**Pre-school/Nursery Legal Requirement Checklist**

This document outlines the minimum statutory requirements of the Early Years Foundation Stage. The completion of the document should be led by the manager of the setting.

 **It is the settings responsibility to ensure statutory requirements are always maintained.**

|  |  |
| --- | --- |
| **Setting name:**  |  |
| **Setting contact/position/email address:** |  |
| **Committee Chair/Proprietor/Employer/****Line manager and email:** **(a copy of these notes will be sent to them)** |  |
| **Name of person completing the form and the date of completion:**  |  |

|  |
| --- |
| **Links to useful documents-you should ensure these are in place:****Statutory Framework effective from January 2024:** <https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>**Development Matters – non-statutory curriculum guidance (Updated Sept 23).**[Development Matters - Non-statutory curriculum guidance for the early years foundation stage (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1180056/DfE_Development_Matters_Report_Sep2023.pdf)**Early Years Inspection Handbook- Effective from April 2024**[Early years inspection handbook for Ofsted-registered provision for September 2023 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/early-years-inspection-handbook-eif/early-years-inspection-handbook-for-ofsted-registered-provision-for-september-2023) |

|  |  |
| --- | --- |
| Addressed most recent Ofsted actions/recommendations |  |
| EYPP claimed and used effectively/claiming DAF |  |
| Staff supervisions in place (including for the manager) |  |
| Safer recruitment-DBS/references/right to work |  |
| Log of DBS numbers for all staff and committee |  |
| If applicable committee in place and all suitability confirmations from Ofsted have been received? |  |
| Clear induction process |  |
| Staff suitability regularly monitored, for example, medication, substance use, health and capability  |  |
| Supporting staff CPD |  |
| Self-reflection process in place considering parent and child views |  |
| Ratio requirement met |  |
| Staff qualification ratios met (qualifications are full and relevant) <https://www.gov.uk/guidance/early-years-qualifications-finder> |  |
| Named deputy |  |
| Qualified first aider always on site and on outings |  |
| Recording exact attendance of children and staff |  |
| Risk assessments- any hazards identified and addressed |  |
| Premises is safe and secure |  |
| Sharing relevant information with any other settings children attend |  |
| 2-year progress checks completed |  |
| Each child has a named key person |  |
| Staff involved in handling food have received training |  |
| Drinking water always available and accessible |  |
| Promoting healthy eating and good oral health |  |
| Registered with environmental health |  |
| Setting SENCO in place |  |
| Aware of referral process to the team for support from an Early Childhood Specialist for Inclusion. |  |
| Ofsted certificate and poster displayed |  |
| Registered with ICO (unless exempt) |  |
| Complying with GDPR |  |
| Any changes or incidents- Ofsted have been informed |  |
| Public liability insurance in place |  |
| Medication recorded (parental permission in place) |  |
| Accidents recorded and parents' sign |  |
| Do you have any reception aged children |  |
| Signed up for tax free childcare? <https://www.childcarechoices.gov.uk/providers/> |  |
| Date vacancies / details last checked and updated with Families Information Service? Email: fis@peterborough.gov.uk |  |

|  |  |
| --- | --- |
| **Safeguarding (list of links at the bottom)** |  |
| All staff accessed appropriate training? |  |
| Safeguarding Lead in place and confident? |  |
| Policy in place: ensure the safeguarding policies and procedures at a setting include all electronic devices with imaging and sharing capabilities, not just mobile phones and cameras. As technology changes, you should consider a wider range of devices in your policies, for example smart watches (change Jan 24) |  |
| All staff and volunteers clear on the following: |  |
| Clear on Early Help? |  |
| Clear where to report concerns? |  |
| Recording concerns effectively |  |
| Process to follow in the event of allegation? |  |
| FGM/Breast Ironing |  |
| County Lines |  |
| Prevent and link to Fundamental British Values |  |
| Aware of and using the document [Effective Support for Children and Families](https://www.safeguardingcambspeterborough.org.uk/children-board/professionals/procedures/threshold-document/) |  |
|  |  |

|  |
| --- |
| Is there anything you would like to discuss with your Early Childhood Specialist?  |

|  |
| --- |
| Links to refresh knowledge on wider safeguarding issues: County Lines <https://safeguardingcambspeterborough.org.uk/children-board/professionals/exploitation/county-lines/>Radicalisation and extremism <https://safeguardingcambspeterborough.org.uk/children-board/professionals/exploitation/radicalisation-and-extremism/>Child trafficking and modern slavery<https://safeguardingcambspeterborough.org.uk/children-board/professionals/exploitation/child-trafficking/>FGM<https://safeguardingcambspeterborough.org.uk/children-board/professionals/fgm-2/>Breast Ironing <https://www.safeguardingcambspeterborough.org.uk/children-board/professionals/procedures/breast-ironing/>A range of free virtual briefings, which can be accessed at any time:[Virtual Briefings (Sways) | Cambridgeshire and Peterborough Safeguarding Partnership Board (safeguardingcambspeterborough.org.uk)](https://www.safeguardingcambspeterborough.org.uk/home/virtual-briefings-sways/)Please be aware of Cambridgeshire and Peterborough children's safeguarding board website which has lots of useful information: <https://www.safeguardingcambspeterborough.org.uk/children-board>[FGM resource pack and e-learning](https://www.gov.uk/government/publications/female-genital-mutilation-resource-pack)[Home Office Prevent Awareness](https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html)[Early Years Online Safety considerations](http://www.safeguardingcambspeterborough.org.uk/2019/02/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations/)   |