



Ofsted Policy

Date: November 2023

Review: November 2025

Policy intention

This policy is in place to detail our duty to report incidents to Ofsted and follow the guidance in the 'Statutory framework for the early years foundation stage'.

We must ensure that we comply with the requirements of the Ofsted childcare and early years registers and make sure certificates and insurances are available to see. We keep updated with any changes that could impact us and use current regulations and guidance to support us.

We must provide the details for contacting Ofsted if you have a complaint or concern and we must give parents/carers access to our latest Ofsted report.

Procedure

- Any record of complaints will be made available to Ofsted on request, see the [Concerns & Complaints Policy](#).
- Ofsted will be notified within 14 days of:
 - A serious, significant or worrying incident occurring, including death or serious accident, or illness while in the care of the provider.
A significant incident is anything that requires resuscitation; admittance to hospital for more than 24 hours; a broken bone or fracture dislocation of any major joint, such as the shoulder, knee, hip or elbow; any loss of consciousness; severe breathing difficulties, including asphyxia; anything leading to hypothermia or heat-induced illness; any incidents of food poisoning ([GOV.UK Guidance, Childcare: reporting children's accidents and injuries](#))
 - A child suffering any loss of sight, whether it is temporary or permanent, or a penetrating injury, chemical or hot metal burn to the child's eye.
 - A child suffering any injury from, or that requires medical treatment from absorption of any substance: by inhalation, by ingestion, through the skin; from an electric shock or electrical burn; where there is reason to believe it resulted from exposure to: a harmful substance; a biological agent; a toxin; an infected material, see the [Accident, Injury and Incident Policy](#).
- We will notify Ofsted of:
 - Any changes to the address of the premises (and seek approval to operate from those premises where appropriate); to the premises which may affect the space available to children and the quality of childcare available to them; in the name or address of the provider, or the provider's other contact information; to the person who is managing the early years provision.
 - Any change to the hours during which childcare is provided; or to provide overnight care.
 - Any significant event which is likely to affect the suitability of the early years provider or any person who cares for, or is in regular contact with, children on the premises to look after children where the early years provision is provided by a company, any change in the name or registered number of the company.
 - Any change to the 'nominated individual' where the childcare is provided by a partnership, body, corporate or unincorporated association.

- Any change to the individuals who are partners in, or a director, secretary or other officer or members of its governing body, where the childcare is provided by a partnership, body corporate or unincorporated association whose sole or main purpose is the provision of childcare.
- Any change of manager.
- Where it is reasonably practicable to do so, notification will be made in advance. In other cases, notification will be made as soon as is reasonably practicable, but always within 14 days.

Other useful policies:

- Concerns and complaints
- Accident, Injury and Incident