



Woodlands Kids Club
Childcare Register Audit
(May 2017)

www.parklanekids.co.uk



Introduction

This factsheet describes the requirements set out in regulations for both parts of the Childcare Register (compulsory and voluntary). If providers choose to be included on either part of the register they must meet these requirements at all times when providing childcare.

The law allows Ofsted to carry out inspections to check that providers comply with these requirements.

You will notice we have numbered the requirements. The requirements are not numbered in the regulations document but we have found the numbering a useful reference tool. The documents the inspector will use at your visit will have the same reference numbers.

Welfare of the children being cared for

Req. ref.	Requirement	On which part of the Childcare Register	How we comply	Out of school coordinator checks
CR1.1	The registered person must ensure that children receiving childcare are kept safe from harm.	Both parts	Please see policies and procedures, robust recruitment.	Ensure risk assessments are carried out.
CR1.2	The registered person must ensure that every person caring for children is alert to any indications that a child may be suffering from harm.	Both parts	Safeguarding policies and procedures. Safeguarding training in line with competency framework	Ensure training is formally updated and logged annually
CR1.3	The registered person must ensure that at least one person who is caring for children has an appropriate first aid qualification.	Both parts	Strive for 100% qualified	Notice on door – who is first aider today
CR1.4	The registered person must ensure that they do not use corporal punishment.	Both parts	See behaviour management procedure	Ensure all staff have induction & parents have handbook Do new rules with the children every term
CR1.5	The registered person must ensure that no person caring for children, or living or working on the premises where the childcare is provided, uses corporal punishment on a child for whom care is provided.	Both parts	Sam F checks incident forms and carries out training	Keep training agenda's as evidence
CR1.7	The registered person must ensure that a sufficient number of persons is present at all times on the relevant premises to ensure the safety and welfare of the children for whom the childcare is provided. At least one person is the provider, manager, or a person who works for the provider caring for the children.	Both parts	Recorded on the staff and children's registers	
CR1.8	The registered person must ensure that such number must not be less than one person caring for every 30 children.	Compulsory part of the Childcare Register only	Maintain ratio of 1:8 for all children	May decide to be outside of this company policy for children over 8 years old.
CR1.9	The registered person must ensure that no person smokes, or consumes or is under the influence of drugs (including medication that may have an adverse effect on the individual's ability to provide childcare) or alcohol in or on the premises at all times when children are present, or about to be present.	Both parts	Information is in the staff handbook	Make sure that no alcohol is kept during raffle times or in staff's own car if using to transport.
CR1.11	The registered person must ensure that any person aged under 17 caring for children is supervised at all times by a person who has attained the age of 18.	Both parts	We do not employ any person under 17 years of age	Sam and Katie will ensure this is the case on interview.

Arrangements for safeguarding children

Req. ref.	Requirement	On which part of the Childcare Register	How we comply	Out of school coordinator checks
CR2.1	The registered person must keep and implement a written statement of procedures to be followed for the protection of children, intended to safeguard the children being cared for from abuse or neglect.	Both parts	Policy and procedure	
CR2.3	The registered person must ensure that no individual who is unsuitable to work with children has unsupervised access to a child receiving childcare.	Both parts	Robust recruitment process. Annual health declaration	Katie to ensure all staff complete and return
CR2.4	The registered person must train all staff on the written statement of procedures to be followed to safeguard children from abuse or neglect.	Compulsory part of the Childcare Register only	Annual staff training day induction	Ensure safeguarding is on the agenda for any oos meetings.
CR2.5	The registered person must designate a lead practitioner to have particular responsibility for ensuring the welfare and safety of the children. The lead practitioner must be the provider, the manager or any person who cares for children.	Compulsory part of the Childcare Register only	Katie is the lead and in her absence the deputy	Ring Sam immediately in their absence
CR2.6	The lead practitioner must be responsible for ensuring the safety and welfare of children must attend child protection training to enable the person to identify and act on any indications that a child may be suffering from harm.	Compulsory part of the Childcare Register only	Yes the designated person attends training	
CR2.7	The lead practitioner responsible for ensuring the safety and welfare of children must provide support and guidance in relation to child protection matters to any person who cares for children.	Compulsory part of the Childcare Register only	Yes, the designated person and provider lead staff training	
CR2.8	The lead practitioner must liaise with any local Safeguarding Children Board and Director of Children's Services as appropriate.	Compulsory part of the Childcare Register only	Yes, the number is on the staff board and in the policy pack	

Suitability of persons to care for, or be in regular contact with, children

Req. ref.	Requirement	On which part of the Childcare Register	How we comply	Out of school coordinator checks
CR3.1	The registered person must have effective systems to ensure that the registered person, the manager and any person caring for, or in regular contact with, children: and any person who lives or works on the premises where childcare is provided (including on a voluntary basis): is suitable to work with children which, must include obtaining an enhanced Disclosure and Barring Service check.	Both parts	There is a list in the office of the DBS number and on-going suitability	Inform the manager or provider immediately if you have any concerns, do not keep to yourself or try to deal with it.
CR3.2	The registered person must have effective systems to ensure that the registered person, the manager and any person caring for, or in regular contact with, children has a sufficient command of the English language to ensure the welfare and safety of the children being cared for.	Compulsory part of the Childcare Register only	We check this out at interview stage.	

Qualifications and training

Req. ref.	Requirement	which part of the Childcare Register	How we comply	Out of school coordinator checks
CR4.1	The registered person must provide, or secure the provision of, any training which is necessary to ensure that all staff have suitable skills and experience to care for children.	Compulsory part of the Childcare Register only	We strive for 100% trained to minimum level 2. Support staff in their professional development.	
CR4.2	The registered person must ensure that at least one person has successfully completed a: <ul style="list-style-type: none"> ■ qualification at a minimum of level 2 in an area of work relevant to the childcare, or ■ training in the core skills as set out in the document 'common core of skills and knowledge for the children's workforce'. 	Voluntary part of the Childcare Register only	Please see staff register	

Suitability and safety of premises and equipment

Req. ref.	Requirement	which part of the Childcare Register	How we comply	Out of school coordinator checks
CR5.1	The registered person must ensure that the premises including overall floor space and outdoor spaces, and equipment used for the purposes of the childcare are safe and suitable for that childcare.	Both parts	See floor plan Also use the dance studio and sports ground Opening and closing checks	Make sure opening and closing checks are completed and staff carry out visual Risk assessments.
CR5.2	The registered person must ensure that a child is unable to leave the premises without a person who is caring for children on those premises becoming aware of the child leaving.	Compulsory part of the Childcare Register only	Security in place on the perimeter	Make sure staff are vigilant in the garden to ensure older children do not build tall structures near the fence.
CR5.3	The registered person must ensure that a child is unable to leave the premises unsupervised except where the childcare is open access childcare, or where the child is aged eight or over and the parent of the child has agreed that they may leave the provision unaccompanied.	Voluntary part of the Childcare Register only	We do not allow any child to leave the premise unsupervised unless written permission from the parent in exceptional circumstances.	
CR5.4	The registered person must ensure that no one can enter the premises without the knowledge of a person who is caring for children on the premises.	Both parts	Premises secure. Password system in place for new persons collecting	
CR5.5	The registered person must take all necessary measures to minimise any risks to the health or safety of the children and staff in their care.	Both parts	Setting risk assessments.	
CR5.7	The registered person must ensure there are suitable facilities for the preparation of food where food is provided.	Compulsory part of the Childcare Register only	Kitchen that meets the standards for food hygiene	Ensure area in the room is kept clean and suitable
CR5.8	The registered person must ensure that any food and/or drink provided is properly prepared, wholesome and nutritious.	Compulsory part of the Childcare Register only	See menu Information about allergens	
CR5.9	The registered provider must ensure children have access to drinking water.	Compulsory part of the Childcare Register only	Yes cups and tap in the room	Make sure children have access throughout the day and fill up own bottles on outings
CR5.10	The registered person must have a sufficient number of toilet and hand washing facilities suitable for the use of children.	Compulsory part of the Childcare Register only	There is one per 10 children.	
CR5.11	The registered person must provide access to a secure outdoor space, or where this is not practicable, reasonable arrangements must be made for activities to take place outdoors.	Compulsory part of the Childcare Register only	We have a large secure outdoor space, but also use the golf course and other outings.	Please ensure you regularly risk assess the garden before and during play.

How the childcare provision is organised

Req. ref.	Requirement	On which part of the Childcare Register	How we comply	Out of school coordinator checks
CR6.1	The registered person must make arrangements with other childcare providers or with parents for occasions on which the registered person is not able to provide childcare.	Both parts	We have an emergency closure policy that if implemented we contact all parents giving enough notice.	Please remember to make sure driving conditions are safe before doing any school run.
CR6.2	The registered person must ensure that children's behaviour is managed in a suitable manner.	Both parts	There is a code of conduct and a charter agreed with staff and children.	Make sure this is done every term and is displayed on the wall.
CR6.3	The registered person must ensure that the childcare is accessible and inclusive by not refusing to provide childcare or treat any child less favourably than another child by reason of the child's: <ul style="list-style-type: none"> race religion home language family background gender, or disability and/or learning difficulty taking all reasonable steps to ensure children with disabilities have access to the premises.	Both parts	All children will be accepted and the environment. Staff's children will be treated with the same dignity and respect.	Please do not run to staff to deal with their own children and make sure they are treated fairly.

Procedures for dealing with complaints

Req. ref.	Requirement	On which part of the Childcare Register	How we comply	Out of school coordinator checks
CR7.1	The registered person must have a written statement of procedures to be followed in relation to complaints which relate to the requirements of the Childcare Register and which a parent makes in writing or by email.	Both parts	We have a written statement (see policies and procedures)	
CR7.2	The registered person must ensure that each complaint is fully investigated.	Both parts	See the complaints folder for evidence.	
CR7.3	The registered person must keep a written record, for a period of three years, from the date of these complaints including the outcome of the investigation and the action the provider took in response.	Both parts	These are kept in the loft at Park lane Nursery.	
CR7.4	The registered person must inform the parent who made the complaint (in writing or by email if the parent requests this) of the outcome of the complaint, within 28 days of the date the complaint was made.	Both parts	We do this, please see complaints folder	
CR7.5	The registered person must make available to Ofsted, on request, a summary of complaints made in relation to the requirements during the past 12 months and the action that was taken as a consequence.	Both parts	We would do this, as all are kept.	
CR7.6	The registered person must produce for Ofsted, on request, a list of such complaints made during the previous three years.	Both parts	Records are kept for the appropriate amount of time.	

Records to be Kept

Req. ref.	Requirement	On which part of the Childcare Register	How we comply	Out of school coordinator checks
CR8	<p>The registered person must keep records of the following and retain them for a period of two years:</p> <ul style="list-style-type: none"> ■ the name, home address and date of birth of each child who is looked after on the premises ■ the name, home address and telephone number of a parent/guardian/carer of each child who is looked after on the premises ■ a daily record of the names of the children looked after on the premises and their hours of attendance ■ accidents which occur on the premises where childcare is provided ■ any medicine administered to any child who is cared for on the premises, including the date and circumstances and who administered it, including medicine which the child is permitted to self-administer, together with a record of a parent/guardian/carer's consent ■ 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). 	Both parts	All records are kept for the appropriate amount of time.	

Providing information to parents

Req. ref.	Requirement	which part of the Childcare Register	How we comply	Out of school coordinator checks
CR9.1	<p>The registered person must make the following information available to parents:</p> <ul style="list-style-type: none"> ■ information about the activities the children will undertake ■ copies of the written statements of safeguarding procedures and complaints procedures. 	Both parts	<p>A weekly plan is displayed on the board.</p> <p>These are provided in the parent's pack.</p>	
CR9.2	<p>The registered person must make the following information available to parents:</p> <ul style="list-style-type: none"> ■ a statement to tell parents that the childcare is open access. 	Voluntary part of the Childcare Register only	There is a written statement in the parents pack.	
CR9.3	<p>The registered person must make the following information available to parents:</p> <ul style="list-style-type: none"> ■ information about the registration system for the compulsory and/or voluntary parts of the Childcare Register ■ Ofsted's address. 	Both parts	A link is provided on the website and in the parents pack. We also keep a master copy in the room.	Ensure all staff have a copy of the requirements and see the audit we prepare.

Providing information to Ofsted

Req. ref.	Requirement	which part of the Childcare Register	How we comply	Out of school coordinator checks
CR10	The registered person must inform Ofsted of changes of circumstance as soon as they can (no later than 14 days after the change occurs).	Both parts	This would be done in writing.	

Changes to premises and provision

Req. ref.	Requirement	On which part of the Childcare Register	How we comply	Out of school coordinator checks
CR11	<p>The registered person must inform Ofsted of the following:</p> <ul style="list-style-type: none"> ■ a change to the address of the premises where they are providing childcare ■ a change in the type of childcare they provide, for example a change to the days and hours that children are cared for. 	Both parts	This would be done in writing.	

Changes to people

Req. ref.	Requirement	On which part of the Childcare Register	How we comply	Out of school coordinator checks
CR12.1	<p>The registered person must inform Ofsted of the following:</p> <ul style="list-style-type: none"> ■ any change to their name, address or telephone number ■ any significant event which is likely to affect their suitability or any person caring for children on the premises, such as any offences or orders that may disqualify them ■ the name, date of birth, address and telephone number of any person aged 16 or over working or living on the premises where childcare on domestic premises takes place ■ the name, date of birth, address and telephone number of any person working with children where childcare on domestic premises takes place. 	Both parts	This would be done in writing.	
CR12.2	<p>The registered person must inform Ofsted of the following:</p> <ul style="list-style-type: none"> ■ the appointment of a new manager of childcare on domestic or non-domestic premises ■ changes to the nominated person of a childcare provision. 	Both parts	This would be done in writing.	
CR12.3	<p>The registered person, where the main purpose is childcare, must inform Ofsted of the following:</p> <ul style="list-style-type: none"> ■ the name, date of birth, address and telephone number of any partner, director, senior officer or other member of the governing body. 	Compulsory part of the Childcare Register only	This would be done in writing.	

Matters affecting the welfare of children

Req. ref.	Requirement	On which part of the Childcare Register	How we comply	Out of school coordinator checks
CR13	<p>The registered person must inform Ofsted of the following:</p> <ul style="list-style-type: none"> ■ any incident of food poisoning affecting two or more children in the provider's care ■ any serious accident or injury to, or the death of, any child while receiving childcare ■ any serious accident or injury to, or the death of, any other person on the premises on which childcare is provided ■ any allegation of serious harm to, or abuse of, a child committed by any person looking after children on the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or by any person, where the allegation relates to harm or abuse occurring on those premises. 	Both parts	This would be done in writing.	

Insurance

Req. ref.	Requirement	On which part of the Childcare Register	How we comply	Out of school coordinator checks
CR14.2	The registered person must be covered by insurance in respect of liability which may be incurred for death, injury, public liability, damage or other loss.	Both parts	Please see the insurance certificate displayed in the main reception.	

Certificate of registration

Req. ref.	Requirement	On which part of the Childcare Register	How we comply	Out of school coordinator checks
CR15.1	The registered person must: <ul style="list-style-type: none"> ■ display the certificate of registration on the premises on which childcare is provided ■ display any notice of suspension of registration. 	Both parts	This is displayed in the main reception.	

All childcare providers must also comply with other relevant legislation including that covering health and safety, disability discrimination, food hygiene, fire and planning requirements.