**Childcare Register ‘Musts’ Audit**  
*Specific childcare register requirements providers[[1]](#footnote-1) must fulfil*

|  |  |
| --- | --- |
| School / Provider Name |  |
| Age group |  |
| Date of completion |  |
| Time |  |
| Observers Name |  |
| Section(s) completed |  |
| Rating (Section 1) |  |
| Rating (Section 2) |  |

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# Introduction

These are the core requirements you must meet if you are an out of school club, nursery or other type of day care childcare provider who register with Ofsted on either or both the voluntary or compulsory parts of the Childcare register.

Guidance

***Empowering leaders and managers to effectively self-evaluate their provision in line with the Childcare Register***

This audit is designed as a self-evaluation resource to help Leaders and managers to meet the Childcare Register Requirements. This document aims to:

* support reflective dialogue and collaboration between Early Years Childcare and Business Development team and Early Years providers
* support providers to embed high quality practice and provision and achieve successful good and outstanding Ofsted inspections
* develop strong and confident self-evaluation and development planning.

Leaders and managers will:

* be empowered to take responsibility for their own improvement journey.
* know how to use the Childcare Register as a tool for evaluating their own provision
* grow in confidence in their self-evaluation in readiness for Ofsted and to support ongoing improvement and development
* welcome support from the Early Years Childcare and Business Development Team to address any areas of development within their provision

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# Ratings

This traffic light rating system can be used to support the continuous development and /or the maintenance of high-quality practice and provision in your Early Years setting. The rating system provides you with the opportunity to rate individual aspects of the practice and provision against the requirements you must meet.

By adopting a traffic light system, more commonly known as a ‘red/amber/green’ or RAG rating, managers/leaders (and practitioners) can see progress over time. Together as a team you can clearly identify at what point further intervention or action planning is required to bring a specified area back on track.

If you require any information, advice and or training with regards to addressing any areas of development you have identified please contact [earlyyears@walthamforest.gov.uk](mailto:earlyyears@walthamforest.gov.uk) where the Early Years, Childcare & Business Development service will be able to support you.

|  |  |
| --- | --- |
| **Colour Code** | **Description** |
| Green | Every Component is met 100% |
| Amber | More than 50% but less than 100% are met |
| Red | Less than 30% - 50% of components are met |
| Blue | None of the components are met |
| NA | Not applicable to classroom/programme. Please explain why in the notes |
| N OP | No opportunity to observe. Please explain why in the notes |

# Section 1 – Childcare providers on the compulsory part of the childcare register

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Audit of MUSTs to be used in conjunction with the[Childminders and childcare providers: register with Ofsted](https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted/registration-requirements#voluntary-daycare). This section of the guidance is for childcare providers on the compulsory Childcare Register. If you’re also on the Early Years Register, you should follow the early years foundation stage (EYFS) framework | | Review date | How can you evidence that you are meeting the requirement (including Location of evidence) | Action required |
|  | **Child welfare** |  |  |  |
|  | You must: |  |  |  |
|  | keep the children being cared for safe from harm and make sure that everyone looking after children is alert to any signs of harm |  |  |  |
| make sure that enough people are present at all times to ensure children’s safety and welfare – at least one person for every 30 children. At least one of these must be the provider, manager or a member of staff and at least one person must have an appropriate first aid certificate |  |  |  |
| make sure that anyone under the age of 17 who looks after children is always supervised by someone aged 18 or over |  |  |  |
| make sure that no one smokes or consumes alcohol or drugs on the premises while providing childcare or around any child being cared for, including medication that might affect their ability to look after children |  |  |  |
| provide or arrange any training that is necessary to ensure that everyone who looks after children has suitable skills and experience |  |  |  |
| make sure that children’s behaviour is managed in a suitable way |  |  |  |
| not use corporal punishment, and you must make sure that no-one else looking after children, or living or working on the premises, uses corporal punishment on a child |  |  |  |
|  | **Safeguarding** |  |  |  |
|  | You must: |  |  |  |
| have, and follow, a written policy to safeguard children from abuse or neglect |  |  |  |
| provide training to everyone who looks after children on the procedures in your safeguarding policy |  |  |  |
| appoint a person (they can be the provider, manager or a staff member) to:   * be responsible for children’s welfare and safety * provide support and guidance on child protection issues to everyone who looks after children * attend child protection training * liaise with any local safeguarding partnership and any director of children’s services if necessary |  |  |  |
| not let children have unsupervised contact with anyone who does not have an enhanced Disclosure and Barring Service (DBS) check with barred lists |  |  |  |
|  | **Checking suitability** |  |  |  |
|  | The provider, manager and everyone who looks after children must be suitable to work with children and have good enough English to ensure the children’s welfare and safety |  |  |  |
| As the provider, you must   * have an effective system to ensure that the suitability and English language requirements are met * make sure that everyone who looks after children has obtained an enhanced DBS check |  |  |  |
| Anyone aged 16 or older who lives on the premises or works there during childcare hours must have an enhanced DBS check with barred lists and be suitable to be in contact with children (see ‘[People connected with Ofsted-registered childcare’](https://www.gov.uk/guidance/people-connected-with-ofsted-registered-childcare)). |  |  |  |
|  | **Your premises and equipment** |  |  |  |
|  | Your premises and equipment must be safe and suitable for childcare |  |  |  |
| You must:  make sure that no child can leave the premises, and no one can enter the premises, without someone who is providing childcare becoming aware |  |  |  |
| have enough suitable toilet and handwashing facilities for the children you look after |  |  |  |
| provide access to a secure outdoor space, or if this isn’t possible, make reasonable arrangements for outdoor activities |  |  |  |
| do everything necessary to minimise any risks to children or staff from the premises (including entrances or exits), equipment or activities |  |  |  |
|  | **Food and drink** |  |  |  |
|  | You must make sure that:  you have a suitable place to prepare food, if you provide it |  |  |  |
| any food and drink provided to the children is properly prepared, wholesome and nutritious |  |  |  |
| the children have access to drinking water |  |  |  |
| You must display your registration certificate on the premises |  |  |  |
| If applicable, you must also display any notice of suspension there for the period of suspension |  |  |  |
|  | **Organising your Childcare** |  |  |  |
|  | You must make arrangements with other childcare providers or with parents for occasions when you cannot provide childcare |  |  |  |
| You must not refuse to look after a child or treat them less well than another child because of any of the following:   * the child’s race, home language, family background or gender   the religion or belief of the child or the child’s parents   * any disability or learning difficulty that the child may have – this means that you must follow your legal responsibilities under the Equality Act 2010 (for example, the provisions on reasonable adjustments) |  |  |  |
| You must have public liability insurance. This covers death, injury, public liability, damage or other loss |  |  |  |
|  | **Providers of childcare on domestic premises – working elsewhere** |  |  |  |
|  | Under your childminder registration, [you can apply to spend up to 50% of your time providing childcare from non-domestic premises](https://www.gov.uk/guidance/applying-to-work-for-up-to-50-of-the-time-on-non-domestic-premises-eya), such as a church hall or community centre.  We will need to approve your non-domestic premises before you can work there. |  |  |  |
|  | **Dealing with complaints** |  |  |  |
|  | You must:  have a written complaints policy and fully investigate each complaint |  |  |  |
| keep written records for 3 years of any complaint, the investigation outcome and any action taken |  |  |  |
|  | respond (in writing, if requested) to the parent who made the complaint, setting out the findings of the investigation and any resulting actions – you must do this as soon as reasonably possible but within 28 days of the complaint being made |  |  |  |
|  | provide, if we ask for it, a summary of complaints for the last 12 months and any action taken, or a list of all complaints made during the last 3 years, within a reasonable timeframe that we specify |  |  |  |
|  | **Keeping records and providing information** |  |  |  |
|  | You must record the following for each child:   * their name, home address and date of birth * their parents’ names, home address and telephone number * the days and times when they attend the childcare |  |  |  |
| You must also record, as soon as reasonably possible:   * any accidents that happen on the premises * any medicine given to a child, or that a child takes themselves, including the date, circumstances, person who gave it and the parent’s consent * the name, home address and telephone number of everyone living on the premises or working there during childcare hours |  |  |  |
| You should keep this information for 2 years from the date it was recorded |  |  |  |
|  | **Giving Parents Information** |  |  |  |
|  | You must give the following information to parents whose children you look after:   * details of the children’s activities * copies of your written policies * information about [Ofsted’s role in registering and regulating childcare](https://www.gov.uk/government/publications/information-for-parents-about-ofsteds-role-in-regulating-childcare) |  |  |  |
|  | **Giving Ofsted Information** |  |  |  |
|  | You must tell us about any serious incidents. You should do this as soon as possible but within 14 days. [Find out what serious incidents you need to report and how to tell Ofsted](https://www.gov.uk/guidance/report-a-serious-childcare-incident). |  |  |  |
|  | You must also tell us about:   * any changes to your full name, address, telephone number, address where you provide childcare, working hours and number of children you look after * any changes to the manager * changes to people [responsible for running the childcare](https://www.gov.uk/guidance/daycare-roles-that-must-register-with-ofsted) * changes to any people aged 16 or over living on the premises or working there during childcare hours |  |  |  |
|  | **Add another premises** |  |  |  |
|  | If you want to work from additional premises under your Ofsted registration, you must [apply to add another setting](https://www.gov.uk/guidance/add-another-setting-to-your-nursery-or-other-daycare-organisation-eys). |  |  |  |

# Section 2 – Childcare providers on the voluntary part of the childcare register

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Audit of MUSTs to be used in conjunction with the[Childminders and childcare providers: register with Ofsted](https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted/registration-requirements#voluntary-daycare). This section of the guidance is for childcare providers on the compulsory Childcare Register. If you’re also on the Early Years Register, you should follow the early years foundation stage (EYFS) framework | | Review date | How can you evidence that you are meeting the requirement (including Location of evidence) | Action required |
|  | **Child welfare** |  |  |  |
|  | You must: |  |  |  |
|  | keep the children being cared for safe from harm and make sure that everyone looking after children is alert to any signs of harm |  |  |  |
| make sure that enough people are present at all times to ensure the children’s safety and welfare – at least one person must be the provider, manager or employee |  |  |  |
| make sure that anyone under the age of 17 who looks after children is always supervised by someone aged 18 or over |  |  |  |
| make sure that no one smokes or consumes alcohol or drugs on the premises while providing childcare or around any child being cared for, including medication that might affect their ability to look after children |  |  |  |
| manage the children’s behaviour in a suitable manner |  |  |  |
| not use corporal punishment, and you must make sure that no-one else looking after children, or living or working on the premises, uses corporal punishment on a child |  |  |  |
|  | **Safeguarding** |  |  |  |
|  | You must: |  |  |  |
| have, and follow, a written policy to safeguard children from abuse or neglect |  |  |  |
| not let children have unsupervised contact with anyone who does not have an enhanced Disclosure and Barring Service (DBS) check with barred lists |  |  |  |
|  | **Checking suitability** |  |  |  |
|  | The provider, manager and everyone who looks after children must be suitable to work with children |  |  |  |
| As the provider, you must   * have an effective system in place to make sure that everyone providing childcare is suitable * make sure that everyone who looks after children has obtained an enhanced DBS check |  |  |  |
| Anyone aged 16 or older who lives on the premises or works there during childcare hours must have an enhanced DBS check with barred lists and be suitable to be in contact with children (see ‘[People connected with Ofsted-registered childcare’](https://www.gov.uk/guidance/people-connected-with-ofsted-registered-childcare)). |  |  |  |
|  | **Qualifications and training** |  |  |  |
|  | At least one person looking after the children must have:   * either a minimum level 2 qualification in an area of work relevant to the childcare provided or training in the common core skills * an appropriate first aid qualification |  |  |  |
|  | **Your premises and equipment** |  |  |  |
|  | Your premises and equipment must be safe and suitable for childcare |  |  |  |
| You must:  make sure that no child can leave the premises without someone who is providing childcare being aware, unless the child is not a young child and you have agreed with the parent that they can leave by themselves or the provision is open access childcare; a child is a young child up until 1st September following their 5th birthday; providers and parents can use their discretion in agreeing a higher age restriction for allowing children to leave unsupervised |  |  |  |
| make sure that no one can enter the premises without someone who is providing childcare becoming aware |  |  |  |
| do everything necessary to minimise any risks to children and staff from the premises, equipment and activities |  |  |  |
| You must display your registration certificate on the premises |  |  |  |
| If applicable, you must also display any notice of suspension there for the period of suspension |  |  |  |
|  | **Organising your Childcare** |  |  |  |
|  | You must make arrangements with other childcare providers or with parents for occasions when you cannot provide childcare |  |  |  |
| You must not refuse to look after a child or treat them less well than another child because of any of the following:   * the child’s race, home language, family background or gender   the religion or belief of the child or the child’s parents   * any disability or learning difficulty that the child may have – this means that you must follow your legal responsibilities under the Equality Act 2010 (for example, the provisions on reasonable adjustments) |  |  |  |
| You must have public liability insurance. This covers death, injury, public liability, damage or other loss |  |  |  |
|  | **Providers of childcare on domestic premises – working elsewhere** |  |  |  |
|  | Under your childminder registration, [you can apply to spend up to 50% of your time providing childcare from non-domestic premises](https://www.gov.uk/guidance/applying-to-work-for-up-to-50-of-the-time-on-non-domestic-premises-eya), such as a church hall or community centre.  You can provide this childcare without applying. However, you cannot offer Ofsted-registered childcare from the non-domestic premises unless you have applied and we have given approval |  |  |  |
|  | **Complaints** |  |  |  |
|  | You must:  have a written complaints policy and fully investigate each complaint |  |  |  |
| keep written records for 3 years of any complaint, the investigation outcome and any action taken |  |  |  |
|  | respond (in writing, if requested) to the parent who made the complaint, setting out the findings of the investigation and any resulting actions – you must do this as soon as reasonably possible but within 28 days of the complaint being made |  |  |  |
|  | provide, if we ask for it, a summary of complaints for the last 12 months and any action taken, or a list of all complaints made during the last 3 years, within a reasonable timeframe that we specify |  |  |  |
|  | **Keeping records and providing information** |  |  |  |
|  | You must record the following for each child:   * their name, home address and date of birth * their parents’ names, home address and telephone number * the days and times when they attend the childcare |  |  |  |
| You must also record, as soon as reasonably possible:   * any accidents that happen on the premises * any medicine given to a child, or that a child takes themselves, including the date, circumstances, person who gave it and the parent’s consent * the name, home address and telephone number of everyone living on the premises or working there during childcare hours |  |  |  |
| You should keep this information for 2 years from the date it was recorded |  |  |  |
|  | **Giving Parents Information** |  |  |  |
|  | You must give the following information to parents whose children you look after:   * details of the children’s activities * copies of your written policies * information about [Ofsted’s role in registering and regulating childcare](https://www.gov.uk/government/publications/information-for-parents-about-ofsteds-role-in-regulating-childcare) |  |  |  |
|  | **Giving Ofsted Information** |  |  |  |
|  | You must tell us about any serious incidents. You should do this as soon as possible but within 14 days. [Find out what serious incidents you need to report and how to tell Ofsted](https://www.gov.uk/guidance/report-a-serious-childcare-incident). |  |  |  |
|  | You must also tell us about:   * any changes to your full name, address, telephone number, address where you provide childcare, working hours and number of children you look after * any changes to the manager * changes to people [responsible for running the childcare](https://www.gov.uk/guidance/daycare-roles-that-must-register-with-ofsted) * changes to any people aged 16 or over living on the premises or working there during childcare hours   To tell us about changes to people, please see [‘Report changes to registered people in your nursery or other daycare’](https://www.gov.uk/guidance/report-changes-to-registered-people-in-your-nursery-or-other-daycare-ey3). |  |  |  |
|  | **Add another premises** |  |  |  |
|  | If you want to work from additional premises under your Ofsted registration, you must [apply to add another setting](https://www.gov.uk/guidance/add-another-setting-to-your-nursery-or-other-daycare-organisation-eys). |  |  |  |

1. All registered childcare providers must follow any relevant legislation, including laws about health and safety, disability discrimination, food hygiene, fire and planning requirements [↑](#footnote-ref-1)