

Guidance on inspecting providers registered on both the Childcare and the Early Years Registers

The aim of this guidance is to assist inspectors to carry out inspections of providers who are registered on both the Childcare and the Early Years Registers. In these circumstances, during the inspection of the early years provision, inspectors should seek the provider's confirmation that the requirements of the Childcare Register and any conditions relating to registration on that register are met.

This guidance supplements the main inspection guidance for early years provision which are *The evaluation schedule for inspections of registered early years provision* and *Conducting early years inspections*.

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Contents

About this guidance	4
Background	Error! Bookmark not defined.
The Childcare Register requirements	4
Confirming compliance with Childcare Register requirements	4
No later years children on roll or present	5
Before the early years inspection	5
During the early years inspection	5
The outcome of the compliance confirmation	9
Giving feedback	9
Writing the early years report	10
Annex A: Links between the requirements of the Children Register and the welfare requirements of the Early Years Foundation Stage	12
Annex B: List of records required by the Childcare Register	25
Annex C: Distinguishing between minor and significant concerns for the Childcare Register	26

About this guidance

The aim of this guidance is to assist inspectors when carrying out inspections of providers who are registered on both the Childcare and the Early Years Registers. It sets out how inspectors should judge compliance with the requirements of the Childcare Register during the inspection of the early years provision.

Background

Most providers on the Early Years Register are also on the Childcare Register, giving them the opportunity to care for children of all ages. For the purposes of this guidance we refer to early years and later years provision to distinguish between the registers.

When a person is registered on both registers, inspectors should inspect the early years provision and, at the same time, ask the provider, or the person-in-charge, to confirm that the later years provision complies with Childcare Register requirements and any conditions of registration relating to that provision.¹

The Childcare Register requirements

The ongoing requirements for compulsory registration on the Childcare Register are set out in the left-hand column of the table in annex A.² The table also highlights:

- differences between the requirements for compulsory and voluntary registration on the Childcare Register
- links to the safeguarding and welfare requirements of the Early Years Foundation Stage
- some differences between the requirements of the Childcare Register and the Early Years Foundation Stage.

Confirming compliance with Childcare Register requirements

The compliance confirmation does not involve an evaluation of the quality of the later years provision and should not detract from the early years inspection which must take priority.

Inspectors should only pursue any issues about compliance with the Childcare Register requirements if evidence emerges during the course of the early years inspection that one or more of the Childcare Register requirements are not being

¹ Referred to in this guidance as a 'compliance confirmation'.

² These are given in full in the *Childcare (General Childcare Register) Regulations 2008* [2008 No. 975]; <http://www.legislation.gov.uk/uksi/2008/975/contents/made>.

met. This would normally be because the provider is also failing to meet the requirements of the Early Years Foundation Stage.

If inspectors have significant concerns about the later years provision they should either raise actions relating to the requirements that they judge are not met; or where necessary discuss the appropriate course of action with the compliance, investigation and enforcement (CIE) team. The criteria for referral to the CIE team are the same as those set out in *Conducting early years inspections* paragraph 78.³

No later years children on roll or present

Inspectors should ask the provider or manager to confirm compliance even if no children to whom the Childcare Register provision applies are on roll or present at the time of the inspection. This is because we will not return to carry out a stand-alone inspection of that part of the provision – unless we subsequently receive a complaint relating specifically to the registered later years provision.

Before the early years inspection

Ofsted sends an information pack to the Inspection Service Provider giving details about whether an Early Years Register provider is registered on the compulsory and/or voluntary parts of the Childcare Register.

Contacting providers

Providers receive little or no notice of their early years inspections. Inspectors should only telephone early years childminders, and settings that do not meet regularly, before the inspection to check that they are operating on the day they plan to visit.

However if inspectors make a telephone call they should ask for details of the Childcare Register provision and explain that the inspection will include a check of the requirements of the Childcare Register. Inspectors should refer the provider to *Are you ready for your inspection* pages 12–13, which explains inspections of Childcare Register provision.⁴

During the early years inspection

Arrival

Inspectors should explain that:

- as well as inspecting the early years provision there will be a check of compliance with the requirements of the Childcare Register

³ *Conducting early years inspections* (120087) Ofsted, 2012; www.ofsted.gov.uk/resources/120087

⁴ *Are you ready for your inspection* (120085) Ofsted, 2012; www.ofsted.gov.uk/resources/120085.

- the provider must have the required records and statements ready for inspection should the inspector wish to see them
- the inspector will check any aspect where evidence suggests that one or more of the Childcare Register requirements are not being met
- any non-compliance will be included during the feedback meeting at the end of the early years inspection, and the outcome will appear at the end of the early years report.

Meeting with the provider/manager

Inspectors should check with the provider or manager that they understand and comply with the requirements for the Childcare Register during the meeting with them. This should not involve going through the full list of requirements and inspectors should sample policies and procedures on a similar basis to the early years inspection.⁵ This should involve:

- the record of Disclosure and Barring Service checks and a selection of recruitment records (where applicable)
- qualifications, including first aid
- the complaints record.

Inspectors must give the provider a draft of the 'information about the setting' section of the early years report to check for factual accuracy and this should reference the Childcare Register provision.

Inspectors should record the outcome of the compliance check for the Childcare Register and any supporting evidence in their evidence for the early years inspection.

Checking compliance

Inspectors should follow up any compliance issues that arise from the interview with the manager or during the course of the early years inspection. This is likely to be straightforward when the children in the early years and the later years age groups are cared for together by the same people, for example in childminding or childcare on domestic premises settings. In these circumstances evidence of Childcare Register requirements regarding suitability, premises, ratios, qualifications and safeguarding procedures is likely to emerge during collection of evidence for the leadership and management of the Early Years Foundation Stage provision.

In some settings children of different ages may be cared for separately and by different people; for example, a nursery may provide out-of-school care in a different part of the building with different staff. In these circumstances inspectors should spend a short period of time in the later years provision to make sure requirements are met and put into practice. Inspectors must:

⁵ *Conducting early years inspections*, para 54

- make sure there are no children in the Early Years Foundation Stage attending any out-of-school care (for example children attending wrap-around care who are in reception class at school). If there are, inspectors must inspect the quality of provision for those children and take this into account when making judgements about the provision overall
- consider the impact of any non-compliance with requirements of the Childcare Register on judgements about the leadership and management of the setting overall. Generally a setting's leadership and management cannot be judged as better than satisfactory if there is a failure to meet requirements in part of it.

Looking at the setting as a whole

Although similar to some of the safeguarding and welfare requirements of the Early Years Foundation Stage, the Childcare Register requirements are not fully aligned and are specific to the later years provision. Inspectors must consider the differences between the Childcare Register requirements and the Early Years Foundation Stage safeguarding and welfare requirements (see annex A), and bear in mind the following points.

Ratios

In childminding provision, children may be left in the care of a suitable assistant for a maximum of two hours in any one day, where parents have agreed to this, on both registers. However for the Childcare Register the agreement from parents must be in writing. For the Early Years Register the consent does not have to be written.

In the case of group care, inspectors should distinguish between the ratios where the early years provision is separate from the later years provision, but they do not have to do so where the provision is together. For example, three members of staff are sufficient for 20 three- and four-year-olds who are cared for alongside four children aged six and seven. But if the later years children are cared for in a separate part of the premises, then normally a minimum of four members of staff would be required: three for the children in the early years age group and one for the later years age group depending on the layout of the premises.

Documentation and information

Later years providers are required to have the records and statements set out in annex B. Childminders on the compulsory part of the Childcare Register must have the required statements for the later years provision in writing – even though they are not required to have written policies and procedures for the Early Years Foundation Stage.

There is no need for a provider to keep separate sets of policies, procedures and records for the early years provision and later years provision. However, if records cover the whole setting and it operates as two distinct provision types such as a

nursery and out of school care the documents should note any differences in procedures regarding the early and later years provision.

The required information about the later years provision for parents (see annex A: paragraph 24) can form part of the information about the whole setting.

It is acceptable that valid public liability insurance covers the whole setting.

Equipment

If there are no later years children on roll, it is not necessary for providers to have a full range of equipment at the time of the early years inspection.

Risk assessments

Risk assessments can be made on the premises and equipment as a whole. Where this is the case the provider should be alert to any possible differences in risks to children in the early years and the later years age groups: for example, by allowing children in the early years age group unsupervised access to computers or large climbing apparatus in the garden. Risk assessments do not need to be in writing for early or later years provision. However health and safety legislation has specific requirements for risk assessments that requires a written record of significant findings of risk assessments where five or more staff are employed. For those on the Childcare Register risk assessments must be reviewed annually, whereas the Early Years Foundation Stage requires them to be reviewed regularly.

Complying with other legislation

The Childcare Register requirements specifically mention compliance with section 21 of the Disability Discrimination Act 1995 regarding the physical features of the premises.⁶ Inspectors should consider what impact the failure to comply with the Disability Discrimination Act 1995 has on the early years provision, particularly on the judgement for leadership and management.

The adverse impact of later years provision on early years provision

The later years provision must not have an adverse effect on the provision for children in the early years age group. For example, the behaviour of children in the later years age group should not disrupt the early years provision or provide poor role models for the social skills and learning habits of children in the early years age group. If it does, inspectors should take this into account when reaching judgements on the quality of early years provision. Inspectors should report any impact of the later years provision which has a significant effect on the early years judgements.

⁶ Disability Discrimination Act 1995; <http://www.legislation.gov.uk/ukpga/1995/50/contents>.

Similarly, the early years provision must not adversely affect that for the children in the later years age group (see annex A, paragraph 18).

The outcome of the Childcare Register inspection

The possible outcomes are:

- **met**
 - the provider confirms that he or she complies with all requirements of the Childcare Register; and there is no evidence which indicates otherwise
- **not met (actions)**
 - there is evidence of non-compliance which requires action by the provider but the inspector judges the provider is willing and able to make the necessary improvements
- **not met (enforcement action)**
 - there is evidence of non-compliance which raises significant concerns about the later years provision and the inspector judges enforcement action is appropriate

The table in annex C sets out examples of non-compliance that would lead to one or other of the above 'not met' outcomes.

If there are significant concerns about the later years provision and inspectors believe the children to be at risk of harm they must consult the CIE team prior to feedback.

Giving feedback

The guidance on giving feedback for the early years inspection is in *Conducting early years inspections*, pages 17–18.

At the feedback meeting, inspectors should also tell the childminder, provider or manager the outcome of any compliance check with the Childcare Register and substantiate this with evidence, where necessary.

Feedback should be brief, even where the later years provision is non-compliant, and should not detract from feedback on the quality of the early years provision.

Feedback on the later years provision should include:

- the outcome of the compliance check
- an explanation of any requirements which are not being met and the evidence for this
- any action Ofsted intends to raise
- how and where the compliance confirmation and any actions will appear in the early years report.

Where overall requirements are not being met and enforcement action is needed, inspectors should explain the range of options open to Ofsted. In more serious cases where children are, or may be, at risk of harm, Ofsted may suspend the Childcare Register registration to allow time to investigate the circumstances. Ultimately Ofsted may decide to cancel registration if there is reason to believe that the provider has failed to do one of the following:

- comply with the requirements
- comply with a condition imposed on their registration
- pay the annual fee.

Ofsted may, in rare cases, decide to caution or prosecute any registered person that commits an offence under the relevant parts of the Childcare Act 2006. This includes failure to comply with a condition of registration.

Inspectors should inform the provider that Ofsted will let them know as soon as possible what enforcement action it will take.

Including information in the early years report

The following option in the early years report template will automatically be displayed if the provider is registered on both or either part of the Childcare Register.

The provision is also registered on the voluntary and/or compulsory part(s) of the Childcare Register. This report includes a judgment about compliance with the requirements of that register.

Inspectors should mention the nature of the Childcare Register provision in the 'information about the setting' section but do not need to go into detail. For example:

- Parkview Holiday and After School Club opened in April 2003 and is one of a chain of clubs managed by Best Childcare Ltd. It operates from two portacabins in the grounds of Parkview Community Centre in Hillside. Children have access to a nearby toilet block and can play in the grounds of the centre under supervision.
- The club is open each weekday from 07.45 to 09.00 and from 15.30 to 18.30 during term time; and from 07.45 to 18.30 during school holidays. There are eight places for children in the Early Years Foundation Stage.
- The club also offers 20 places for children aged between five and eleven years before and after school: this provision is registered on the Childcare Register. Children occupying these places share the same facilities as the children in the early years age range.

- There are eight permanent staff members, six of whom hold relevant childcare qualifications, and two others are completing training to achieve a level 2 childcare qualification.

The main body of the early years report should **not** include an evaluation of any provision registered on the Childcare Register. However, inspectors should report its impact on the provision for children in the Early Years Foundation Stage should be included in the most appropriate section of the report if it is a significant factor in judgements for the early years provision.

Updating registration details after the inspection

You may need to amend details of the registration relating to the Childcare Register following information you receive during the inspection. Any amendment details should be sent to the National Business Unit which will arrange for the update to provider details.

Annex A: Links between the requirements of the Children Register and the welfare requirements of the Early Years Foundation Stage

The following table sets out the ongoing requirements for compulsory registration on the Childcare Register (first column) and compares these with the requirements for voluntary registration (second column).⁷ It also highlights some notable differences with some of the general Early Years Foundation Stage welfare requirements (third column).

The Childcare Register		Early Years Foundation Stage
Ongoing requirements for compulsory registration	Ongoing requirements for voluntary registration	Links with the safeguarding and welfare requirements
Welfare of the children being cared for		Staffing arrangements must meet the needs of all children and ensure their safety
1. Children being cared for are kept safe from harm. (a) The later years childminder is present at all times on the relevant premises while the childcare is being provided, except for a maximum of two hours per day if; a childminder's assistant is present on the relevant premises in the childminder's absence; and the parents of the child have given written consent to the childminder for the child to be left with the childminder's assistant. For every six children for whom the later years childminding is being provided, at least one person who cares for them has attained the age of 18, and at least one person caring for	Same as for compulsory registration.	Same as for registration on the Early Years Register. Differs only in that consent from parents does not need to be in writing for the Early Years Foundation Stage.

⁷ This table does not show the differences in the voluntary registration requirements for home childcarers. This is because they cannot be registered on the Early Years Register; that is, they will not be on two registers.

<p>such children has an appropriate first aid qualification.</p> <p>(b) Other later years provision: at least two persons who have attained the age of 18 and who care for the children are present at all times on the premises (while the childcare is taking place) and at least one of these people is either the later years provider, the manager or a person who works for the provider caring for the children for whom the later years provision is provided, and the other person is suitable to care for children.⁸</p> <p>For every eight children for whom the later years provision is being provided, at least one person who has attained the age of 18 cares for such children, and at least one person caring for such children has an appropriate first aid qualification.</p> <p>2. A person who has not attained the age of 18 and who is caring for the children must be supervised at all times by a person who is 18 or over.</p> <p>3. No person smokes tobacco, or consumes or is under the influence of alcohol or drugs (including medication that may have an adverse effect on the person's ability to care for children) on the premises while the later years provision is being provided or in the presence of a child for whom later years provision is being provided.</p> <p>4. The later years provider does not give, and ensures that no person who cares for the children gives, corporal</p>		<p>Different</p> <p>The Early Years Foundation Stage requires people caring for young children to be aged 17 and over. Individuals aged 17 and over who are on long-term placements may be included in the ratios if the provider is satisfied they are competent and responsible.</p>
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⁸ A person is unsuitable unless the later years provider is satisfied that an enhanced Disclosure and Barring Service check has been obtained in respect of that person.

<p>punishment to a child for whom the later years provision is being provided.⁹</p> <p>5. The later years provider ensures, so far as is reasonably practicable, that no person living or working on the relevant premises gives corporal punishment to a child for whom the later years provision is being provided.</p>		
<p>Arrangements for safeguarding the children being cared for</p>		<p>Providers must take all necessary steps to keep children safe and well</p>
<p>6. A written statement of procedures to be followed to safeguard children being cared for from abuse or neglect is available and observed.</p> <p>7. No individual who is unsuitable to care for children has unsupervised contact with a child for whom the later years provision is being provided.</p>	<p>Same as for compulsory registration.</p>	<p>Different</p> <p>Early years childminders must have and implement a policy and procedures to safeguard children but are not required to have the policy/procedures in writing.</p>
<p>Suitability of persons to care for children</p>		<p>Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles</p>
<p>8. The later years provider and any person caring for the children for whom the later years provision is being provided:</p> <ul style="list-style-type: none"> ■ is suitable to work with children ■ is of integrity and good character 	<p>Same as for compulsory registration.</p>	<p>Note: the Early Years Foundation Stage imposes a higher test of suitability.</p>

⁹ 'Corporal punishment' means anything done for the purpose of punishing a child (whether or not there are other reasons for doing it) which, absent any justification, would constitute battery.

<ul style="list-style-type: none"> ■ has skills and experience suitable for the work ■ is physically and mentally fit for the work. <p>9. The later years provider has in place an effective system to ensure that every person caring for such children satisfies the requirements in paragraph 8 above.</p> <p>10. The later years provider is satisfied that an enhanced criminal record certificate has been obtained in respect of every person who cares for the children, including the manager, for whom the later years provision is provided.</p>		
<p>Suitability of other persons</p>		<p>Providers must have effective systems in place to ensure that practitioners, and any other person who is likely to have regular contact with children (including those living or working on the premises) is suitable</p>
<p>11. Every person who either:</p> <ul style="list-style-type: none"> ■ lives on the relevant premises ■ works (including on a voluntary basis) on the premises at times when the later years provision is provided <p>is suitable to be in regular contact with children.</p>	<p>Same as for compulsory registration.</p>	<p>Same.</p>
<p>Qualifications and training</p>		<p>The daily experience of children in early years settings and the overall quality of provision depends on all practitioners having appropriate qualifications, training, skills and knowledge and a clear understanding of their roles and</p>

<p>12. (a) Later years childminding: Prior to registration the childminder applicant must have completed an appropriate course approved by an English local authority designed to enable the applicant to meet the requirements in Schedule 3 of the Childcare Register which are applicable to later years childminding.</p> <p>(b) Other later years provision: At least half of all persons caring for children for whom the later years provision is being provided have a qualification at a minimum of level 2 in an area of work relevant to such provision, and the manager has a qualification at a minimum of level 3 in an area of work relevant to such provision.^{10, 11}</p>	<p>Different from compulsory registration. At the point of registration at least one person who is caring for children on the relevant premises has either:</p> <ul style="list-style-type: none"> ■ a qualification at a minimum of level 2 in an area of work relevant to the childcare ■ successfully completed training in the core skills as set out in the document <i>Common core of skills and knowledge for the children's workforce</i>.¹² 	<p>responsibilities</p> <p>Same as the compulsory part for childminders but different to the voluntary part.</p> <p>Different</p> <p>The Early Years Foundation Stage stipulates half of all other staff must hold at least a full and relevant level 2 qualification, that is, other than the supervisor or manager who must hold at least a full and relevant level 3 qualification.</p> <p>There must be at least one person with at least a level 3 qualification working directly with the children</p>
<p>Suitability of premises and equipment</p>		<p>Providers must ensure that their premises, including outdoor spaces, are fit for purpose. Spaces, furniture, equipment and toys must be safe for</p>

¹⁰ As set out in the National Qualifications Framework and determined by the Qualifications and Curriculum Authority.

¹¹ As above.

¹² <http://webarchive.nationalarchives.gov.uk/20100202100627/dcsf.gov.uk/everychildmatters/strategy/deliveringservices1/commoncore/commoncoreofskillsandknowledge/>

		children to use
<p>13. The premises and the equipment used for the purposes of the later years provision are suitable for such provision and, in particular:</p> <ul style="list-style-type: none"> ■ the premises are safe for such provision ■ a child is not able to leave the premises without a person who is caring for children on those premises becoming aware of the child leaving ■ no person is able to enter the relevant premises without a person who is caring for children on those premises being aware of the entry of that person. <p>An assessment is undertaken to identify any risks to the health or safety of children for whom the later years provision is provided, arising from the premises (including the means of access to and exit from those premises), the equipment used for the purposes of the later years provision and the activities provided at least once in each calendar year. Assessment is undertaken immediately, when the need arises. All necessary measures are taken to minimise any identified risks.</p>	<p>Same as for compulsory registration.</p>	<p>Different Childcare providers in the Early Years Foundation Stage are required to have clear and well understood written policies and procedures for assessing any risks to children’s safety. Childminders are required to have clear and well understood policies and procedures but these do not need to be in writing.</p>
<p>Manner in which the later years provision is organised</p>		
<p>14. Arrangements are in place with other later years providers, or with parents of the children for whom the later years provision is provided, for occasions on which the later years provider is not able to provide the later years provision.</p>	<p>Same as for compulsory registration.</p>	<p>Different A similar requirement to paragraph 14 does not apply to early years providers - there is no requirement for them to make contingency arrangements.</p>

<p>15. The behaviour of the children for whom the later years provision is provided is managed in a suitable manner.</p> <p>16. If the later years provider cares for children other than those for whom the later years provision is being provided, at times when the later years provision is being provided, any such care does not have an adverse impact on the later years provision.</p> <p>17. (a) No child is refused later years provision or, whilst being cared for, is treated less favourably than another child by reason of:</p> <ul style="list-style-type: none"> ■ the race, home language, family background or gender of the child ■ the religion or belief of the child or the child's parents ■ any disability which the child may have.¹³ <p>(b) In relation to a physical feature of the relevant premises which makes it impossible or unreasonably difficult for disabled children to make use of the later years provision, the later years provider is treated as complying with this paragraph if the duty in section 21 of the Disability Discrimination Act 1995 (duty of providers of services to make adjustments) has been complied with.</p>	<p>Note: no child is refused later years provision. You should interpret this as meaning that all children who attend are included in activities. It is not necessary to scrutinise the provider's admission policy to ensure access is given to all children. If, however, you do find evidence that a provider is not complying with anti-discrimination legislation, you should tell your area manager.</p>	
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¹³ Within the meaning of section 1(1) of the Disability Discrimination Act 1995 or learning difficulty (within the meaning of section 312(2) of the Education Act 1996).

Procedures for dealing with complaints		Providers must put in place a written procedure for dealing with concerns and complaints from parents and carers
<p>18. The later years provider ensures that:</p> <ul style="list-style-type: none"> ■ there is a written statement of procedures to be followed in relation to complaints ■ each complaint is fully investigated ■ a written record is made of any complaint, the outcome of the investigation and any action taken ■ the person who made the complaint is provided, as soon as is reasonably practicable and in any event within 28 days of the date on which the complaint was made, with an account (in writing if requested by that person) of the findings of the investigation into the complaint and any action that has been taken or is to be taken as a result ■ at the request of the Chief Inspector, and within such reasonable period as the Chief Inspector specifies, the Chief Inspector is supplied with a statement containing a summary of any complaints made during the preceding 12 months and any action taken, or a list of all complaints recorded during such period of time as may be specified by the Chief Inspector (provided that such period does not begin more than two years before the request is made) 	<p>Same as for compulsory registration.</p>	<p>Different</p> <p>Although early years providers are required to keep a complaints record the same as detailed for the Childcare Register the length of time it must be kept is not specified in the Early Years Foundation Stage.</p> <p>The Early Years Foundation Stage states that records relating to individual children must be retained for a reasonable period of time after they have left the provision.</p>

<ul style="list-style-type: none"> ■ the written record is retained for a period of two years from the date on which any complaint was made.¹⁴ 		
Keeping of records (other than records of complaints)		See 'documentation and all other welfare requirements'
<p>19. In relation to each child for whom the later years provision is provided, a record is maintained consisting of:</p> <ul style="list-style-type: none"> ■ the child's name, home address and date of birth ■ the name, home address and telephone number of the child's parents ■ the days on which, and hours during which, the child has attended the relevant premises. <p>20. A record is maintained of accidents occurring on the relevant premises.</p> <p>21. A record is maintained of any medicinal product administered to a child for whom the later years provision is provided, including:</p> <ul style="list-style-type: none"> ■ the date and circumstances of its administration ■ by whom it was administered ■ a record of consent. <p>22. A record is maintained of the name, home</p>	<p>Same as for compulsory registration.</p>	<p>Different</p> <p>Early years providers are required to keep the same records as detailed for the Childcare Register. They are required to retain records relating to individual children for a reasonable period of time after they have left the provision.</p>

¹⁴ A 'complaint' here means a complaint by a parent in respect of a child for whom the later years provision is provided which is made in writing to the later years provider, and relates to any of the requirements of compulsory part of the Childcare Register.

<p>address and telephone number of every person living or working on the relevant premises.</p> <p>23. The records specified above are made as soon as is reasonably practicable after the event to which it relates occurs, or the information to which it relates is available, and is retained for a period of two years from the date on which the record was made.</p>		
<p>Provision of information</p>		<p>Providers must make the following information available to parents and carers</p>
<p>24. The following information is made available to parents of children for whom the later years provision is provided:</p> <ul style="list-style-type: none"> ■ information about the activities the children will undertake ■ copies of the written statements of procedures referred to in paragraphs 6 and 19 above ■ information about the system of registration on the Childcare Register ■ the address of the Chief Inspector ■ in the case of open access childcare the registered person must provide parents with a statement to that effect. <p>25. If any of the events specified in 26 below take place, the later years provider:</p> <ul style="list-style-type: none"> ■ notifies the Chief Inspector as soon as is reasonably practicable 	<p>Same as for compulsory registration.</p>	<p>Information for parents and carers is listed in paragraph 3.72 of the Statutory Framework</p> <p>Information about the provider is listed in paragraph 3.75 of the Statutory Framework</p> <p>Changes that must be notified to Ofsted are listed in paragraph 3.76 of the Statutory Framework</p>

<ul style="list-style-type: none"> ■ provides the Chief Inspector with information relating to the event as soon as is reasonably practicable, and in any event within 14 days of the event occurring. <p>26. The events are:</p> <ul style="list-style-type: none"> ■ the death of, or serious accident or serious injury to, a child which takes place whilst they are receiving later years provision ■ the death of, or serious accident or serious injury to, any other person on the relevant premises ■ the sudden serious illness of any child for whom the later years provision is provided ■ any allegation that serious harm to, or abuse of, a child has taken place on the relevant premises, caused by any person, or other than on the relevant premises, caused by any person who cares for, or is in regular contact with, the children for whom the later years provision is provided ■ any incident of food poisoning affecting two or more children for whom the later years provision is being provided. <p>27. The Chief Inspector is informed of:</p> <ul style="list-style-type: none"> ■ any significant event which is likely to affect the suitability to care for children of the later years provider or any other person caring for the children for whom the later years provision is provided 		
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<ul style="list-style-type: none"> ■ any significant event which is likely to affect the suitability to be in regular contact with children, of any person who has attained the age of 16 and who lives on the relevant premises, or works (including on a voluntary basis) on the relevant premises at times when later years provision is provided ■ any change in circumstances which affects the information held by the Chief Inspector as a result of the requirements specified in the Childcare (General Childcare Register) Regulations 2008 part 2 of schedule 1 (in the case of a later years childminder), or part 2 of schedule 2 (in the case of a later years provider other than a later years childminder). 		
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Other matters		
<p>28. The later years provider is covered by insurance in respect of liability which may be incurred for death, injury, public liability, damage or other loss.</p> <p>29. The certificate of registration given to the later years provider is displayed on the relevant premises.</p> <p>30. If the registration of the later years provider is suspended under regulations made under section 69 of the Childcare Act 2006, any notice of suspension given to the later years provider is displayed on the relevant premises during the period of suspension.</p>	<p>Same as for compulsory registration.</p>	

Annex B: List of records required by the Childcare Register

Providers registered on **either part of the Childcare Register** are required to keep the following records (unless the provider is a home childcarer) in relation to each child who is cared for on the premises:

- their name, home address and date of birth
- the name, home address and telephone number of their parent
- the name, home address and telephone number of every person living or working on the premises on which childcare is provided (or the part of the premises where the childcare is held, in the case of premises such as community/leisure centres, where only parts of the premises are used for childcare)
- a daily record of the hours of attendance
- a record of accidents that occur on the premises
- a record of any medicinal product administered to any child who is cared for on the premises including:
 - the date and circumstances of its administration
 - who it was administered by
 - a record of a parent’s consent.

In addition, providers registered on the **compulsory part** of the Childcare Register must ensure that they have the following written statements and make them available to parents:

- a written statement of procedures to be followed to safeguard children being cared for from abuse or neglect – that is observed
- a written statement of procedures to be followed in relation to complaints
- a written record of any complaint, the outcome of the investigation and any action taken.

‘Complaint’ means a written complaint by a parent in respect of a child who attends the provision and which relates to any of the requirements of the compulsory part of the Childcare Register.

In the case of **open access schemes**, providers must have a statement which makes it clear that the scheme is open access.

Providers must retain all the above records for a period of two years from the date on which they recorded the information.

Annex C: Distinguishing between minor and significant concerns for the Childcare Register

Outcome	Example of non-compliance	Action
<p>Not met</p> <p>Actions</p>	<p>Not displaying the certificate</p> <p>Members of staff smoking in the outdoor play area but no children are present.</p> <p>Not providing information about the Childcare Register to parents</p> <p>Not holding public liability insurance but evidence that it is being arranged</p> <p>Unchecked member of staff left in charge for 20 minutes while other staff attend to child in the medical room who has fallen down when playing outdoors</p> <p>Risk assessment not updated annually and no major concerns about the premises and/or equipment</p> <p>Children behaving badly and staff unsure how to deal with this</p> <p>Written child protection policy in place but manager and staff show no knowledge or understanding of child protection policy and procedures</p>	<p>Raise action(s) at feedback and in early years report.</p> <p>Provider reaffirms commitment to comply at annual renewal.</p>
<p>Not met</p> <p>Enforcement</p>	<p>Staff under the influence of drugs/alcohol whilst providing care</p> <p>Significant concerns about the state of the premises causing a severe risk to children</p> <p>Referral from children's services concerning allegations that the provider is using corporal punishment against children</p> <p>Unchecked member of staff left in charge of children each day for an hour while staff have their lunch</p>	<p>Discuss with CIE team. before giving feedback</p> <p>Advise provider at feedback of enforcement options open to Ofsted.</p> <p>CIE team convene case review to consider action</p> <p>CIE team draft and send notice(s) to the provider.</p> <p>If necessary, CIE team disclose information to police and child protection agencies.</p>