for you to judge.</li> <li>• Ensure vehicles in which children are being transported, and the driver of that vehicle be adequately insured.</li> </ul>	EYFS p.37 (3.74-3.75)	<a href="https://www.childcare.co.uk/outings-risk-assessments-keeping-children-safe/">Outings Risk Assessments - Keeping Children Safe - Childcare.co.uk</a>	<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></p> <p><i>Date MOT (if applicable) due:</i></p>	
<b>Risk assessment</b>				
47. Providers MUST take all reasonable steps to ensure staff and children in your care are not exposed to risks and must be able to	EYFS p.37 (3.76)	<a href="#">Managing risks and risk assessment at work –</a>	<i>How do you comply with this?</i>	

## Early Years Foundation Stage checklist for group and school based early years providers

demonstrate how you are managing risks. Any procedures for risk assessments should be reviewed regularly.		<a href="#">Overview -HSE</a>	<i>Do you assess security, hygiene, equipment, routines, indoor and outdoor environment and outings?</i>	
<b>Information and record keeping</b>				
<p>48. Providers MUST maintain records and obtain and share information (with parents/carers and other professionals working with the child, the police, social services and Ofsted or their 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>Providers 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>You MUST enable a regular two-way flow of information between providers if a child is attending more than one setting.</p>	EYFS p.38 (3.77)	<a href="http://www.ico.org.uk/">www.ico.org.uk/</a>	<i>What systems are in place to ensure that you comply with this?</i>	
<p>49. 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</p> <p>Providers MUST be aware of their responsibilities under the Data Protection Legislation and where relevant, the Freedom of Information Act 2000.</p>	<p>EYFS p.38 (3.78)</p> <p>Data Protection Act 2018</p> <p>National Cyber Security Centre guidance</p>	<p><a href="https://ico.org.uk/">https://ico.org.uk/</a></p> <p><a href="https://www.gov.uk/data-protection">https://www.gov.uk/data-protection</a></p> <p><a href="https://www.ncsc.gov.uk/guidance/early-years-practitioners-using-cyber-security-to-protect-your-settings">https://www.ncsc.gov.uk/guidance/early-years-practitioners-using-cyber-security-to-protect-your-settings</a></p>	<i>N.B. The Data Protection Act requires all businesses to register with the Information Commissioners Office (IOC) unless exempt. If you are processing personal information electronically for the provision of childcare - including taking photographs of the children</i>	

## Early Years Foundation Stage checklist for group and school based early years providers

			<p><i>in your care using a digital camera - then you must register with the ICO.</i></p> <p><i>If they are taken home what arrangements are put in place to ensure they are secure?</i></p>	
<p>50. Providers MUST ensure that all staff understand the need to protect the privacy of the children in their care as well as the legal requirements that exists to ensure that information relating to the child is handled in a way that ensures confidentiality.</p> <p>It is your responsibility to ensure that every parent/carer has a copy of the 'Privacy Notice' in order to ensure compliance with the Data Protection legislation.</p>	<p>EYFS p.38 (3.79)</p> <p>LoP- Suffolk agreement p.15</p>		<p><i>How do you ensure all staff understand their responsibilities for handling information relating to children is handled in a way that ensures confidentiality?</i></p> <p><i>When do you give this to parents? Is this included in your parent information pack?</i></p>	
<p>51. How long do you retain records relating to individual children after they have left the setting?</p>	<p>EYFS p.38 (3.80)</p>			
<b>Information about the child</b>				
<p>52. The registration form for each child should include: 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</p>	<p>EYFS p.38-39 (3.81)</p>		<p><i>Amend your registration form as necessary to ensure all this information is gained on entry.</i></p>	
<b>Information for parents and carers</b>				



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<p>53. Providers must make the information outlined on page 39, 3.82 available to parents and/or carers using the setting.</p>	<p>EYFS p.39 (3.82)</p> <p>What to expect when in the EYFS (A guide for Parents):  <a href="#">Updated guidance to support the EYFS - Foundation Years</a></p>		<p><i>How do you do this?</i></p>	
<p>54. You MUST give parents/carers information about staffing, including the name of their child's key person and their role.</p>	<p>EYFS p. 39 (3.82)</p>		<p><i>Good practice is to have a display with photos of staff, committee and regular volunteers for parents'/carers information.</i></p>	
<h3>Complaints</h3>				
<p>55. Providers MUST:</p> <ul style="list-style-type: none"> <li>put in place a written procedure for dealing with concerns and complaints from parents/carers.</li> <li>keep a written record of any complaints, and their outcome.</li> <li>investigate written complaints relating to the EYFS requirements and notify complainants of the outcome of the investigation within 28 days of having received the complaint.</li> <li>make the record of complaints available to Ofsted, or the agency registered with, on request.</li> <li>give parents/carers contact details for Ofsted: <b>0300 123 1231</b></li> <li>make available to parents/carers details about how to contact OfSTED if they believe you are not meeting the EYFS</li> </ul>	<p>EYFS p.39 (3.75-76)</p>	<p><a href="http://www.ofsted.gov.uk/resources/poster-for-parents-childcare">www.ofsted.gov.uk/resources/poster-for-parents-childcare</a></p>	<p><i>For example, display the Ofsted Parents Poster (updated 2023)</i></p>	

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requirements.				
<b>Inspection and quality assurance visits</b>				
56. If providers become aware that they are to be inspected by Ofsted or have a quality assurance they MUST notify parents/carers they are to be inspected. After an inspection by OfSTED providers MUST supply a copy of the final published report to parents/carers of children attending on a regular basis.	EYFS p.40 (3.85)			
<b>Information about the provider</b>				
57. You MUST hold the following documentation: <ul style="list-style-type: none"> <li>• name, home address and telephone number of the provider and any other person living or employed on the premises.</li> <li>• name, home address and telephone number of anyone else who will regularly be in unsupervised contact with the children attending the early years provision.</li> <li>• a daily record of the names of children attending their hours of attendance and the names of each child's key person.</li> <li>• your Ofsted registration certificate MUST be displayed and shown to parents and/or carers on request.</li> </ul>	EYFS p 40 (3.86)			
<b>Changes that must be notified to Ofsted</b>				

## Early Years Foundation Stage checklist for group and school based early years providers

<p>58. You MUST notify Ofsted of any changes detailed on pages 40-41 of the EYFS.</p> <p>NB: Where you are required to notify Ofsted about a change of person except for managers (see above) you must give the new person's name (including former names or aliases), date of birth and home address.</p> <p>If there is a change of manager, you must notify Ofsted that a new manager has been appointed. Where practicable notification must be made in advance, otherwise as soon as possible and ALWAYS within 14 days.</p>	<p>EYFS p.40-41 (3.87-3.89)</p>	<p><a href="http://www.gov.uk">Childcare: significant events to notify Ofsted about - GOV.UK (www.gov.uk)</a></p> <p><a href="http://www.gov.uk">Report changes to registered people in your nursery or other daycare - GOV.UK (www.gov.uk)</a></p>	<p><i>If voluntary committee run, you must comply with your constitution regarding the appointment and roles of Chairperson, Secretary, Treasurer and committee members.</i></p> <p><i>Ofsted MUST have an up-to-date list of the members of the committee.</i></p>	
<b>Other Legal Duties</b>				
<p>59. All providers MUST have regard to the other legal duties on providers as set out in 3.90</p>	<p>EYFS p. 41 (3.90)</p>			