

Hemingford Grey Playgroup

Policy: Informing Ofsted

May 2016

Introduction

The Statutory Framework for the Early Years Foundation Stage (Section 3) states that there are occasions when OFSTED must be informed, in order that the setting meets safeguarding and welfare requirements.

('We' refers to Hemingford Grey Playgroup Committee (also known as Registered Person), Manager and/or Deputy Manager).

3.8 Serious Harm or Abuse

We are required to inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). We must also notify Ofsted of the action taken in respect of the allegations. These notifications must be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. If we, without reasonable excuse, failed to comply with this requirement, we would be committing an offence.

3.14-3.16 Disqualification (all registered providers)

In the event of the disqualification of a registered provider, a person living in the same household as the registered provider, or a person employed in that household, the provider must not continue as an early years provider - nor be directly concerned in the management of such provision. Where we become aware of relevant information which may lead to disqualification of an employee, we must take appropriate action to ensure the safety of children and must not continue to employ that person.

In such a case, we are duty-bound to provide Ofsted with the following information as soon as reasonably practicable (but at the latest within 14 days of the date the provider became aware of the information or ought reasonably to have become aware of it if they had made reasonable enquiries):

- 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 other 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).

(In certain circumstances Ofsted may consider a waiver of the disqualification in line with the relevant legislation).

3.47 Food Poisoning

We are required to 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. If we, without reasonable excuse, failed to comply with this requirement, we would be committing an offence.

3.49 Serious Accident, Illness or Injury or Death

We must notify Ofsted of any serious accident, illness or injury to, or death of, any child while in our 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. If we, without reasonable excuse, failed to comply with this requirement, we would be committing an offence. We are also required to notify local child protection agencies of any serious accident or injury to, or the death of, any child while in our care, and must act on any advice from those agencies.

3.67 Information and Records

Information and records will, at times be shared with Ofsted in order to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

Records must be easily accessible and available (with prior agreement from Ofsted, these may be kept securely off the premises).

3.73-3.74 Complaints

We have a written procedure for dealing with concerns and complaints from parents and/or carers, and keep a written record of any complaints, and their outcome. The record of complaints is required to be available to Ofsted on request.

Any complaints made regarding operation/actions/conduct of the Committee will be reported to Ofsted as a matter of course.

We are duty-bound to make available to parents and/or carers details about how to contact Ofsted, if they believe the provider is not meeting the EYFS requirements. Details of how to contact Ofsted are displayed on the noticeboard.'

3.76 Changes

The following must be reported to Ofsted:

- any change in the address of the Playgroup; to the premises which may affect the space available to children and the quality of childcare available to them; in the name, address or other contact information of the committee members; or to the person who is managing Playgroup (see 3.77).
- details of a newly elected committee i.e.
 - who any new Chairperson/secretary/treasurer is
 - names, addresses and DOB of new members via an EY3 form

(new members must also complete an EY2 form to enable Ofsted to carry out a DBS check).

- any change in Nominated person (a person nominated by the Committee to represent the organisation in its dealings with Ofsted. Normally this should be a committee member. Ofsted will send all legal documents and correspondence to the nominated person).
- any proposal to change the hours during which childcare is provided.
- any significant event which is likely to affect the suitability of the committee members or any person who cares for, or is in regular contact with, children on the premises to look after children.
- any change in the name or registration number of the charity (Committee running Playgroup).

3.77 Change of Manager or Other Persons

Where we are required to notify Ofsted about a change of person except for managers, as specified in paragraph 3.76 above, we must give Ofsted the new person's name, any former names or aliases, date of birth, and home address.

If there is a change of manager, we are required to notify Ofsted that a new manager has been appointed and their start date. 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. If we, without reasonable excuse, failed to comply with these requirements we would be committing an offence.

However, since September 1st 2012, Ofsted is no longer responsible for carrying out any checks on the day-to-day manager, this is now the responsibility of the Committee. Newly recruited managers are therefore no longer required to complete an EY2 form.

It will be the responsibility of the Playgroup Manager/Deputy or chairperson to ensure OFSTED is informed as soon as possible by telephoning 03001231231.

Adoption of the Policy

This policy was reviewed, revised and agreed at an extraordinary meeting of Hemingford Grey Playgroup Committee, held on 10th June 2013. Reviewed at a meeting held on 3rd May 2016.

Signed by the chairperson on behalf of the Committee:

..... (Chairperson's name - block capitals)

..... (Chairpersons signature)