

Early Years Handbook

January 2018



King's School & Nursery
Hartley Road, Mannamead, Plymouth
www.kingsschool-plymouth.co.uk

Introduction

The purpose of this Handbook is to support all staff who work in the Early Years team. All Early Years provision is governed by statutory regulations. This Handbook helps ensure that we share the information in relation to these regulations with all team members. In addition to the early years regulations, the Independent School Standards Regulations apply to pupils from the age of two.

Where our Handbook links to the Statutory Framework for the EYFS, paragraph references are included in **red text**.

Whilst there are specific early years regulations, the work of the early years team fits within our whole-school context. Where staff should refer to other whole school policies and documents, these are referred to in **green text**.

Our overriding aim is to provide the highest quality education and care to the children in our setting. By working together as a team and following all our policies and procedures we help to maintain high quality provision for every child.

This Handbook is updated annually and is used as the basis for induction with all staff in the Early Years team.

Definitions

The **early years** age group refers to children aged from birth until the 31 August following their fifth birthday who go to an early years settings that delivers the Early Years Foundation Stage.

- Age 4 – 5 Reception
- Age 3 – 4 Foundation
- Age 3 and below Nursery (0-3)

Registered Provision refers to provision for children under two years of age. Settings must register for early years provision if they provide for :

- children aged from birth to under two years and at least one child attends for more than two hours a day
- children who are not pupils at the school, such as a separate pre-school, a nursery for children of staff members or a nursery in a children’s centre run by the school (it does not have to be on the school premises to be run directly by the school).

People

Headteacher	Mrs Jane Lee
Foundation Stage Co-ordinator	Mrs Tracy Phillips
Nursery Manager	Mrs Karen Williams
EY and School DSL	Mrs Tracy Phillips
Nursery Designated Safeguarding Lead	Mrs Karen Williams
SENDCo Early Years	Mrs Tracy Phillips
Nursery SENDCo (0-3)	Mrs Jan Murray
First aiders and qualifications with expiry dates	Miss Gemma Rogers – Early years and HolidayCare- Feb 2019 Miss Kirsty Chaffe – Nursery 0-3- Oct 2019
Educational visit coordinator	Mrs Claire Seymour



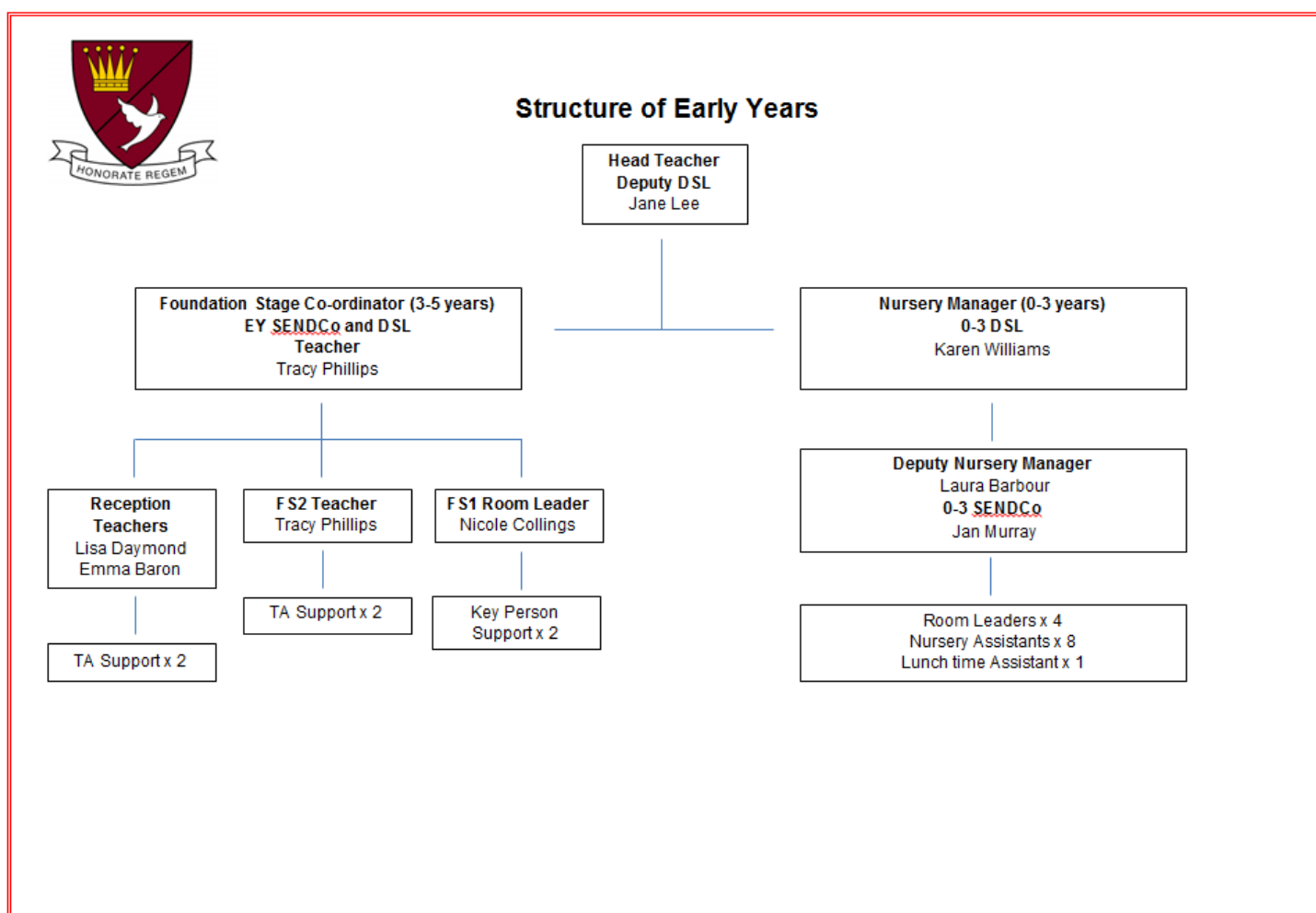
Aims of early years in our school

Through our work with children in the foundation stage, we aim to:

















- King's EYFS aims to provide and maintain a safe, attractive, stimulating and reassuring environment, which is a secure platform from which all children develop physically, socially, emotionally and intellectually.
- Every child deserves the best possible start in life in order to reach their full potential and so their experience in the Foundation Stage has a major impact on their future life chances. We enable children to develop into happy, confident learners who go on to make the most of their abilities and talents as they grow up.
- We aim to provide a curriculum that is tailored to suit the needs of each child individually to ensure that we maximise every child's full potential.
- The Early Years Foundation Stage (EYFS) applies to children from birth to the end of the Reception year.

Early years provision in our school

We have the following early years provision in our school:



Structure of King's Nursery (0-3)

Staff Photos					
 Emerald Room					
	Laura T Room Leader	Lauren C Nursery Assistant		Karen Nursery Manager	
 Ruby Room					
	Jodie F Room Leader	Lauren B Nursery Assistant	Hattie Nursery Assistant	Ellie Nursery Assistant	
 Sapphire Room					
	Kirsty Room Leader	Sam Room Leader	Devon Nursery Assistant	Victoria Nursery Assistant (Thurs & Fri)	Gina Nursery Assistant (Mon, Tues, Wed)
Other Nursery Staff					
	Jan Nursery SENDco & Lunchtime Assistant	Sarah Nursery Assistant		Catherine Lunchtime Assistant	

Structure of King's Foundation Stage



Mrs T Phillips
FS2 Teacher, Foundation Stage Co-ordinator, SENDCo and DSL



Miss N Collings
FS1 Room Leader
Key Person



Miss A Noulson
FS2 Classroom Assistant



Mrs A Douglas
FS Classroom Assistant



Mrs V Noblett
Key Person



Mrs C Botterill
Key Person

Structure of King's Reception



Lisa Daymond
Reception Teacher



Emma Baron
Reception Teacher



Tasha Castles
Teaching Assistant



Jenny Barkell
Teaching Assistant

LEARNING AND DEVELOPMENT

Curriculum (1.5/1.6)

We plan around the areas of the early years foundation stage curriculum. When working with the youngest children, there is a strong focus on the prime areas. The prime areas reflect the key skills and capacities all children need to develop and learn effectively, and become ready for school. As children become more confident, the balance moves towards a more equal focus on all areas of learning.

Planning the early years curriculum is about weaving together the curricular areas with the needs, interests of children; in a way that is appropriate for the stage of development.

Learning should be planned to be both challenging and enjoyable for each child.



Prime Areas of Learning		
Personal, Social and Emotional Development	Physical Development	Communication and Language
<ul style="list-style-type: none"> ▪ Making relationships ▪ Self-confidence and self-awareness ▪ Managing feelings and behaviour 	<ul style="list-style-type: none"> ▪ Moving and handling ▪ Health and self-care 	<ul style="list-style-type: none"> ▪ Listening and attention ▪ Understanding ▪ Speaking

Specific Areas of Learning			
Literacy	Mathematics	Understanding the world	Expressive arts and Design
<ul style="list-style-type: none"> ▪ Reading ▪ Writing 	<ul style="list-style-type: none"> ▪ Numbers ▪ Shape, space and measures 	<ul style="list-style-type: none"> ▪ People and communities ▪ The world ▪ Technology 	<ul style="list-style-type: none"> ▪ Exploring and using media and materials ▪ Being imaginative

In addition to the areas of learning, we embed highly effective spiritual, moral, social and cultural development into our curriculum and school experience. British Values are embedded in an age-appropriate way. See [Spiritual, Moral, Social and Cultural Development Policy](#).

The curriculum is underpinned by three characteristics of effective learning

Playing and exploring	Active learning	Creating and thinking critically
<ul style="list-style-type: none"> ▪ Finding out and exploring ▪ Playing with what they know ▪ Being willing to 'have a go' 	<ul style="list-style-type: none"> ▪ Being involved & concentrating ▪ Keeping trying ▪ Enjoying achieving what they set out to do 	<ul style="list-style-type: none"> ▪ Having their own ideas ▪ Making links ▪ Choosing way to do things

How the curriculum fits together

The prime areas begin to develop quickly in response to relationships and experiences, and run through and support learning in all other areas. The prime areas continue to be fundamental throughout the EYFS.

The specific areas include essential skills and knowledge. They grow out of the prime areas, and provide important contexts for learning.

The Unique Child reaches out to relate to people and things through the **Characteristics of Effective Learning**, which move through all areas of learning.

- playing and exploring
- active learning
- creating and thinking critically

Children develop in the context of relationships and the environment around them.

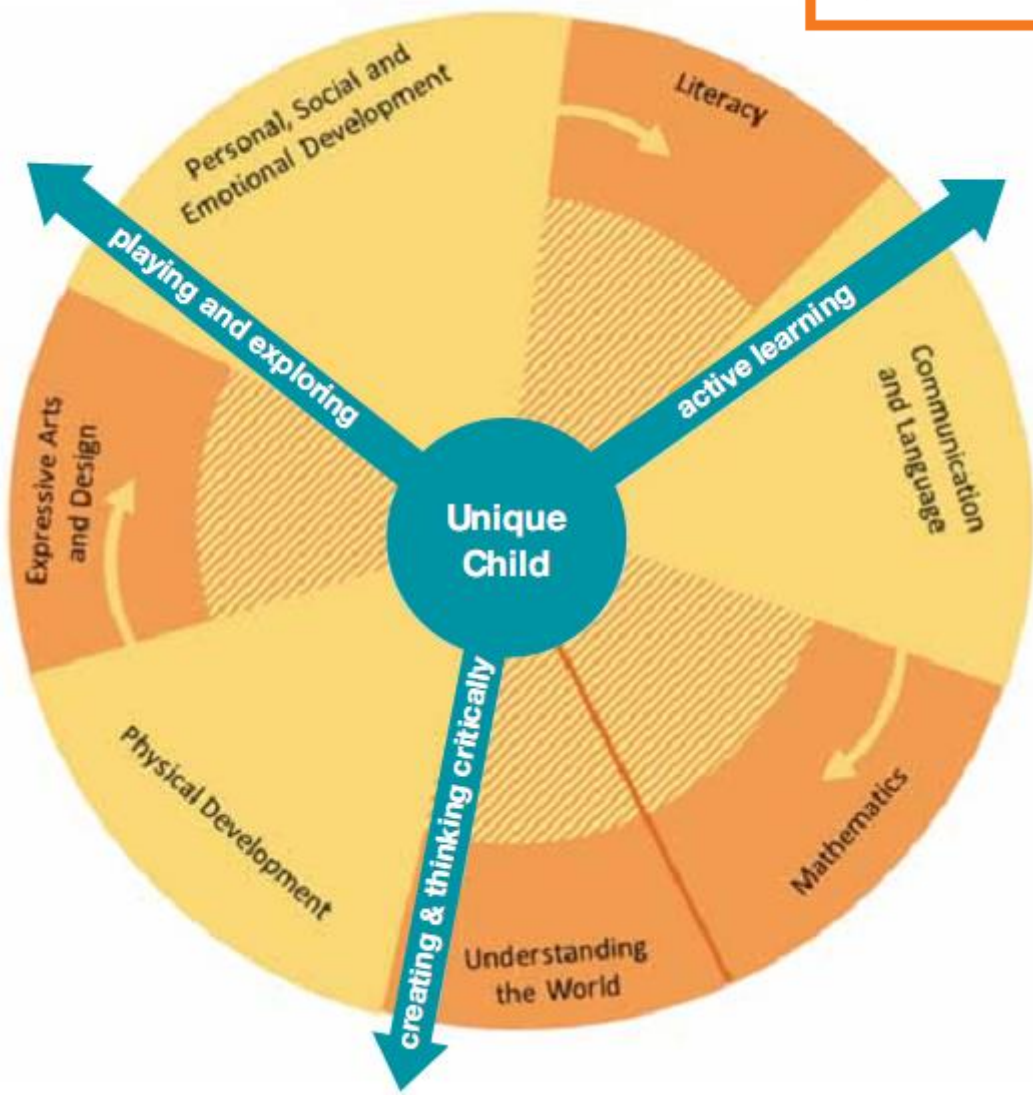
This is unique to each family, and reflects individual communities and cultures.

Prime areas are fundamental, work together, and move through to support development in all other areas.

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

Specific areas include essential skills and knowledge for children to participate successfully in society.

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design



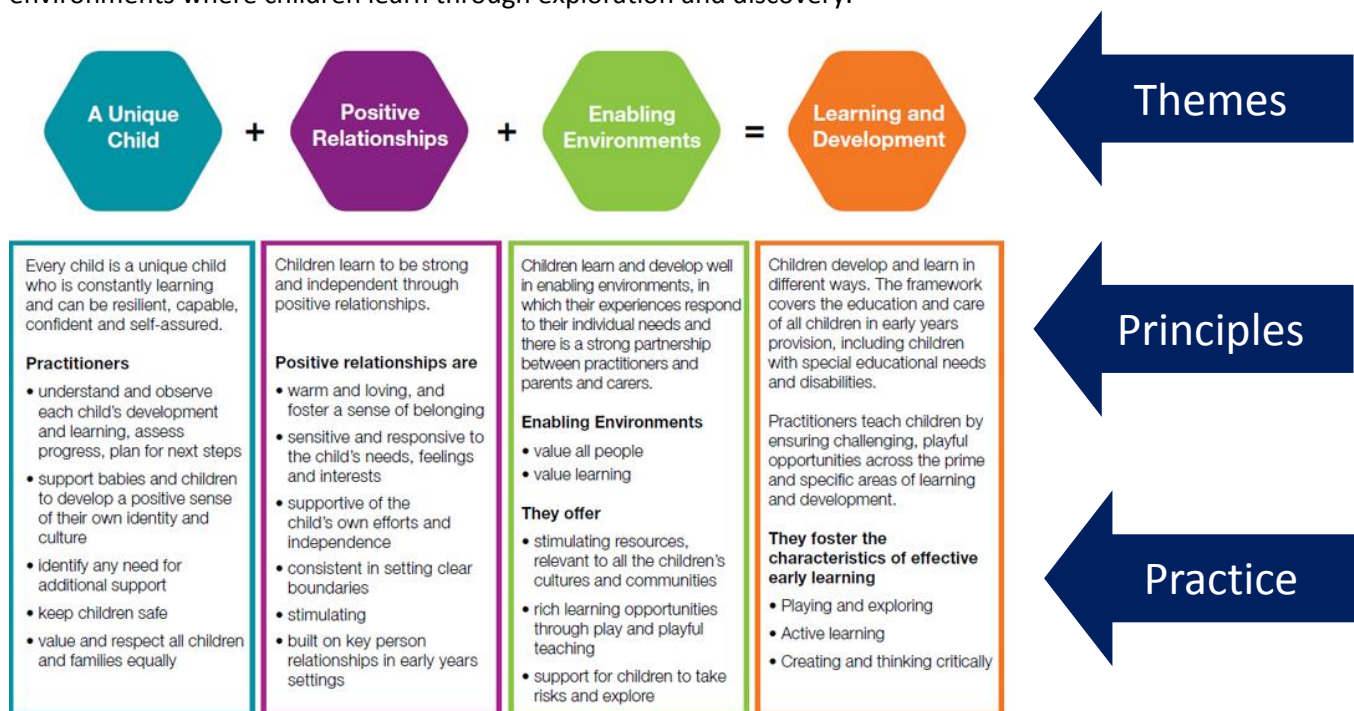
Prime Areas of Learning		
<p>Communication and language development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.</p>	<p>Physical development involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.</p>	<p>Personal, social and emotional development involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.</p>
<p>Children are encouraged to:</p> <ul style="list-style-type: none"> ▪ Communicate thoughts, ideas and feelings and build up relationships with adults and each other ▪ Follow instructions involving several ideas or actions ▪ Answer how and why questions about their experiences and respond to stories and events ▪ Talk, listen and be listened to ▪ Engage through storytelling, songs, games, rhymes, poems, puppet sessions, role play and child initiated activities ▪ Talk to connect ideas, explain what is happening and anticipate what might happen next ▪ Recall and relive past experiences ▪ Question why things happen and give explanations 	<p>Children are encouraged to:</p> <ul style="list-style-type: none"> ▪ Improve fine manipulative and coordination skills through handling a wide range of equipment, materials and tools ▪ Move confidently and imaginatively with increasing control and coordination ▪ Show awareness of space and others ▪ Use a range of small and large equipment, and to improve the skills of running, jumping, balancing and climbing with increasing confidence and control ▪ Explore the outside facilities in the setting or locality ▪ Talk about ways to keep healthy and safe, including the importance of physical exercise and a balanced diet ▪ Become independent with self-care, in dressing themselves and in matters of personal hygiene 	<p>Children are encouraged to:</p> <ul style="list-style-type: none"> ▪ Develop confidence and self-esteem ▪ Express themselves verbally ▪ Recognise and delight in their achievement and the talents of others ▪ Learn to cope with new experiences and change ▪ Form positive relationships with adults and peers ▪ Develop important social skills (negotiation, cooperation, listening, self-control, consideration and respect) and attitudes of fairness and honesty ▪ Work independently and as part of a group ▪ Concentrate for sustained periods of time ▪ Treat living things and property with care, respect and concern and to be sensitive to the needs and feelings of others ▪ Take turns and to share space, equipment and adult attention



Specific Areas of Learning			
<p>Literacy development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.</p>	<p>Mathematics involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.</p>	<p>Understanding the world involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.</p>	<p>Expressive arts and design involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.</p>
<p>We encourage children to read through daily activities linked to:</p> <ul style="list-style-type: none"> ▪ Enjoy rhyming and rhythmic activities ▪ Understand that words & pictures carry meaning ▪ Understand that we read L-R and T-B ▪ Recall stories both orally and through role play & predict what will happen ▪ Enjoy books and handle them carefully ▪ Play sound, word or pattern matching games ▪ Become confident readers <p>We encourage children to write by:</p> <ul style="list-style-type: none"> ▪ Giving them opportunities to experiment with mark making ▪ Teaching them to recognise and write their name ▪ Encouraging them to read what they have written and value it ▪ Encouraging them to write ▪ Encouraging them to link sounds & letters, naming & sounding letters of the alphabet ▪ Encouraging writing for real purposes and audiences <p>We develop children’s awareness of sounds, rhythm & rhyme in words by:</p> <ul style="list-style-type: none"> ▪ Singing nursery rhymes and poems ▪ Encouraging them to think of rhyming words ▪ Clapping, stamping or beating instruments when singing or saying rhymes ▪ Promoting use of phonic knowledge in reading and writing <p>We aim to develop the correct formation of handwriting by:</p> <ul style="list-style-type: none"> ▪ Providing activities that encourage hand eye coordination and left, right tracking ▪ Teaching correct pencil grip ▪ Providing opportunities for practise ▪ Development of gross and fine motor skills ▪ Providing opportunities for mark making 	<p>Children are provided with opportunities to:</p> <ul style="list-style-type: none"> ▪ Participate in structured activities using simple apparatus and real objects to develop understanding of the counting process and increase their ability to match symbols with a group of objects and be familiar with larger numbers from their everyday life and to solve real-life problems ▪ Become familiar with rhymes, songs, stories, counting games and activities ▪ Compare, sort match, order, sequence, and develop one to one correspondence through everyday objects ▪ Recognise, describe and make patterns. ▪ Use appropriate language to describe spatial awareness ▪ Use mathematical language to compare quantities by using suitable equipment – including sand and water ▪ Develop the concept of scale, capacity, conservation and comparative measurement ▪ Explore everyday materials and equipment ▪ Share and discuss experiences using appropriate mathematical language ▪ Use opportunities - outdoor and in - working with construction toys, to develop basic ideas such as shape, distance, position and measures ▪ Engage in practical activities to develop awareness of number operation such as addition and subtraction ▪ Become aware of the concept of time through appropriate experiences which utilise the pattern of the day 	<p>Children are encouraged to:</p> <ul style="list-style-type: none"> ▪ Talk about where they live, their environment, their families and past & present events in their own lives ▪ Notice features in the setting & local environment ▪ Look closely at similarities, differences, patterns and change in things from both the natural and man-made world and people ▪ Talk about what they observe and record their findings in writing and drawing ▪ Ask questions about why things happen and how things work ▪ Choose materials and equipment appropriately to develop skills such as cutting, joining, folding and building for a variety of purposes ▪ Use technology, where appropriate, to support their learning ▪ Meet and talk with other people about the roles they play in the community through visitors coming in to the classroom 	<p>Children are encouraged to:</p> <ul style="list-style-type: none"> ▪ Represent ideas of what they see, hear, touch and feel by drawing, painting, modelling, dancing, role-play and music making ▪ Explore colour, texture, shape, form and space in two and three dimensions ▪ Express themselves through painting and drawings using a variety of media ▪ Choose a widening range of materials and appropriate tools to express their ideas and to develop manipulative skills ▪ Talk about their work ▪ Appreciate each other’s work ▪ Explore sound in a variety of forms and to listen and respond to music, songs, poems and rhymes ▪ Show an increasing ability to use their imagination, to listen and observe



Underpinning all work in the early Years is the ‘how’ children learn. Especially with young children, this is through the way that adults interact and model interaction. Excellent Early Years educators create learning environments where children learn through exploration and discovery.



SEND (1.6/3.67)

If at any point, progress in one of the prime areas gives cause for concern, practitioners will discuss this with the child's parents and agree practical ways to support the child. Where any practitioner has a concern that a child has any learning delay or possible special educational need, they should refer this to the Early Years Leader who will seek advice from the SENCO. The SENCO will guide practitioners should there be a need to engage with external agencies. For children that receive funding from the local authority, the school will have regard to the SEN Code of Practice. [See Special Educational Needs Policy](#)

EAL (1.7)

For children whose home language is not English, practitioners should encourage children to develop and use their home language in play and learning. The school has good links with Jenny Hutton, the EYAT who is responsible for co-ordinating support for Learning and Communities, Plymouth Early Years and staff members have attended training. One member is due to attend training on the Supporting Bilingual Children. We follow the recommendations that the child's home language is spoken at home and that in school they are encouraged to be immersed in the English language. For children who have a delay in their own language this needs to be explored differently. To support the child's home language we would learn some songs/rhymes using YouTube and have books in the setting in the home language. Through close liaison with the parents we would use them as our first and ideal source of information around these resources. Key to learning excellent English is the need for all adults in the setting to model excellent use of language, this applies to content, vocabulary, grammar and pronunciation. This modelling is essential for all children not only children who do not speak English as a home language.



For children whose home language is not English, it is the work of practitioners to ensure that children catch up and close the gap so that English is developed to unlock other areas of learning. When assessing communication, language and literacy skills, practitioners must assess children’s skills in English.

Where there are concerns about delay in the development of English language learning, practitioners must explore the child’s skills in their home language with parents, to establish whether there is cause for concern about language delay. [See EAL Policy](#)

Play (1.8)

Each area of learning and development must be implemented through planned, purposeful play. Practitioners must plan for a mix of child initiated and adult initiated activities. The balance of child and adult initiated activities will be constantly evaluated and debated by practitioners. As children move through the early years, the balance moves from more child initiated to more adult initiated in preparation for transition into Year 1.

Much learning in the early years takes place through skilful interaction of adults – knowing when to intervene and when to step back. As with all learning, adults need to demonstrate warm, positive interaction so that children feel entirely comfortable as young learners. Making mistakes is a healthy way for all children to learn. Mistakes should be used as learning opportunities.



Purposeful play forms a significant element of the learning experience for young children. Through the provision of appropriate equipment and materials we ensure that the children encounter specific learning experiences. We aim to give opportunities for different forms of play through:

- Imaginative play – for example, role play and small world
- Use of construction equipment
- Games to develop early reading and mathematical concepts
- Sand and water play
- Playdough, cutting, sticking etc
- Use of technological equipment

Play can support development in four ways:

Physical development	Cognitive development	Social development	Emotional development
<ul style="list-style-type: none"> ▪ Strong, healthy bodies ▪ Fine and gross motor skills ▪ Co-ordination ▪ Physical confidence ▪ Agility 	<ul style="list-style-type: none"> ▪ Scientific and mathematical thinking ▪ Language skills ▪ Literacy skills ▪ Independent thinking ▪ Research and enquiry skills ▪ Cognitive development 	<ul style="list-style-type: none"> ▪ Cooperation ▪ Negotiation ▪ Collaboration ▪ Socialisation ▪ Rule formation and turn taking ▪ Conflict resolution 	<ul style="list-style-type: none"> ▪ Joy ▪ Empathy ▪ Resilience ▪ Persistence ▪ Self-regulation ▪ Self-confidence ▪ Impulse control

Outdoor learning

Well planned outdoor learning is integral to high quality early years provision. Some of the benefits of outdoor learning are that it:

- supports the development of healthy and active lifestyles by offering children opportunities for physical activity,



- freedom and movement, and promoting a sense of well-being;
- gives children contact with the natural world and offers them experiences that are unique to outdoors, such as direct contact with the weather and the seasons;
- helps children to understand and respect nature, the environment and the interdependence of humans, animals, plants, and lifecycles;
- supports children's problem-solving skills and nurtures their creativity, as well as providing rich opportunities for their developing imagination, inventiveness and resourcefulness;
- provides sensory and physical experiences which supports brain development and the creation of neural networks; and
- teaches children to assess risk and develop the skills to manage new situations

Outdoor learning is integral to high quality early years education. We plan for easy access to the outdoor learning space.

- Forest school is part of the curriculum for children aged from 3 – 5 years. Children bring in wellington boots to school and put them on for regular trips to the garden as well as for the specific Forest school sessions. These sessions have a focus and learning objective which is followed up through further trips to the garden.
- Each Nursery room has access to the outdoor artificial grass area as well as the school garden for the older children. The children have the opportunity to be outdoors at least twice a day.
- In the Foundation stage classes, FS2 has the free-flow classroom with covered provision and an Eco Pod and FS1 makes the most of the FS playground and Eco Pod as part of the daily planning routine.
- Reception classes each have access to an outside balcony which can be used on a free-flow basis.
- In addition, children in FS and Reception have four opportunities per day to be out in the main playground to explore their gross motor skills at play times with play bags, parachutes and skipping.



Key person (1.10/3.27)

Each child must have a named key person. Parents should know the name of the key person for their child. The key person will:

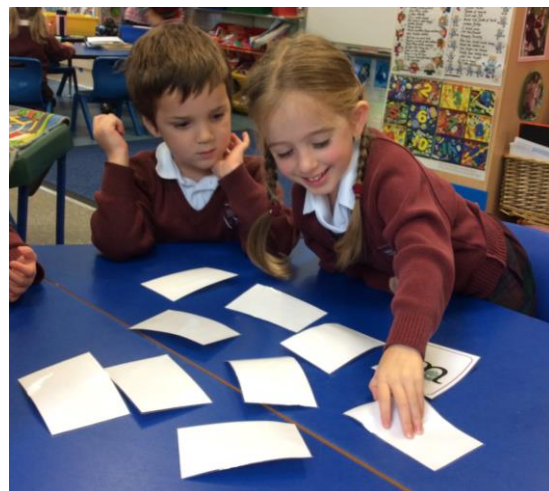
- Ensure that learning and care is tailored to individual needs
- Help the child become familiar with the setting
- Offer a settled relationship for the child
- Engage and support parents in guiding their child's development at home



At King's School, parents receive an information sheet taken from the Key Person policy, which sets out our aims for their child and indicates who their child's Key Person will be. Each of our staff works full time and therefore it is the same Key Person each day for each child. For children who have been in King's Nursery then this follows the same format they would have been used to there. Where there is a teacher, their role is supported by the stand-in Key Person when the teacher is unavailable.

This role is taken on by the member of staff working on a daily basis as the teaching assistant within the room.

The Key Person is available to speak to parents at least once a day and possibly twice to talk about their individual needs and to address any specific issues that might be relevant. Parents can be reassured about toileting, how much food they have eaten at lunchtime, how they are coping with changes in the environment and what activities they have engaged with at each session. A child's 'Individual Learning Journey' provides a visual as well as a written record of what each child is capable of, and most importantly, what they can be seen enjoying. Ongoing assessment and observation make it possible to identify gaps in learning that can be addressed for each individual child or group of children who need support in a particular area. Gaps in observation are tracked and can then be addressed to make sure that all the prime and specific areas of learning are recorded. Small groups of children may experience similar areas of difficulty/excellence that can be addressed as a group. For children struggling with fine motor control, a nurture dough gym group may be applicable or for accelerated writers, a writing group may be applicable. In addition, and wherever possible, individual needs are addressed within the setting. On occasion, some children may need more individual support in the form of behaviour charts, benefit assessments or CAFs. Following observation and assessment, children who have shown an aptitude for reading, writing and numeracy, have been encouraged to reach their full potential. The cycle of observation, assessment and planning means that we are aware of the needs of every single child in our Early Years provision, including the needs of children with learning difficulties and/or disabilities and those learning English as an additional language.



ASSESSMENT

Attainment on entry

We assess the attainment on entry of all children. This helps us plan for next steps in learning and also evidence progress throughout the early years.

Progress check at age 2 (2.3/2.4/2.5)

When a child turns 2 or are as close as possible to being 2, the Key Person, in conjunction with the Health Visitor, will review progress and provide a short written report for parents with a summary of development in the prime areas. This check will identify strengths and any areas where the child's progress is less than expected. The summary must highlight:

- Areas in which the child is progressing well
- Areas in which some additional support might be needed
- Any areas of concern, especially if there are concerns of developmental delay
- How the setting will address any issues or concerns

The Key Person will discuss the progress check with parents and ensure that parents know when the summary will be provided. It is the responsibility of the parent to inform the Nursery of the date of their child's 2 year old progress check.



Any emerging concerns with this must be discussed with the Nursery Manager who will liaise with the SENDCo for further support and guidance. [See Special Educational Needs Policy](#)

Assessment: Early Years Foundation Stage Profile (2.6/2.7/2.9/2.11)

As the children enter Reception at King's School a baseline assessment is carried out. This is completed using an iPad application that is appropriate for the age of the children. From the baseline assessments the teachers can generate statistics for how the children compare to the national average. This information is shared with parents in the first half term during Parents Evening. A summative is shared in the second term and the Early Years Foundation Stage Profile is discussed with parents in the final term, in preparation for their transition to Year 1.



In the final term of the early years foundation stage (summer term), i.e. the year in which the child reaches age five, and no later than 30th June in that term, the school will complete the EYFS Profile for each child.

The EYFS Profile assesses each child against the Early Learning Goals (ELG). For each ELG, practitioners will judge whether the child is working at: expected level, not yet reaching expected level or exceeding expected level.

The outcomes of the EYFS Profile area shared with parents at the end of the reception year. Parents are always given an opportunity to discuss the profile with the class teacher.

Outcomes from the EYFS Profile are shared with the local authority, when requested. The school always fully collaborates with the local authority for purposes of moderation of early years provision and judgements.

Transition into Year 1 (2.8)

Throughout the year at King's School in Reception the children visit the Year 1 classrooms and on a Friday afternoon this is extended to include a carousel of activities in the Summer term. We also make use of the resource, Smooth Transition to Year 1.

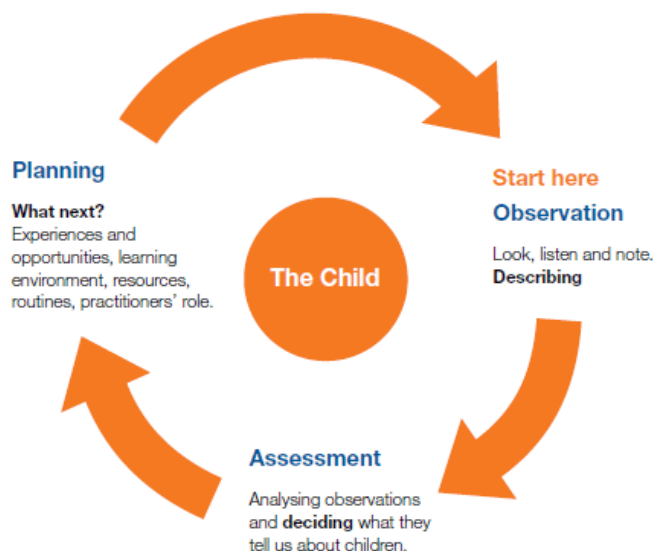


Outcomes from the EYFS Profile are shared with the receiving Year 1 teacher. In addition, Reception teachers share a short commentary on each child's skills and abilities in relation to the three key characteristics of effective learning. Year 1 teachers use this information to ensure that they appropriately plan for learning as children move into Year 1.

Ongoing assessment

Assessment is integral to the process of planning for rich learning in the early years.

The cycle on the right outlines the key elements of this ongoing process. Everything starts with skilled practitioners observing and noticing the learning. Practitioners can use assessment criteria to help understand where children may need to go next and to plan for future learning.



Assessment in our Early Years setting

The Progress Check at Age 2

Assessment requirements for the progress check at age 2:

- The Nursery ensures that a review of the progress of all children has been made and a short written summary provided to the parents and/or carers
- The summary highlights areas in which the child is progressing well, areas where some additional support may be needed, and focus on areas where there is concern that the child may have a developmental delay
- The summary describe the activities and strategies the provider intends to adopt to address any issues or concerns
- The Nursery discusses with parents and/or carers how the summary can be used to support learning at home
- The Nursery agrees with parents the most suitable point at which to provide a summary. This generally occurs a few days prior to the check being carried out to make time for an up to date assessment to be carried out at the Nursery
- The Nursery obtain the consent of parents and/or carers before sharing information directly with other professionals
- The two-year old Summative progress check takes place within the 0-3 Nursery. In the Foundation Stage we ensure that it has taken place and use this as a tool to build upon.

The Early Years Foundation Stage Profile:

- The Profile is completed in the final term of the year in which the child reaches age five and not later than June 30th
- The Profile reflect on-going observation, all relevant records held by the school, discussions with parents and/or carers and any other adults whom the teacher, parent or carer judges can contribute usefully
- Each child's level of development assessed against the early learning goals
- The teacher indicates whether children are meeting expected levels of development, exceeding these or not yet reaching them ('emerging')
- Year 1 teachers given a copy of the Profile report, together with a short commentary on each child's skills and abilities in relation to the 3 key characteristics of effective learning:
 - Playing and exploring.
 - Active learning.
 - Creating and thinking critically.
- The results of the Profile shared with parents and/or carers and are they able to discuss it with the teacher who has completed it
- Where a child attends more than one setting, the Profile is completed by the one where they spend most time
- Where a child moves to a new school during the academic year, King's School sends their assessment of the child's level of development to the new school within 15 days of receiving a request
- If a child moves during the summer term, the relevant providers agree which will complete the Profile
- The Profile is completed for all children, including those with special educational needs or disabilities
- Where applicable, reasonable adjustments are made to the assessment process for children with special educational needs and disabilities

King's School reports the EYFS results to Plymouth LEA annually and is moderated every three years when the EYAT observes the completion of the Profile, examines and takes away documents and other articles relating to the Profile and assessments



SAFEGUARDING AND WELFARE

Safeguarding and Child Protection (3.4/3.5/3.7)

Providing a safe and secure learning environment for our children is always our number one priority. All staff take a key role in ensuring that our children are safe and that we take immediate action when there are any concerns about a child's safety or welfare. We have clear procedures for this which every adult in the setting must follow.

The whole-school **Safeguarding and Child Protection Policy** applies to children in the early years. Every member of staff is required to read this and sign a declaration to state that they have read and understand how to implement the requirements. Our policy is aligned with the requirements of our Local Safeguarding Children Board (LSCB). The Safeguarding and Child Protection Policy outlines clear steps to be followed in the event of an allegation being made against a member of staff. The key points from our policy are outlined below:



Within our setting, we have designated staff who lead on all aspects of safeguarding – see page 2 for these details. These staff are trained in line with expectations set by our LSCB. Our school will always work in partnership with external agencies linked to safeguarding children, following government guidance in 'Working Together to Safeguard Children, September 2016'. We will always notify agencies with statutory responsibilities without delay.

Safeguarding and Child Protection Training (3.6)

All staff in the early years setting are trained in safeguarding and child protection, linked to our own policy and procedures. This training includes how to spot signs of abuse and neglect. Some of the signs that might indicate abuse and neglect are:

- significant changes in children's behaviour;
- deterioration in children's general well-being;
- unexplained bruising, marks or signs of possible abuse or neglect;
- children's comments which give cause for concern;
- any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or
- inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

Mobile phones, cameras and devices (3.4)

We have clear expectations for all adults in the early years setting regarding the use of mobile phones, cameras and devices. These expectations must be adhered to all times.

Practitioners are only permitted to have their mobile phones on site during working hours if they are placed in the secure mobile phone box and signed in. There is a clear expectation that all personal use is limited to allocated lunch. Staff may use the staff room to check texts but any calls must be taken/ made outside of the school boundaries.

Code of Conduct

Every member of the early years team is expected to follow the expectations outlined in the **Cognita Code of Conduct**.

Suitability of adults in our early years team (3.9/3.10/3.11/3.12/3.13/3.14/3.16/3.17)

Background checks: We ensure that all adults in our early years setting are suitable to fulfil the requirements of their specific roles. As a school, we have effective systems in place to ensure that any adults with regular access to children is suitable. Specific details about the background and vetting checks undertaken on every adult in our setting is contained in the **Safer Recruitment Policy**. An Enhanced DBS Disclosure with barred list check is obtained for every adult who:

- works directly with children;
- lives on the premises on which the childcare is provided; and/or
- works on the premises on which the childcare is provided (unless they do not work on the part of the premises where the childcare takes place, or do not work there at times when children are present).

Adults without the necessary suitability checks will never be allowed to have unsupervised contact with children. Should any employee be dismissed or would have been dismissed if they had not left the setting first, because they have harmed a child or put a child at risk or harm, they will be reported to the Disclosure and Barring Service.

Child Protection Contacts

Local Authority Child Protection Services



<http://www.plymouth.gov.uk/ho/messages/socialcareandhealth/childrensocialcare/localauthoritydesignatedchildrenboard.htm>

All Child Protection & Safeguarding Docs can be found:

[S:\Safeguarding_2016-2017](#)

COGNITA
TEACHING EXCELLENCE

Designated Safeguarding Officers

If you have any **Safeguarding or Child Protection** issues, in line with school and nursery policies and procedures, please speak with one of the following:

School



Mrs Tracy Phillips, DSL



Mrs Jane Lee, Deputy DSL

Nursery



Mrs Karen Williams, EYFS DSL



Mrs Laura Barbour, EYFS Deputy DSL

Concern involving a member of staff:

Local Authority Designated Officer (LADO)

Simon White
(01752) 307144
Simon.white@plymouth.gov.uk

Local Police Non-Emergency

Call 101

NSPCC Helpline

Call 0800 800 5000

nspcc.org.uk

King's School & Nursery
Hartley Road, Mannamead, Plymouth



All background checks on every adult are recorded on the School's Single Central Record.

Disclosure: Every member of the early years team is required to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting).

'By association': Every member of the early years team is required to disclose whether, to the best of their knowledge, anyone who lives and works in their household has unspent relevant convictions, cautions, court orders reprimands or warnings which may affect their suitability to work with children (whether received before or during their employment at the setting). Staff are asked this annually on their Annual Declaration. However, should any information change, it is a requirement for every employee to inform the Headteacher, Nursery Manager or Foundation Stage Coordinator immediately.



Where the School becomes aware of relevant information which may lead to disqualification of an employee, including by association, the School will take appropriate action to ensure the safety of children. In the event of disqualification of a person employed to work in or manage early years, that person will not continue their employment.

The School will always notify Ofsted of any significant event which is likely to effect the suitability of any person. This also includes, by association. The School will give Ofsted the following information about themselves or an employee when relevant:

- details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006;
- the date of the order, determination or conviction, or the date when the 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).

Staff taking medication and other substances (3.19)

Staff may never work under the influence of alcohol or any other substance which may affect their ability to care for children. If practitioners are taking medication which may affect their ability to care for children, those practitioners should seek medical advice and inform the Headteacher, Nursery Manager or



Foundation Stage Coordinator. The Headteacher will ensure that staff only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. If staff need to bring medication onto the School premises, this must be stored securely and out of reach of children at all times.

Staff induction (3.20)

All staff receive induction training from their line manager (See Induction Checklist). This ensures that new colleagues understand their role and responsibilities. As a minimum, the induction will include:

- Discussion about role and job description
- Basic information about the school and setting
- Familiarisation with rooms, equipment, resources and timetable

- Details of daily routines
- Details about professional development
- **Safeguarding and Child Protection Policy**
- **Keeping Children Safe in Education** – most recent version, as updated
- **Code of Conduct**
- **Safeguarding: Preventing Extremism and Radicalisation Policy**
- **‘What to do if you’re worried a child is being abused – advice for practitioners’** (2015)
- **Whistleblowing Policy** (in Employee Handbook and reference in Safeguarding Policy)
- Outlines of role of the DSL and EYDSL
- Emergency evacuation procedures
- **Equality Policy**
- **Health and Safety Policy**

At induction (and annually thereafter, as minimum) staff are trained on:

- identifying signs of abuse;
- knowing what to do to raise concerns;
- knowing how to make a referral (including if the DSL is not available or the DSL is not acting); and
- recognising the need for early help.

Ongoing training is planned to help all staff be as successful as possible in their roles.

Supervision (3.21/3.22)

Supervision of staff is undertaken by the Leaders in the setting. All staff should feel able to approach any leader if they have concerns or require advice and/or support. Supervision provides an opportunity for staff to:

- discuss any issues – particularly concerning children’s development or well-being;
- identify solutions to address issues as they arise; and
- receive coaching to improve their personal effectiveness.

Staff qualifications and ratios (3.23/3.25/3.26/3.28/3.35/3.36)

Whilst we choose to exceed the qualification and ratio requirements in many areas, this chart outlines the statutory minimum expectations. Responsibility for ratios ultimately rests with the Headteacher; responsibility for this is delegated to the Nursery Manager or Foundation Stage Coordinator for day to day control. The Nursery Manager or Foundation Stage Coordinator informs parents about staff deployment and Key people in the setting. Children must usually be within sight *and* hearing of staff and always within sight *or* hearing.



<p>In Reception Classes</p>	<p>1:30 provided QTS, EY Professional Status, EY Teacher Status or another suitable level 6 qualification</p>
<p>Other EY Classes for children aged 3 or above</p>	<p>For children aged three and over in independent schools, where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification, an instructor, or another suitably qualified overseas trained teacher, is working directly with the children:</p> <ul style="list-style-type: none"> ▪ for classes where the majority of children will reach the age of 5 or older within the school year, there must be at least one member of staff for every 30 children; ▪ for all other classes there must be at least one member of staff for every 13 children; and

	<ul style="list-style-type: none"> ▪ at least one other member of staff must hold a full and relevant level 3 qualification. <p>For children aged three and over in independent schools, where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification, no instructor, and no suitably qualified overseas trained teacher, working directly with the children:</p> <ul style="list-style-type: none"> ▪ there must be at least one member of staff for every eight children; ▪ at least one member of staff must hold a full and relevant level 3 qualification; and ▪ at least half of all other staff must hold a full and relevant level 2 qualification.
'Rising threes'	See ratio for two-year olds
Two-year olds	<ul style="list-style-type: none"> ▪ ratio of 1 adult:4 children (min) ▪ one member of staff will be qualified at level 3 ▪ at least half of all other staff must be qualified at level 2
Under twos	<ul style="list-style-type: none"> ▪ ratio of 1 adult:3 children (min) ▪ at least one member of staff being qualified at level 3 and have suitable experience of working with under 2s ▪ at least half of all other staff will be qualified at level 2 ▪ at least half of all staff will have received training that specifically addresses the care of babies ▪ where there is an under-twos room, the member of staff in charge will have suitable experience of working with under twos
Supervisors and managers	Must be qualified at least to level 3 (and at least half of all other staff must be qualified at level 2). Manager should have at least two years' experience of working in an early years setting, or have at least two years' other suitable experience. Must be named Deputy capable and qualified to take charge in the manager's absence.

At least one person who has a current paediatric first aid certificate will be on the premises and available at all times when children are present, and must accompany children on outings. Paediatric first aid training must be relevant for workers caring for young children and, where relevant, babies. The training must cover the course content as for St John Ambulance or Red Cross paediatric first aid training and be renewed every three years.

All staff will have sufficient understanding and use of English to ensure the well-being of children in their care.

Before and after school care and holiday provision (3.40)

Where provision is solely before/after school care or holiday provision for children who normally attend Reception class (or older) during the school day, there must be sufficient staff as for a class of 30 children.

The Headteacher will determine how many staff are needed to ensure the safety and welfare of children, bearing in mind the type(s) of activity



and the age and needs of the children. It is also for the Head to determine what qualifications, if any, the manager and/or staff will have.

Any adults working with children under age 8 in before/after school care or directly manage the setting are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting).

Staff have a duty to disclose to the provider to the best of their knowledge whether anyone who lives and works in their household has unspent relevant convictions, cautions, court orders etc as above. All background checks will be recorded as detailed above.



HEALTH

Medicines (3.44/3.45/3.46)

We actively promote good health for all children in our setting. We have clear policies and procedures in place to support in this area.

See [Administration of Medication Policy](#)

See [Supporting Children with Medical Conditions Policy](#)

See [Accident and Incident Recording and Reporting Policy](#)

The policies include:

- guidance on administering prescribed medication
- guidance on the storage of prescribed medication
- the need for written permission from parents
- the need for record keeping
-



Food and drink (3.47)

As a school, we promote healthy eating and a healthy lifestyle. All meals, snacks and drinks are healthy, balanced and nutritious. Before admitting a child we obtain information about special dietary requirements, preferences and food allergies. Fresh drinking water is available at all times, both indoors and outdoors.

We have an on-site kitchen, with staff employed by Thomas Franks. This is the designated area for preparation of food and snacks, including for preparation of baby food. All staff are trained in the handling of food via an annual online training course. Certificates are issued.

Accident or injury (3.50/3.51)

We have clear guidance in place for the administration of first aid. See [First Aid Policy](#)

The first aid box is accessible at all times with appropriate content for children. We keep clear written records of all first aid administered. The first aid box is taken outside when the children are outdoors and always taken on school trips. All injuries or accidents are recorded and filed. This paperwork is reviewed on a half-termly basis by the Head teacher to look for any trends that may lead to concerns.

Parents and carers are informed of any accident or injury sustained by a child on the same day and of any treatment given. In the case of a head injury being incurred by a child the parent is informed by telephone and an accident form as well as a red alerter is sent home by the teacher/practitioner. Parents are required to sign accident forms when they collect their child.

The School will notify local child protection agencies of any serious incident or accident to, or death of, any child while in their care and will act on any advice from those agencies.

See [Health and Safety Policy](#)

See [Guidance on Serious Incident Reporting to Cognita](#)



Hygiene

In King's EYFS we are committed to maintaining high standards of hygiene. The continued good health and wellbeing of the children is of primary importance to us. We will follow our health policy exactly at all times. [Please see the King's EYFS Health Policy.](#)

See [Prevention and Control of infection and Communicable Diseases Procedure](#)

Managing behaviour (3.52/3.53)

Staff are responsible for managing children's behaviour in an appropriate way. This will always be based on positive reinforcement and praise, with reminders where behaviour falls short of expectations. The School [Behaviour Policy](#) provides clear guidance on our whole school expectations and procedures.

Corporal punishment, or the threat of such punishment, is illegal. Any adult that uses or threatens to use corporal punishment will be suspended immediately and will be subject to the School's Disciplinary Policy. The use of, or threat of, corporal punishment will be deemed gross misconduct and result in dismissal.

An employee will not be deemed to have used corporal punishment (and therefore will not have committed an offence), where physical intervention¹ was taken for the purposes of averting immediate danger of personal injury to any person (including the child) or to manage a child's behaviour if absolutely necessary.

A written record will always be kept when physical intervention is used, and parents and/or carers must be informed on the same day, or as soon as reasonably practicable. Any use of physical intervention must be reported to the Nursery Manager or Foundation Stage Coordinator immediately.



¹ Physical intervention is where practitioners use reasonable force to prevent children from injuring themselves or others or damaging property.

SAFETY AND SUITABILITY OF PREMISES, ENVIRONMENT AND EQUIPMENT

Safety (3.54/3.55/3.64)

The Proprietor will always comply with requirements of Health and Safety legislation and do everything possible to ensure the maximum safety for children and staff. Headteachers, with the Nursery Manager or Foundation Stage Coordinator, will ensure that the premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for and the activities provided on the premises.

All staff must follow the agreed **Emergency Evacuation and Lockdown Procedure**.

Staff should be aware of how to use the emergency alarm in the event of a fire. Staff must be aware of all emergency exits and escape routes in case of evacuation. All exits and escape routes should be free from obstruction, it is the responsibility of all staff to ensure that this happens.

The Nursery Manager or Foundation Stage Coordinator will share with all team members the requirements to ensure that the setting (indoors and outdoors) is safe for children on a daily basis. Any staff member can be required to undertake **Daily Health and Safety Checks** using the agreed checklist.

All staff are required to read, understand and sign appropriate **Risk Assessments**.

Smoking (3.56)

Smoking is not allowed in or on the school premises at any time.

We have designated all the premises within the confines of the School & Nursery as **smoke free areas**. No one is permitted to smoke at anytime on the School and Nursery premises and this includes the use of cigarettes. This complies with the smoke free legislation under the Health Act 2006, which from 1st July 2007 has placed a duty on 'any person who controls or is concerned in the management of smoke-free premises' to ensure compulsory signage is displayed in the required places and smoking is prevented in all 'enclosed' or 'substantially enclosed' premises



Any staff that wish to smoke are also prohibited from doing so in the nursery/school grounds including the car park; thus reducing the chance of a child seeing any member of staff smoking.

Staff are not permitted breaks for the purpose of smoking; smokers and non smokers have the same breaks. Staff must not smoke whilst wearing uniform, as a child could passively inhale the smoke from a staff member's clothes.

Premises (3.58)

The Proprietor will follow their legal responsibilities under the Equality Act 2010.



Sleeping children (3.59)

Sleeping children must be frequently checked.

Toilets and hand basins (3.60)

The Proprietor follows the regulations to ensure that appropriate facilities are in place. Adults must never use bathroom areas designed for children

Changing area (3.60)

We have designated changing areas for changing nappies. Changing should be done, where possible, in pairs. This ensures that there is no possibility of any problems developing regarding abuse. If one person is changing alone it is important that staff monitor how long staff are absent from the room and report if concerned. All doors have been removed from changing rooms in the main nursery block, to ensure staff can be seen at all times. In the 30-36 months room the fire door must be pinned back whilst staff and children are accessing changing facilities and children's toilets.

[See Intimate Care Policy.](#)



Staff facilities (3.61)

Staff can use separate facilities when taking a break in the staffroom in the main school building. If staff need to have a confidential conversation with a parent, they should use the Nursery office or an empty available room in the main school.

Safety at the end of a session/day (3.62)

We have clear procedures in place to ensure that children are only released into the care of individuals who have been notified to the School by the parent. We ensure that no child ever leaves the premises unsupervised.

- Registration paperwork on entry asks parents for details of those adults who may collect their child.
- We ask parents to introduce new childminders or family members not on the list to staff prior to them being collected from the premises.
- For exceptional circumstances when another adult is given permission to collect a child from the premises an agreed password must be given to staff.
- Under no circumstances will a child be released from the setting without satisfying one of the above criteria.

Policy on non-collection of children in EYFS

[Please see Failure to Collect Child Policy.](#)

Entry to the premises (3.62)

We have a clear system for visitor management. All visitors are required to sign in at the school office. No visitor will ever have unsupervised access to children unless the appropriate background checks are in place and verified. All visitors are expected to wear a visitor lanyard for purposes of identification.

- A visitor on site without a lanyard must always be challenged.
- A green lanyard is given to visitors who have been DBS checked.
- A red lanyard is given to visitors who have not shown a DBS check and must be accompanied at all times.



Insurance (3.63/3.66)

The Proprietor ensures that the school has appropriate insurance in place, including public liability insurance. When being transported, the vehicle and the driver will be adequately insured.

Off-site learning (3.65)

We have clear procedures in place for learning off-site, these are outlined in our **Educational Visits Policy**. Before taking any children off site, the group leader must risk assess the opportunity, gain approval for the visit and ensure that all adults accompanying the children understand the risk assessment and requirements placed on them.



INFORMATION SHARING

Information and records (3.68)

We work in the best interests of every child and always seek an open and productive relationship with parents. This means that we routinely share information with parents to build a trusting and respectful relationship that is driven by the desire to get the best for their child. We share assessment information with parents so that they can support their child's learning and development at home. We actively encourage parents to share information with us so that we can understand the context of their child. Where we receive requests from parents, we incorporate their comments into children's records.



We will always share information with external agencies and other professionals, including social care, police and inspectorates to ensure the safe and efficient management of our school and early years setting. Unless it is felt that the child is in immediate danger, permission will always be sought from parents to share information.

Records must be retained in line with our [Document retention Schedule](#).

Record keeping (3.69/3.72)

Each child has a confidential school record and these are available only to those with a right or professional need to see them. The Headteacher is ultimately responsible for ensuring that arrangements are in place to govern this. Where there are Safeguarding or Child Protection concerns, all relevant details will be kept in a separate confidential record accessed only by the Headteacher and DSL. At the point of transfer to another setting or school, Safeguarding records are transferred under separate confidential cover.

The School will always comply with its responsibilities under the Data Protection Act.

The school stores information about each child on its management information system. As a minimum, we keep the following information: full name, date of birth, name and address of every parent and/or carer known to the School, information about any other person who has parental responsibility for the child, details of which parent(s) the child normally lives with, emergency contact details for parents and/or carers.

Privacy and confidentiality (3.70)

All staff working in our setting must understand the privileged position they work in. By the nature of the role, staff come across confidential information about children and families. This information must never be shared with others outside the school setting unless in relation to reporting a safeguarding concern or reporting a crime to the police.

See [Confidentiality Policy](#)

All staff are expected to respect confidentiality in the following ways:

- parents will have ready access to the files and record of their own children's development but will not have access to the information about any other child
- staff will not discuss individual children, other than for the purposes of curriculum planning, teaching and learning and group management, with people other than the parent of that child
- sensitive information given by parents to the school will not be passed on to other adults without permission (excluding in the case of reporting a safeguarding concern)



Information for parents (3.73)

We provide information for parents in a range of ways: King's School website, registration packs, parent notice boards, liaison books, special books, school Facebook page, Parent Mail and newsletters. As a minimum, we always provide parents with the following information:

- how the EYFS is being delivered in the setting, and how parents and/or carers can access more information;
- the range and type of activities and experiences provided for children, the daily routines of the setting, and how parents and carers can share learning at home;
- how the setting supports children with special educational needs and disabilities;
- food and drinks provided for children;
- details of the provider's policies and procedures including the procedure to be followed in the event of a parent and/or carer failing to collect a child at the appointed time, or in the event of a child going missing at, or away from, the setting; and
- staffing in the setting; the name of their child's Key Person and their role; and a telephone number for parents and/or carers to contact in an emergency.

Complaints (3.74)

We have a clear **Complaints Procedure** in place which is made available to all parents on the School website. The Headteacher maintains a written record of all formal complaints.

Where complaints relate to the fulfilment of the EYFS requirements, they will be investigated and the outcome of the investigation will be shared with Ofsted within 28 days of having received the complaint.

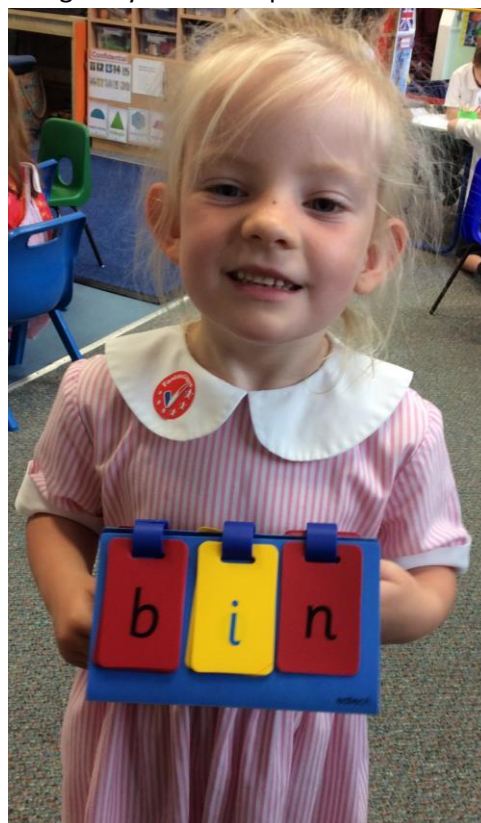
Inspection (3.75)

Once notified of an inspection, we inform all parents of children in the setting. Following an inspection, we make the report available to all parents.

Maintaining information (3.76)

We hold the following information:

- name, home address and telephone number of the provider and any other person living or employed on the premises;
- name, home address and telephone number of anyone else who will regularly be in unsupervised contact with the children attending the early years provision; and
- a daily record of the names of the children being cared for on the premises, their hours of attendance and the names of each child's Key Person.



ADDITIONAL DUTIES FOR REGISTERED SETTINGS WITH CHILDREN AGED BELOW TWO

Allegations (3.8)

Registered provider must 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). Registered providers 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. A registered provider who, without reasonable excuse, fails to comply with this requirement commits an offence.

Food and drink (3.49)

Registered providers must notify Ofsted 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.

Accidents (3.51)

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

Premises (3.57)

In registered provision, providers must meet the following indoor space requirements:

- Children under 2 years: 3.5m² per child
- 2 year olds: 2.5 m² per child
- Children aged 3 to 5 years: 2.3 m² per child

Baby room (3.59)

There is a separate baby room for children under the age of two. However, the Nursery ensures that children in the baby room have contact with older children and are moved into the older age group when appropriate.

Complaints (3.75)

Providers must make available to parents and/or carers details about how to contact Ofsted if they believe the provider is not meeting the EYFS requirements.

Certificate (3.76)

Providers must display their certificate of registration from Ofsted.

Changes notified to Ofsted (3.77 & 3.78)

Providers must notify Ofsted of:

- Any change in the address of the premises; any change in the premises that may affect the space available to children and the quality of childcare; any change in the name or address of the provider; any change in the person managing the provision
- Any proposal to change the hours during which the childcare is provided
- Any significant event which is likely to affect the suitability of the provider or any person who cares for, or is in regular contact with, children on the premises, to look after children
- Any change in the proprietor (registered company)



If there has been a change of manager, providers must notify Ofsted that a new manager has been appointed. Where it is reasonably practicable to do so, notification must be made in advance. In other cases, notification must be made as soon as reasonably practicable, but always within 14 days.



Ownership and consultation	
Document sponsor	Director of Education
Document author	Assistant Director of Education with responsibility for early years
Consultation	Headteachers and Early Years Leaders at: Breaside Prep School, Charterhouse Square School, Downsend Epsom Pre-Prep, Duncombe Prep School, Huddersfield Grammar School, King's School ADE: Karen Nicholson. QA: Marian Harker

Audience	
Audience	Early Years Leaders and Early Years teams All school leaders

Document application and publication	
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Wales	No
Spain	No

Version control	
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Review date	April 2017

Related documentation	<ul style="list-style-type: none">○ Early Years Regulations○ ISSR○ All policies referred to in the body of the Handbook
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