

## NOTIFYING OFSTED POLICY

### Safeguarding & Welfare Requirements: Information & Records

The provider must take necessary steps to safeguard and promote the welfare of children. The provider must put in place a written procedure for dealing with concerns and complaints from parents & carers.

## POLICY STATEMENT

We will adhere to the guidance outlined in the Statutory Framework for the Early Years Foundation Stage (2012) regarding notifying Ofsted of certain events and occurrences related to the Pre-school.

*'It is an offence to fail to comply with certain of the welfare requirements. It is an offence for a provider to fail to notify Ofsted of certain events, which are set out in the relevant welfare requirement, and also in the Schedule to the welfare requirements.'* (Statutory Framework for the Early Years Foundation Stage, 2008, Section 3 – The welfare requirements, p.19).

## Meeting the Welfare Requirements

The requirements are set out in three sections:

- Overarching general legal requirements
- Specific legal requirements
- Statutory guidance

Providers must comply with all the legal requirements set out and should have regard to the statutory guidance. Ofsted will base its regulatory and inspection judgements on whether a provider has met the general and specific legal requirements, and has had regard to the statutory guidance.

Where it is specified that a registered person must notify Ofsted of the occurrence of events or changes, written notification must be made:

- Where it is reasonably practicable to do so, in advance of the event occurring
- In all other cases as soon as reasonably practicable, but no later than 14 days after the event has occurred

The Management Committee will be responsible for ensuring that Ofsted are notified of the following within the given timeframe.

This policy is reviewed annually, next review date: March

APPROVAL

Signature:

Name & Position: Rachael Richards -  
Manager

Date:

AGREED

Signature:

Name & Position: On behalf of the  
committee

Date:

