

Pre-Registration Checklist for Group Based Settings

This checklist has been developed to support your thinking and planning **before** applying for Ofsted registration. It is important to ensure that you are fully prepared before applying to register the provision.

Initial Considerations	Notes
<p>What research have you undertaken to evidence demand for the type of provision that you are planning to offer? (Consider existing provision and the age range e.g. schools with 2 year provision, group based.)</p> <p>The age range?</p> <p>Sessional/full day care?</p> <p>Childcare Sufficiency report - http://www.bathnes.gov.uk/services/children-young-people-and-families/childcare-early-years-play/childcare-sufficiency-assessm</p>	
<p>Have you developed a Business Plan?</p> <p>A business plan is vital as it helps you consider all aspects of your business in detail. Further information https://www.gov.uk/write-business-plan</p>	
<p>What fees will you charge? How does this compare with other providers in the area?</p>	
<p>Have you identified and agreed who is going to make up the registered body? E.g. sole owner, limited company, management committee etc.?</p>	

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<p>If you are opening a registered charity you will need to register with the Charities Commission - https://www.gov.uk/government/organisations/charity-commission</p>	
Premises	Notes
<p>What research have you done to find suitable premises for the intended age and number of children?</p> <p>Are the premises accessible to all?</p>	
<p>Have you applied for planning permission/ change of use if necessary?</p>	
<p>Do you have the sole use of the premises?</p>	
<p>Are there adequate toilets and basins for the number of children aged over two years?</p> <p>Is there a separate toilet for adults?</p>	
<p>Is there access to a secure outdoor space and how easily can it be accessed?</p>	
<p>Have you liaised with the fire service? https://www.avonfire.gov.uk/</p>	

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<p>Have you liaised with environmental health? https://www.bathnes.gov.uk/services/environment/food-safety</p>	
<p>Have you arranged for appropriate Public Liability Insurance to start on the first day that you start caring for children?</p>	
<p>Have risk assessments been carried out inside/outside the premises and for outings and specific hazardous activities?</p>	
<p>What resources and equipment will you need? Budget for the costs of equipment?</p>	

Ofsted	Notes
<p>Have you decided what age of children you want/ need to be registered for?</p> <p>If you are planning to deliver registered childcare provision for children from 0- 5yrs 11 months you will need to register on the Ofsted Early Years Register.</p> <p>If you are registering for older children as well, between the ages of 5yrs and 11mths up to 8 years of age then you will need to register on the compulsory part of the Childcare Register. https://www.gov.uk/government/publications/childcare-register-requirements-childcare-providers-on-non-domestic-or-domestic-premises</p>	

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<p>Have you obtained, read and understood the Statutory Framework for Early Years, i.e. EYFS September 2017? https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2</p>	
<p>Ofsted's Guide to registration on the Early Years Register is available from this link: http://www.ofsted.gov.uk/resources/guide-registration-early-years-register-childcare-provider-domestic-or-non-domestic-premises</p>	
<p>To apply online, you must first sign up for a Government Gateway account if you do not already have one. You may already have an account if, for example, you complete your tax return online. Anyone may sign up for a Government Gateway account, either via the Ofsted online portal or through a visit to any other government website that uses the Gateway</p>	
<p>Have you completed the application form for the Early Years Register EY0? The form can be accessed via the government gateway log in on the Ofsted website.</p>	
<p>Have you read through the 'Early Years Register: preparing for your registration visit'? https://www.gov.uk/government/publications/become-a-registered-early-years-or-childcare-provider-in-england.</p>	

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<p>To apply for compulsory registration on the Childcare Register you will need to complete the Ofsted Application form CR1 for the Childcare</p> <p>NB: You can also apply to the voluntary part of the Childcare Register if you plan to care for older children over 8yrs of age where compulsory registration is not required.</p> <p>This is optional; it enables eligible parents to access the various government subsidy schemes for childcare: e.g. childcare element of Working Tax Credit / Universal Credit, childcare vouchers, and Tax-Free Childcare.</p>	
<p>Have you completed and signed and dated the Ofsted Health Declaration Booklet and taken it to your GP to complete?</p> <p>NB: Some GP's may charge for this service.</p> <p>This link details who must complete the form: http://www.ofsted.gov.uk/resources/childcare-registration-form-health-declaration-booklet</p>	
<p>Have those that need to, completed the declaration and consent form (EY2) for the Early Years register?</p> <p>http://www.ofsted.gov.uk/resources/childcare-registration-form-declaration-and-consent-form-for-all-individuals-connected-registered-pr</p> <p>Have those that need to, completed the declaration and consent form (CR2 form) for the Childcare register?</p>	

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Staffing	Notes
<p>Who have you identified to be the Nominated Person with Ofsted?</p> <p>Is this an appropriate person and someone who has a good understanding of the Early Years Foundation Stage / Childcare Register /legal framework?</p>	
<p>What evidence do you have to show that you have followed safer recruitment processes, including how you ensure all staff are suitable to work with children?</p> <p>NB: An enhanced DBS certificate will help you establish whether offences committed by individuals are relevant offences.</p>	
<p>Have you considered your staffing structure and identified who is going to manage the childcare provision on a day to day basis?</p>	
<p>What checks have been completed to ensure that the proposed manager(s) have the required qualification/skills / knowledge / experience?</p>	
<p>Does the proposed deputy have the required skills / knowledge / experience?</p>	
<p>Does proposed staffing meet the required qualification requirements/ ratios?</p> <p>Can you evidence that practitioners with the Early Years Educator qualification have GCSE maths and English at grade C or above?</p>	

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<p>Have all staff qualifications been checked on the Qualification checker? Qualifications List https://www.education.gov.uk/eypqd/qualification-search.aspx</p>	
<p>Have you undertaken appropriate Disclosure and Barring Checks on all staff/students/volunteers? Are staff signed up to the update service?</p>	
<p>How do you ensure all staff are clear about their specific role/responsibilities, including all those who make up the Registered Person?</p>	
<p>Do all job descriptions clearly outline roles and responsibilities? How do you ensure the job descriptions reflect the setting's vision and values?</p>	
<p>What systems are in place to ensure that there are rigorous induction processes for new staff, students and volunteers?</p>	
<p>How do you plan to support the professional development of staff/volunteers/students via planned training opportunities and through formal appraisal and supervision systems?</p>	
<p>Have you identified any specific and/or required staff training that may need to be undertaken prior to the provision opening e.g. Safeguarding? Is there an agreed written Staff Training Plan?</p>	
<p>Have you considered/ got Employer Liability Insurance in place from the date of opening or sooner if necessary?</p>	

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Safeguarding	Notes
What is your understanding of staff ratios, including those with higher qualifications and those who are unqualified?	
What is your understanding of the safeguarding requirements within the EYFS?	
What is your understanding of the Local Safeguarding Children Board's child protection procedures?	
What is your understanding of the process to follow in the event of an allegation against staff?	
What is your understanding of : <ul style="list-style-type: none"> • all four areas of child abuse. • The Prevent duty • Systems to identify children at risk of abuse. • Procedure to follow in the event of a concern 	
What procedures do you have in place for: <ul style="list-style-type: none"> • visitors and persons without DBS • allegation against staff • the use of mobile phones, cameras and social networking • ensuring staff are, and remain suitable and are not disqualified • referring to the DBS of any dismissal following child protection concerns. 	

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<ul style="list-style-type: none"> Recording staff qualifications, identity checks, DBS reference number, date of disclosure and name of the person who obtained it. 	
Information and Records	Notes
<p>What is your understanding of a local offer and what should it contain?</p> <p>https://www.bathnes.gov.uk/services/children-young-people-and-families/send-special-educational-needsdisabilities-0-25</p>	
<p>How and what information will you gather about the child and family e.g. All about me, registration form</p>	
<p>How and what information will you share with parents and carers? e.g. welcome pack, website</p>	
<p>How do you plan to document:</p> <ul style="list-style-type: none"> Accidents Incidents Pre-existing injuries Attendance Visitors Staff checks e.g. Single Central Record Medical needs including allergies Dietary requirements Concerns/complaints and how you've responded 	

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<p>Procedures</p> <ul style="list-style-type: none"> • Allegations against staff • Use of mobile phones, cameras and social networking • Ensuring staff are, and remain, suitable and are not disqualified • Policy and procedures for administering Medicines • Accident and emergency procedures • No Smoking • Identifying visitors • What to do in the event of having to close the setting esp. during a session? E.g. because of staff illness, extreme weather <p>Policies</p> <ul style="list-style-type: none"> • Safeguarding policy must include allegations against staff • Encouraging positive behaviour • Inclusion policy – procedures for children with SEND and children with English as an additional language, equality and diversity • Complaints procedure • Lost child • Late collection 	
<p>How will you store confidential documentation?</p>	
<p>Have you registered with the Information Commissioner's Office? This is necessary if you wish to keep data on your computer about parents, children or staff. (See http://www.ico.org.uk/for_organisations/data_protection/notification)</p>	

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Training	Notes
What training will staff and / or volunteers need to attend? Local authority Safeguarding training and First Aid training? What training will the registered person(s) need to attend?	
What training will the Designated Safeguarding Lead/Deputy safeguarding lead attended or booked onto the local authority Advanced Safeguarding Training? https://bathnes.learningpool.com/login/index.php	
Do you need to seek advice/information regarding staff undertaking a childcare qualification?	
Have you joined the B&NES Hub where you can access training and resources? http://thehub.bathnes.gov.uk/Home	
Do you need any other information or advice?	

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Health	Notes
<p>What arrangements are in place for providing meals/ snacks /drinks for children throughout the day?</p>	
<p>Have you registered as Food Premises with Environmental Health?</p> <p>The registration form is available here: http://www.bathnes.gov.uk/services/environment/food-safety/registration-food-businesses</p>	
<p>Have you got a copy and read through the 'Safer food, better business for caterers'?</p> <p>You can find this document at http://food.gov.uk/business-industry/caterers/sfb/sfbbcaterers/</p>	
<p>What resources and equipment will you need?</p> <p>Have you sufficient toys/books/ resources and equipment including tables/chairs/ bedding/sterilising equipment/ first aid / outdoor play to support the play, care and learning needs of all children that you plan to care for?</p>	

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<p>How do you plan to self-evaluate your practice?</p> <p>We have a range of self-evaluation tools www.bathnes.gov.uk/earlyyears</p>	
<p>What must you notify Ofsted about?</p>	