

The requirements of the Early Years Register

A childcare factsheet

Childminders and childcare providers registered on the Early Years Register must meet the legal requirements set out in the Childcare Act 2006 and associated regulations in order to remain registered. The law establishes the Early Years Foundation Stage as the framework for the care and education of children in the early years age group¹ that all those registered on the Early Years Register must deliver.

The legal requirements you must meet for the welfare, learning and development of young children are set out in the *Statutory Framework for the Early Years Foundation Stage*². This is included in your Early Years Foundation Stage pack.

The Early Years Foundation Stage requires all providers to keep the following **written** records:

- a record of complaints received from parents and their outcomes
- a record of all medicines administered to children
- a record of accidents and first aid treatment while in care of the provider
- a record to demonstrate to Ofsted that the required Criminal Records Bureau checks have been carried out, including the number and date of issue of the enhanced CRB Disclosure, in respect of all people who work directly with children or who are likely to have unsupervised access to them
- a record of the following information for each child in their care:³
 - full name
 - date of birth

¹ The early years age group is children aged from birth until 31 August after their fifth birthday.

² The information at the end of this document tells you how to obtain the pack.

³ Providers must also record and submit certain information to their local authority about individual children receiving the free entitlement to early years *provision*. See the *Statutory Framework for the Early Years Foundation Stage*.

- the name and address of every parent and carer who is known to provider
 - which of these parents or carers the child normally lives with
 - emergency contact details of the parents and carers.
- a record of the name, home address and telephone number of the provider and any other person living or employed on the premises
 - a record of the name, home address and telephone number of anyone who will regularly be in unsupervised contact with the children attending the early years provision
 - a daily record of the names of the children looked after on the premises, their hours of attendance and the names of the children's key person
 - a record of risk assessment, clearly stating when it was carried out, by whom, date of review and any action taken following a review or incident. A risk assessment must be carried out for each specific outing with the children.

All providers must implement the following policies and procedures and all, **except childminders**,⁴ are expected to have written copies of those policies and procedures for:

- safeguarding children (to include the procedure to be followed in the event of an allegation being made against a member of staff)
- ensuring equality of opportunities and for supporting children with learning difficulties and disabilities.
- administering medicines, including effective management systems to support individual children with medical needs
- behaviour management
- dealing with concerns and complaints from parents
- the event of a parent failing to collect a child at the appointed time
- the event of a child going missing
- the emergency evacuation of the premises.

Part of the legal welfare requirements set out certain things you must tell us about. You must do so in advance of them happening if possible. If it is not possible to tell us in advance then you must tell us as soon as possible after the event; and in all cases within 14 days of the event occurring. We have set these out below to help you.

⁴ Unless the childminder is registered on the Childcare Register. For this register the policies and procedures should be in writing.

You must tell us about:

- any change in the name or address of the childminder or the childcare provider
- any change in the name, registered number or registered address of a company or charity providing childcare
- any change to the address of the premises where the childcare is provided
- the details of any changes to the premises where the childcare takes place. This includes changes that affect the space available or the quality of care available. One example is building work to extend or change premises
- any intention to change the hours that you provide childcare where such a change involves overnight care
- the details of any allegations of serious harm to, or abuse of, a child by any person living, working or caring for children at the premises where the care is provided. The allegations of serious harm or abuse may have occurred on the premises or elsewhere. You must also tell us about any other alleged abuse that might have happened on the childcare premises. Whenever you give us this information you also need to tell us about the action you have taken
- the details of any serious accident, serious illness, injury to, or death of, any child in your care and the action you have taken in response. As a general rule serious accidents and injuries are those requiring treatment by a medical practitioner. Serious illnesses are normally notifiable diseases such as meningitis. They are not usual childhood ailments such as chicken pox
- details of any incident of food poisoning where two or more children cared for on the premises are affected
- details of any other 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. For example, this could be a change in circumstances affecting a provider's physical or mental ability to care for children
- any change to the manager of the childcare provision (not for childminders)
- any change of people aged 16 years or older living or working on the premises where the care is provided, including where children attain their 16th birthday. Working on the premises means that their work is done in the part of the premises where the care takes place and during the times when care takes place (childminders only).

Where can I get help

There is more information about Ofsted's role in regulating early years provision on our website: www.ofsted.gov.uk. The main document is the *Framework for the regulation of those on the Early Years and Childcare Registers*. You can obtain this

from our website (www.ofsted.gov.uk/publications/080024) or on request by ringing 0300 123 1231.

Copies of the Early Years Foundation Stage pack are available from:

DfE Publications
PO Box 5050
Sherwood Park
Annesley
Nottingham
NG15 0DJ
Tel: 0845 60 222 60
Fax: 0845 60 333 60
Textphone: 0845 60 555 60

www.education.gov.uk or www.teachernet.gov.uk

You should quote reference 00261-2008PCK-EN when requesting copies.

The Office for Standards in Education, Children's Services and Skills (Ofsted) regulates and inspects to achieve excellence in the care of children and young people, and in education and skills for learners of all ages. It regulates and inspects childcare and children's social care, and inspects the Children and Family Court Advisory Support Service (Cafcass), schools, colleges, initial teacher training, work-based learning and skills training, adult and community learning, and education and training in prisons and other secure establishments. It assesses council children's services, and inspects services for looked after children, safeguarding and child protection.

If you would like a copy of this document in a different format, such as large print or Braille, please telephone 0300 123 1231, or email enquiries@ofsted.gov.uk.

You may copy all or parts of this document for non-commercial educational purposes, as long as you give details of the source and date of publication and do not alter the information in any way.

To receive regular email alerts about new publications, including survey reports and school inspection reports, please visit our website and go to 'Subscribe'.

Royal Exchange Buildings
St Ann's Square
Manchester
M2 7LA

T: 0300 123 1231
Textphone: 0161 618 8524
E: enquiries@ofsted.gov.uk
W: www.ofsted.gov.uk

No. 080162

© Crown copyright 2010

