

Are you ready for the EYFS 2014 and the SEND Code of Practice 2014?



From September 1st, we have **updated** -

- Early Years Register (EYFS) -

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>.

- Childcare Register (CR) for childminders -

<http://www.ofsted.gov.uk/resources/factsheet-childcare-requirements-for-childcare-register-childminders-and-home-childcarers>.

And we have a **new** -

- Special Educational Needs (SEND) Code of Practice.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/342440/SEND_Code_of_Practice_approved_by_Parliament_29.07.14.pdf.

This newsletter from Childcare.co.uk gives you an overview of the main changes and places to go for more information and support -

<http://us1.campaign-archive2.com/?u=5d5a4d59a4b1a99e3c8f75f00&id=d3591dcd2d&e=1609771066>.

This checklist will help you make sure you have updated your paperwork and knowledge for the new requirements of the EYFS 2014. I have covered the Childcare Register requirement changes in detail in mini e-book 42 from Knutsford Childminding (www.knutsfordchildminding.co.uk) ... and I have talked about the new SEND requirements in this guidance. In places I have linked to other **FREE** documents I have written - please read them because they will help you to gain a fuller understanding of what might need to be changed and why. If links do not work, please let me know.

In some places, you will see that the requirements have changed – in other instances, it is good practice to update your documentation to show Ofsted that you are aware of the changes. For example, it is not a requirement to have a written SEND policy (special educational needs and disabilities) – however, it will be much easier to put your SEND information into a written policy to share with parents and your Ofsted inspector than to try and explain the new legislation verbally during a busy inspection.

In some instances, your Local Authority (LA) might require you to do something that is not in the requirements. For example, some LAs are asking their childminders to write a SEND Local Offer to state what they can offer parents of children with SEND. In other LAs this has not been mentioned... I can only give general information for you to follow. It is up to you to speak to your LA and find out what they want from you.

In some instances, I am talking about 'good practice' rather than requirements. Some childminders want to aim for a higher grade while others are not that worried about their paperwork. I am giving you best practice information – it's up to you what you do with it!

Note – the requirement numbers in the EYFS 2014 have changed. If you use them in your policies and procedures, this quick reference document will help you –

<http://www.childmindinghelp.co.uk/freeresources/Free%20downloads/requirement-numbers.html>.

If you have any questions or need further help, you can find more information on the Childminding Forum –

www.childmindingforum.co.uk

...and on the Independent Childminders Facebook group – this is a Facebook group for childminders who want to stay independent of agencies in the future –

<https://www.facebook.com/groups/independentchildminders>.

You will notice that I have not referred to agencies in this guidance document. If you are an agency childminder and you want help with the changes I suggest that you go to your agency... that's why you pay them! ☺

Changes to the EYFS 2014 – learning and development

Areas of learning and development

The areas of learning and development have NOT changed.

- To observe children you should be using the Early Years Outcomes guidance –

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/237249/Early_Years_Outcomes.pdf.

- To plan for children and note their learning characteristics you should be using the Development Matters guidance –

<http://www.foundationyears.org.uk/files/2012/03/Development-Matters-FINAL-PRINT-AMENDED.pdf>.

Note that you must –

- Plan for children from day 1 using their starting points – the things they can do / say at home. This is a key inspection area so make sure you have good quality information from parents and planning in place from the start.

- Have observations for all children – aim for a range of observations through the months which show how well they are making good progress across all 7 areas of learning.

- Talk confidently about each child's individual planning – you might find it useful to have some planning / next steps in writing.

- Use child's home language if they do not speak English as a first language at home.

- Demonstrate how you plan using mostly the 3 prime areas until children are 2... moving to all 7 areas as they get older – yes it used to be from age 3 but we have noticed inspectors are looking for children being 'taught' from age 2 so they are ready for school.

- Use a balance of adult led / adult guided and child initiated activities through the day – you must have evidence of how well you are teaching children.

- Show how you plan for children inside and in the garden every day and be able to talk confidently about what they have learned and how you will support them to learn more in the future. Your inspector might want to do a joint observation with you –

<http://independentchildminders.weebly.com/blog/joint-observations-be-prepared>.

- Use the learning characteristics to plan for children's learning –

<http://knutsfordchildminding.blogspot.co.uk/2012/06/characteristics-of-effective-learning.html>.

- Name the key person for every child – it's normally you – make sure parents know that's your title and tell them what you do. See requirement 3.27 for more information.

- Regularly assess learning – the jury is out on what 'regularly' means –

<http://www.knutsfordchildminding.blogspot.co.uk/2014/08/a-childminder-in-quandary-what-to-do.html>.

- Link learning to EYO and talk confidently about the progress each child is making and what they are working on next.

Learning journey files

It is not a requirement to have a file called a Learning Journey, but for each EYFS aged child you do need a file which contains –

- All about me / initial information from parents about care AND learning needs –

<http://www.childmindinghelp.co.uk/freeresources/Free%20downloads/allaboutme.html>.

- Early Years Outcomes for each child to record progress – guidance here –

<http://www.childmindinghelp.co.uk/freeresources/Free%20downloads/using-eyo-and-dm.html>.

- Starting points to show what each child can say / do when they first start in your provision –

<http://www.childmindinghelp.co.uk/freeresources/Free%20downloads/startingpoints.html>.

- Observations and assessments linked to EYO.

- Ideas for next steps / individual planning – with input from parents and other settings.

- 2 year progress check** –

<http://www.childmindinghelp.co.uk/freeresources/Free%20downloads/twoyearprogresschart.html>.

- Information about the child's learning characteristics.

- Summary assessments of learning through the months / tracking against EYO to show the child is making good progress.

- Evidence of how you share children's learning with home – diary, website, blog etc.

- Evidence that you give parents ideas to support learning at home – you could write activity ideas in the child's diary, on your website or in your newsletters

- Information from other settings children attend / professionals who work with children

The usual name for the file is a Learning Journey or Learning Journal. This has not changed.

****Progress check at 2** - procedures are changing soon and there will be closer links to the Health Visitor checks. You **MUST** write a progress check for every 2 year old – no ifs or buts. Put it in their file and give parents a copy. Some LA advisors state that a copy of the 2 year progress check must be retained by the childminder when the child leaves the provision because it is a statutory document.

If there is a concern about a child you **must** discuss it with parents and have permission to share the information with other professionals.

Download the '2 year check know how guide' for your files –

<http://www.foundationyears.org.uk/files/2012/03/A-Know-How-Guide.pdf>.

School readiness - this is a key inspection area at the moment. This blog talks about preparing children for school –

<http://independentchildminders.weebly.com/blog/are-you-ready-good-practice-in-school-readiness>.

This factsheet from Ofsted is interesting –

<http://www.ofsted.gov.uk/resources/are-you-ready-good-practice-school-readiness>.

Changes to the EYFS – safeguarding and welfare

Child protection / safeguarding

You **must** do Child Protection / safeguarding training – take advice from your LA about what training you might need and how often. Extra courses / CPD / online training is also useful – Childcare.co.uk gold members have free access to lots of online courses –

<https://www.childcare.co.uk/training>.

Other child protection / safeguarding things you **must** do –

- Have a **written** safeguarding and child protection policy and procedures including information about lost / missing children AND procedures if parents do not arrive to collect children (requirement 3.73) and for the Childcare Register.

- Understand the possible signs of abuse.

- Demonstrate compliance with your Local Safeguarding Children Board (LSCB) requirements – some childminders find it useful to have a safeguarding file –

<http://www.childmindinghelp.co.uk/freeresources/safeguarding-file-contents.html>.

- Include mobile phone and camera use in your procedures –

<http://knutsfordchildminding.blogspot.co.uk/2012/09/mobile-phone-and-camera-policy.html>

- Have a copy of 'Working together to safeguard children' 2013 in your computer files –

<https://www.gov.uk/government/publications/working-together-to-safeguard-children>.

Suitable people

You **must** have a DBS check for every person living or working on the premises over the age of 16.

If you work with staff you **must** ask them about any reasons why they might not be suitable.

From Sept 1st 2014 new DBS checks **must** be renewable (not stated in the EYFS) –

<http://www.ofsted.gov.uk/early-years-and-childcare/become-childminder-agency-childcare-provider-or-childminder/register-childminder>.

Medication / substances

You **must** inform Ofsted if you are ill or taking new medication and follow their advice – they might want you to see their doctor – best practice advice is to email them so you have a paper trail – enquiries@ofsted.gov.uk.

You might find it useful to have a taking and storing medication risk assessment for medication.

Staff qualifications / support

If you have staff you **must** –

- Supervise them properly.
- Record any times when they are in sole care of children (no more than 2 hours if they have first aid and with parents written permission only).
- Record their attendance on a register.
- Check floor space carefully if you intend changing ratios.
- Have a DBS check and Ofsted suitability letter for them.
- Deliver induction training (requirement 3.20) – yes, even if it's your dad helping out for a few hours!
- Make sure they have read and understand your policies and procedures.
- State that you are the lead practitioner for safeguarding.
- Check suitability regularly – has anything changed?
- Check medication status regularly – has anything changed?

This has not changed – however, the requirement for 'regular staff appraisals' has been removed from the requirements and there is no longer a requirement to support staff to gain qualifications.

First aid

The first aid requirements have changed...

You should take into account the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.

You **must** have a valid paediatric first aid certificate – the course does not need to be LA approved any more as long as it meets the requirements in EYFS 3.25.

When does your first aid expire? -

Ratios – variations

The wording for ratios / variations has **NOT** changed –

<http://www.childmindinghelp.co.uk/freeresources/Free%20downloads/variatio.html>.

Help for writing a variation risk assessment –

<http://www.childmindinghelp.co.uk/freeresources/Free%20downloads/changestoconditionsofregistratio.html>.

Before /after school children

The wording has changed – it is no longer stated that childminders are exempt from delivering learning and development requirements. It still says we must discuss what we do with children with teachers and school.

Medicines

You might find it useful to have –

- Medication administration procedures.
- Medication handover procedures for parents.
- Risk assessment for stored medication.

You need a folder of medication administration forms – free childminding forms here –

<https://www.childcare.co.uk/information/childminding-forms>.

The requirements have not changed.

Food and drink

You **might** find it useful to have –

- Menus to share with parents and display on your noticeboard.
- Healthy eating policy to share with parents.
- Risk assessments – food preparation, eating out with children, sterilising bottles, drinking water access etc.

You **must** be registered with your LA as a food handler and use Safer Food Better Business for childminders –

<http://www.food.gov.uk/business-industry/caterers/sfbb/sfbbchildminders>.

You might have a food inspection – you might not ... you might need to do food hygiene training – you might not: all LAs set their own rules.

You **must** note children's dietary needs (all about c me form or care plan).

These requirements have not changed.

NOTE – there will be new EU food allergy requirements from 13th December. I will be writing more information about them soon...

Accident or injury

You need –

- Accident or injury record forms
- First aid record form
- First Aid box appropriately stocked for children (see your first aid training booklet for contents)

You might find it useful to have an accident, injury and first aid procedure.

I have written free record forms which you can download from here –

<https://www.childcare.co.uk/information/childminding-forms>.

Managing behaviour

You **might** find it useful to have –

- Behaviour management policy – you do not need to state that you are named practitioner for behaviour management any more.
- Behaviour goals written with input from children – some childminders have them displayed.
- Behaviour management strategies to share with parents.
- A 'we do not use corporal punishment here' statement in parents documents.
- Physical intervention information for parents.
- Incident record forms.

You **must** have -

- Physical intervention record – there is a free sample here - <https://www.childcare.co.uk/information/childminding-forms>.

Health and safety

You **must** –

- Comply with fire safety legislation.
- Have written evidence of regular fire practices – make sure the children can tell the inspector what they do if the fire alarm goes off.
- Have a fire blanket (**new** in EYFS 2014) and other fire control equipment – see requirement 3.55. Note, a colleague has already been actioned for not having a fire blanket.
- Demonstrate hygienic changing procedures for babies (and older children).

You **might** find it useful to –

- Write a health and safety policy – this is not a requirement.
- Write illness and infection procedures to share with parents.
- Share the HPA exclusion guidance with parents – http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1274087715902.

3.54 – the wording has been slightly changed to include 'premises, including overall floor space and outdoor spaces' are fit for purpose.

Smoking

You do not need a smoking policy for the EYFS. You might add a line about no smoking to your health and safety policy.

Premises

No changes to the amount of floor space required for each child – measure carefully because inspectors have been known to arrive with tape measures and check –

<http://www.childmindinghelp.co.uk/freeresources/Free%20downloads/spacerequirementseyfs2012.html>.

New requirement to comply with the requirements of the Equality Act 2010 which talks about making 'reasonable adjustments' to ensure we are inclusive. We must also be anticipatory – think in advance about what changes might need to be made. This might be included in your SEND Local Offer (if you are asked to write one by your LA).

Requirement to check sleeping children – but no requirement to record checks.

Visitor policy requirement has been removed – you might still find it useful to have one or a statement somewhere to reassure parents that you will protect children from unwanted visitors.

Overnight care risk assessment and further advice here –

<https://www.childcare.co.uk/information/overnight-care-childminders>.

The requirement for provision to be made for children who wish to 'relax, play quietly or sleep, equipped with appropriate furniture' has been removed. This is presumably to make way for 2 year olds to be 'educated' in school provision.

You **MUST** have PL insurance – even if you are taking time off. Ofsted can inspect you at any time and it is a condition of registration to have insurance.

When does your insurance expire? -

Risk assessment

Risk assessments should cover – inside, outside, resources and equipment and all outings. They do not need to be in writing if you can explain them to an inspector.

No requirement in the EYFS to have a written risk assessment policy – you might find it useful to include information about risk assessments in your health and safety policy.

EYFS 2014 refers to the Health and Safety Executive website for further information -

<http://www.hse.gov.uk/>.

Outings

You might find it useful to have written outings risk assessments rather than explaining them during a busy inspection – especially if something has gone wrong and it's a compliance inspection.

BIG change – no requirement to ask parents for written permission to take children on outings. You will need to decide whether you want to retain this permission or not.

You must have childminder insurance for taking children in a car.

When does your insurance expire? –

Special educational needs and disabilities (SEND)

No requirement for a written equality of opportunity policy. However, there is a requirement to share an equality policy with staff in 3.20 and most LAs expect childminders to have an inclusion policy.

Group providers are 'expected to identify' a SENCO – no requirement for childminders to access a SENCO – you are the SENCO.

You might find it useful to have a SEND policy to detail your compliance with the requirements.

Your LA might require you to write a SEND Local Offer.

If you are a funded childminder you must have a copy of the SEND Code of Practice 2014 on your computer – don't print it: it's huge!

Information and records

The records childminders must keep have not changed.

3.68 refers to the requirement to work with other settings – you **must** have written permission from parents for this.

You **must** keep records on your premises – unless you have permission to keep them elsewhere.

You **must** be registered with ICO as a data handler – www.ico.gov.uk. This has been recently confirmed by Ofsted.

You might find it useful to discuss confidentiality with parents – some childminders have a written confidentiality statement.

Retention of records - you must retain records about children's health and wellbeing until the child is 21 years 3 months old for insurance; learning and development records including photos must be sent home or destroyed when children leave. Some LAs are advising childminders to keep a copy of the 2 year progress check in the child's file as it is a statutory document.

EYFS requirement 3.73 says you **must** inform parents about –

- The EYFS – this is a free document you can adapt and email to parents -

<http://www.childmindinghelp.co.uk/freeresources/Free%20downloads/eyfs2014-a-parents-guide.html>.

- How to find our more information about the EYFS – <http://www.foundationyears.org.uk/>.

- Your activities and experiences / daily routines.

- How parents can support their child’s learning at home.

- How you support children with SEND – this is why a policy might be useful.

- Food and drink provision – a menu might be useful or a healthy eating policy.

- Staffing – if you work with others.

- Key person name and role.

- An emergency phone number – usually mobile.

This has not changed.

Complaints

You **must** display the Ofsted parent poster –

<http://www.ofsted.gov.uk/resources/poster-for-parents-childcare> and...

- Have a written complaints policy and procedures for the Childcare Register – the EYFS and Childcare Register requirements are different – you must note wording from both in your procedure.

<http://www.childmindinghelp.co.uk/freeresources/Free%20downloads/complaintsformsarah.html>.

- Have a complaints log book – even if it is empty

The requirements have not changed.

Ofsted inspection

You **must** –

- Inform parents when Ofsted are coming / have left

- Give parents a copy of your inspection report.

The requirements have not changed.

Information about the provider

You **must** –

- Comply with 3.76 to record regular visitor details.

- Write an attendance register for every child – which must record attendance to the minute they arrive / leave.

- Display your registration certificate – more information about what you might / must display here –

<http://www.childmindinghelp.co.uk/freeresources/Free%20downloads/documentation-to-display.html>.

Other documents

Policies and procedures

While you do not have to have them in writing (apart from safeguarding – R3.4 and complaints – R3.74) you might find it useful to have the following to share with parents and Ofsted –

- Inclusion – including equality of opportunity, diversity, racism etc – R3.20.
- Medication administration – R3.45.
- Behaviour management – including information about physical intervention.
- SEND – to demonstrate compliance with the new legislation.
- Health and safety – including risk assessment (R3.64), accidents and injuries (R3.50), first aid (R3.25), visitor (R3.62) and no smoking (R3.56) information.
- Failure to collect and missing child – 3.73
- Illness and infection – R3.44.
- Emergency evacuation procedures – most inspectors look for a displayed evacuation procedure – R3.55.

More information here –

<http://www.childmindinghelp.co.uk/forum/paperwork-policies-procedures-permissions-forms-contracts-booklets/129975-required-policies-procedures-updated-08-2014-a.html>.

Contracts - Ofsted do not normally get involved with contracts BUT if they come out to investigate you and they want to shut you down immediately they will ask to see contracts so they can take parent details off them and write to your families.

Permissions – you must have permission from parents for... working with an assistant; speaking to other professionals to support a child; medication administration. More information here -

<http://www.childmindinghelp.co.uk/forum/paperwork-policies-procedures-permissions-forms-contracts-booklets/122932-permissions-parents-sign-updated-08-2014-a.html>.

Note – it has never been a requirement to ask parents for written permission to take photos. The requirement in the EYFS 2014 is for the safeguarding procedures to 'cover the use of mobile phones and cameras in the setting' – R3.4. However, this will still be good practice as part of our compliance with the Data Protection Act 1998 and Information Commissioners Office registration – R3.70.

Notifying Ofsted

There is a lot of confusion about when to ring Ofsted (0345 100 1231) OR email Ofsted (enquiries@ofsted.gov.uk) to inform them about changes and the meaning of 'significant', apart from when complying with the list in requirement 3.77. Best practice advice – if you are not sure whether to tell them about something, email them and ask 'something has happened – do you need to know?' Chase them if you do not get a reply.

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Useful documents

Ofsted guidance: 'Are you ready for your inspection?'

...currently withdrawn for updating but I am sure it will be back soon!

Ofsted inspection evaluation schedule – this tells you what inspectors are looking for when they grade you -

<http://www.ofsted.gov.uk/resources/evaluation-schedule-for-inspections-of-registered-early-years-provision>.

SEF – or your own self-evaluation –

<http://www.childmindinghelp.co.uk/freeresources/Free%20downloads/sefofsted.html>.

<http://www.childmindinghelp.co.uk/freeresources/Free%20downloads/recordingprofessionaldevelopment.html>.

Keeping updated

It is YOUR responsibility to stay updated so you are sure that you comply with all the latest requirements. LAs will not necessarily inform you – it's up to you to make sure you get information and read it / put it in place.

- Ofsted website – sign up for emails - <https://www.ofsted.gov.uk/user>.

- Foundation Years website – follow on Facebook or Twitter -

<http://www.foundationyears.org.uk/category/news/>.

- Childminding Forum – www.childmindingforum.co.uk.

- Independent Childminders Facebook group -

<https://www.facebook.com/groups/independentchildminders>.