

EYFS statutory framework for childminders: Effective: 4 January 2024

Audit of **musts** to be used in conjunction with the Statutory Framework for the Early Years Foundation Stage (EYFS) 2024. Please refer to the EYFS Statutory Framework document when completing this audit.

The learning and development requirements are in Section 1, the assessment requirements are in Section 2, and the safeguarding and welfare requirements are in Section 3 of the framework. The framework uses the word **must** where the requirement is mandatory. Some of the items in the framework provide information that childminders **should** take into account when delivering the requirements and should not ignore them without a good reason.

	Section 1 – The learning and development requirements	Checked
1.1	This section defines what childminders must do, working in partnership with parents and/or carers, to promote the learning and development of all children in their care, and to ensure their early years' experience contributes positively to their brain development and readiness for Key Stage 1... Childminders must guide the development of children's capabilities to help ensure that children in their care will fully benefit from future opportunities.	
1.3	There are seven areas of learning and development that set out what childminders must teach the children in their settings. All areas of learning are important and inter-connected.	
1.4	Three areas are particularly important for building a foundation for igniting children's curiosity and enthusiasm for learning, forming relationships and thriving. These are the prime areas : communication and language, physical development and personal, social and emotional development.	
1.5	Childminders must also support children in four specific areas, which help strengthen and develop the three prime areas, and ignite children's curiosity and enthusiasm. The specific areas are literacy, mathematics, understanding the world and expressive arts and design.	

	Educational programmes	Checked
1.6	The educational programmes are high level curriculum summaries which set out what should be taught in settings for each area of learning. They must involve activities and experiences that enable children to learn and develop, as set out under each of the seven areas of learning...	
	Learning and Development Considerations	Checked
1.7	Childminders should be ambitious for all children. To do this, they must consider the individual needs, interests, and development of each child in their care. They must use this information to plan a challenging and enjoyable experience for each child in all areas of learning and development.	
	Acting on concerns	Checked
1.8	Throughout the early years, if a childminder is worried about a child's progress in any prime area, childminders must discuss this with the child's parents and / or carers and agree how to support the child. Childminders must consider whether a child needs any additional support, including whether they may have a special educational need or disability which requires specialist support.	
	English as an Additional Language	Checked
1.9	For children whose home language is not English, childminders may take reasonable steps to provide opportunities for children to develop and use their home language in play and learning, supporting their language development in play and learning, supporting their language development at home.	
1.10	Childminders must ensure children have sufficient opportunities to learn and reach a good standard in English language during the EYFS, ensuring children are ready to benefit from the opportunities available to them when they begin Key Stage 1. When assessing communication, language and literacy skills, childminders must assess children's skills in English. If a	

	child does not have a strong grasp of English language, childminders must explore the child's skills in the home language with parents and/or carers, to establish whether there is cause for concern about language delay.	
	Approaches to teaching and learning	Checked
1.11	This framework does not prescribe a particular teaching approach. Play is essential for children's development, building their confidence as they learn to explore, relate to others, set their own goals and solve problems. Children learn by leading their own play, and by taking part in play which is guided by adults. Childminders need to decide what they want children to learn in their setting, and the most effective way to teach it. Childminders must stimulate children's interests, responding to each child's emerging needs and guiding their development through warm, positive interactions coupled with secure routines for play and learning.	
1.12	If childminders are providing care to reception-age children, there should be a greater focus on teaching the essential skills and knowledge in the specific areas of learning. This will help children to prepare for Key Stage 1.	
1.13	In planning and guiding what children learn, childminders must reflect on the different rates at which children are developing and adjust their practice appropriately. Three characteristics of effective teaching and learning are: <ul style="list-style-type: none"> • playing and exploring - children investigate and experience things, and 'have a go' • active learning - children concentrate and keep on trying if they encounter difficulties, and enjoy achievements • creating and thinking critically - children have and develop their own ideas, make links between ideas, and develop strategies for doing things. 	
	A quality workforce focused on learning and development and health and safety	Checked
1.14	All children deserve high-quality early education and care. This requires a quality workforce. A well-trained, skilled childminder can help every child achieve the best possible educational outcomes ...The requirements in relation to workforce training and responsibilities, including that of the key person, are outlined in Section 3 but they are equally important for children's learning and development as they are for their safety and welfare.	

	Curriculum guidance	Checked
1.15	Development Matters - GOV.UK (www.gov.uk) government curriculum guidance for the EYFS, can support childminders to deliver the EYFS learning and development requirements. It can be used as an effective early years curriculum. This guidance is non-statutory ... It is up to childminders to decide how they deliver the learning and development requirements.	
	Section 2 – Assessment	Checked
2.1	Assessment plays an important part in helping parents, carers and practitioners to recognise children’s progress, understand their needs, and to plan activities and support. This section sets out the assessment requirements childminders must meet, as well as guidance on assessment.	
2.2	Assessment should not involve long breaks from interaction with children or require excessive paperwork. When assessing whether an individual child is at the expected level of development, childminders should draw on their knowledge of the child and their own expert professional judgement. Childminders are not required to prove this through collection of any physical evidence.	
2.3	Childminders should keep parents and / or carers up to date on their child’s progress and development. Childminders should address any learning and development needs in partnership with parents and / or carers, and any relevant professionals. This is to ensure their entire early years experience contributes to their readiness for Key Stage 1.	
	Ongoing assessment	Checked
2.4	Ongoing assessment (also known as formative assessment) is an integral part of the learning and development process. It involves practitioners understanding children’s interests and what they know and can do, and then shaping teaching and learning experiences for each child reflecting that knowledge. In their interactions with children, childminders should make and act on their own day-to-day observations about children’s progress and observations that parents and carers share. However, there is no requirement to keep written records in relation to this.	

	Progress check at age two	Checked
2.5	When a child is aged between two and three, childminders must review their progress, and provide parents and/or carers with a short-written summary of their child's development in the prime areas.	
2.6	Beyond the prime areas, it is for practitioners to decide what the written summary should include, reflecting the development level and needs of the individual child.	
2.7	The summary must : Highlight areas in which a child is progressing well; Highlight areas in which some additional support might be needed; Focus particularly on any areas where there is a concern that a child may have a developmental delay, which may indicate a special educational need or disability; Describe the activities and strategies the childminder intends to adopt to address any issues or concerns. This plan should involve parents and carers and other professionals (e.g. the child's health visitor) as appropriate.	
2.8	If a child moves settings between the ages of two and three, it is expected that the progress check would usually be undertaken by the setting where the child has spent most time. Childminders must discuss with parents and/or carers how the summary of development can be used to support learning at home. Non-statutory guidance, Progress check at age 2 - GOV.UK (www.gov.uk) is available to support childminders in completing the progress check.	
2.9	Childminders should encourage parents and/or carers to share information from the progress check with other relevant professionals, including their health visitor and the staff of any new provision the child may transfer to. Childminders must agree with parents and/or carers when will be the most useful point to provide a summary. Where possible, the progress check and the Healthy Child Programme health and development review at age two (when health visitors gather information on a child's health and development) should inform each other and support integrated working. This will allow health and educational professionals to identify strengths as well as any developmental delay and any particular support from which they think the child/family might benefit. Childminders must have the consent of parents and/or carers to share information directly with other relevant professionals.	

	Assessment at the end of the EYFS – the Early Years Foundation Stage Profile (EYFSP):	Checked
2.10	In the final term of the year in which the child reaches age five, and no later than 30 June in that term, the EYFS Profile must be completed for each child. This is therefore usually undertaken by reception teachers, but on rare occasions it could be undertaken in other settings too.	
2.11	A childminder must complete the EYFS profile only where a child they are caring for has not started school by the final term of the year in which the child reaches age 5, and will complete the EYFS in their setting...Childminders that are in this position must refer to Annex B and C to view the early learning goals (ELGs) and requirements of the Profile assessment.	

Sections 3 – The Safeguarding and Welfare Requirements (2024)

	Introduction	Checked
3.2	This section of the framework sets out the safeguarding and welfare requirements childminders must meet. They are designed to help childminders create a highquality, welcoming, and safe setting where children can enjoy learning and grow in confidence.	
3.3	Childminders must take all necessary steps to keep children safe and well. The requirements in this section explain what childminders must do to: safeguard children; ensure the adults who have contact with children are suitable; promote good health; support and understand behaviour; maintain records, policies and procedures.	
	Safeguarding policies and procedure	Checked

3.4	3.4 Childminders working alone or with assistants must take lead responsibility for safeguarding children in their setting. Childminders must know how to contact the local statutory children's services, and the LSP (local safeguarding partners). All practitioners must be alert to any issues of concern in the child's life at home or elsewhere.	
3.5	In the case of childminders working together, each childminder is responsible for meeting the requirements of their own registration. Childminders must know that they have a shared responsibility when working together for the wellbeing of all the children present...	
3.6	Childminders must have and implement policies and procedures to keep children safe and meet EYFS requirements. They must be able to explain their policies and procedures to parents, carers, and others (for example Ofsted inspectors or the childminder agency with which they are registered). Childminders must ensure any assistants follow these policies and procedures. Policies and procedures should be in line with the guidance and procedures of the relevant LSP.	
3.7	Safeguarding policies must include: <ul style="list-style-type: none"> • The action to be taken when there are safeguarding concerns about a child. • The action to be taken in the event of an allegation being made against the childminder or an assistant. • How mobile phones, cameras and other electronic devices with imaging and sharing capabilities are used in the setting. Childminders may find it helpful to read Safeguarding children and protecting professionals in early years settings: online safety considerations - GOV.UK (www.gov.uk)	
	Concerns about children's safety and welfare	Checked
3.8	If childminders have concerns about children's safety or welfare, they must immediately notify their local authority children's social care team, in line with local reporting procedures, and, in emergencies, the police. Childminders must also take into account the government's statutory guidance Working together to safeguard children - GOV.UK (www.gov.uk) and Prevent duty guidance: England and Wales (2023) - GOV.UK (www.gov.uk) . Childminders may also find it useful to look at the government's Keeping children safe in education - GOV.UK (www.gov.uk)	

3.9	Depending on how they are registered, childminders must inform Ofsted or their CMA of any allegations of serious harm or abuse by anyone living, working, or looking after children at the premises. This must happen whether the allegations of harm or abuse are alleged to have been committed on the premises or elsewhere, for example, on a visit. Childminders must also notify Ofsted or their CMA of the action they have taken in response to the allegations. Ofsted/the CMA must be notified as soon as is reasonably practicable, but, in any event, within 14 days of allegations being made. A childminder who, without a reasonable excuse, fails to do this commits an offence.	
	Suitable people	Checked
3.10	Childminders and any assistants must be suitable; they must have the relevant training and have passed any required checks to fulfil their roles. Childminders must also ensure any person who may have regular contact with children (for example, someone living or working on the same premises where the childminding is being provided), must also be suitable.	
3.12	Enhanced criminal records checks and barred list checks are required by Ofsted, or a childminder's CMA, for any relevant people. If a person has lived or worked outside the UK, an additional criminal records check should be made (or multiple "checks" if they have lived in more than one country).	
3.13	Childminders must tell assistants that they must disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting). Childminders must not allow anyone whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with the children being cared for.	
	Disqualification	Checked
3.16	A childminder or assistant may be disqualified from registration. Childminders may find guidance about disqualification under the Childcare Act 2006 helpful. If a childminder or assistant is disqualified, they must not continue as an early years provider or assistant, or be directly involved in the management of any early years provision. When a person is disqualified, childminders must not employ that person in relation to early years provision.	

3.18	Depending on how they are registered, a childminder must notify Ofsted, or their CMA, of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided. The disqualification of an assistant is an example of a significant event.	
3.19	Depending on how they are registered, a childminder must notify Ofsted, or their CMA, of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided. The disqualification of an assistant is an example of a significant event.	
3.20	Childminders must provide this information to Ofsted, or their CMA, as soon as reasonably practicable, but in any event within 14 days of the date the childminder became aware of the information, or should have reasonably become aware of it, if they had made reasonable enquiries.	
3.21	If a childminder becomes aware of relevant information that may lead to an assistant being disqualified, the childminder must take appropriate action to ensure the safety of children.	
	Staff taking medication / other substances	Checked
3.22	Childminders and childminding assistants must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If a practitioner is taking medication which may affect their ability to care for children, they should seek medical advice. Childminders and their assistants must only work directly with children if the medical advice received confirms that the medication is unlikely to impair that person's ability to look after children properly. All medication on the premises must be stored securely, and out of reach of children, at all times.	
	Smoking and vaping	Checked
3.23	Childminders must not allow smoking in or on the premises when children are present or about to be present. Practitioners should not vape or use e-cigarettes when children are present, and childminders should consider Public Health England advice on their use in public places and workplaces.	

	Training, support and skills	Checked
3.24	... Childminders must have appropriate qualifications, training, skills, knowledge, and a clear understanding of their role and responsibilities in order to provide good quality early years provision.	
3.25	Childminders must follow their legal responsibilities under the Equality Act 2010 including the fair and equal treatment of any assistants regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.	
	Safeguarding training	Checked
3.26	Childminders must demonstrate that they have knowledge and understanding of the EYFS, including how to implement it, as part of their registration with Ofsted or a CMA.	
3.27	Childminders must attend a child protection training course ¹⁴ that helps them to identify, understand and respond appropriately to signs of possible abuse and neglect at the earliest opportunity...	
3.28	Childminders must provide support, advice, and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue as required. Childminders must make sure any assistants understand their safeguarding policies and procedures, and have up to date knowledge of safeguarding issues. Any training provided to assistants must enable them to identify, understand and respond appropriately to signs of possible abuse and neglect (as described in paragraph 3.8).	
	Training and supervision of assistants' skills	Checked
3.30	Childminders are accountable for the quality of the work of any assistants and must be satisfied that assistants are competent to meet their roles and responsibilities.	
3.31	Childminders must ensure that assistants receive induction training to help them understand their roles and responsibilities. Induction training must include information about emergency evacuation procedures, safeguarding,	

	child protection, and health and safety issues. Childminders must support assistants to undertake appropriate training and professional development opportunities to ensure they offer quality learning and development experiences for children that continually improves.	
3.32	Childminders must put appropriate arrangements in place for the supervision of assistants who have contact with children, families, and carers. Effective supervision provides support, coaching, and training for the assistant and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork, and continuous improvement, which encourages the confidential discussion of sensitive issues.	
3.33	Supervision should provide opportunities for staff to: <ul style="list-style-type: none"> • Discuss any issues – particularly concerning children’s development or wellbeing, including child protection concerns. • Identify solutions to address issues as they arise. • Receive coaching to improve their personal effectiveness. 	
	Paediatric first aid	Checked
3.34	At least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present and must accompany children on outings. The certificate must be for a full course consistent with the criteria set out in Annex A. PFA training must be renewed every three years and be relevant for people caring for young children and babies.	
3.35	Childminders should take into account the number of children, assistants, and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.	
3.36	Childminders should make PFA certificates, or a list staff who have a current PFA certificates, available to parents on request.	
	English language skills	Checked
3.37	Childminders and assistants must have sufficient understanding and use of English to ensure the well-being of children in their care. For example, childminders must be able to: <ul style="list-style-type: none"> • Keep records in English. • Liaise with other agencies in 	

	English. • Summon emergency help. • Understand instructions. For example, about the safety of medicines or food hygiene.	
	Key person	Checked
3.38	Each child must be assigned a key person. In childminding settings, the key person is the childminder, or can be an assistant where appropriate. Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents and/or carers. They should also help families and engage with more specialist support if appropriate.	
	Staff:child ratios	Checked
3.39	Staffing arrangements must meet the needs of all children and ensure their safety. Childminders must ensure that children are adequately supervised, including whilst eating, and decide how to use any assistants to ensure children's needs are met. Childminders must inform parents and/or carers about how any assistants are organised, and, when relevant and practical, aim to involve them in these decisions.	
3.40	Children must usually be within sight and hearing of the childminder and or/assistants and always within sight or hearing. Whilst eating, children must be within sight and hearing of the childminder and/or assistants.	
3.42 & 3.43	At any one time, childminders (whether providing the childminding on domestic or non-domestic premises) may care for a maximum of six children under the age of eight ¹⁸ . This includes the childminder's own children and any other children for whom they are responsible, such as those being fostered. Of these six children: • A maximum of three may be young children (i.e. a child is a young child until 1st September following his or her fifth birthday). • There should only be one child under the age of one.	
3.44	Any care provided for older children must not adversely affect the care of children receiving early years provision.	
3.45	If a childminder can demonstrate to parents and/or carers and, depending on how they are registered, Ofsted inspector or their CMA, that the individual needs of all the children are being met, exceptions to the usual ratios can be made.	

	Examples of permissible exceptions include, but are not limited to: • When childminders are caring for siblings, or • when caring for their own child, or • to maintain continuity of care, or • if children aged three to five only attend the childminding setting before and/or after a normal school day ¹⁹ , and/or during school holidays, they may be cared for at the same time as three other young children. In all circumstances, the total number of children under the age of eight being cared for must not exceed six per adult.	
3.47	Children may be left in the sole care of childminders' assistants for up to two hours in a single day. Childminders must obtain parents' and/or carers' permission to leave children with an assistant, including for very short periods of time.	
3.48	For childminders providing overnight care, the ratios set out above continue to apply and the childminder must always be able to hear the children (this may be via a monitor).	
	Health	Checked
	Medicines	
3.50	Childminders must promote the good health, including the oral health, of the children they look after.	
3.51	They must have a procedure, which must be discussed with parents and/or carers, for taking appropriate action if children are ill or infectious. This procedure must also cover the necessary steps to prevent the spread of infection.	
3.52	Childminders must have and implement a policy, and procedures, for administering medicines to children. It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up to date. Childminders and assistants must have training if the administration of medicine requires medical or technical knowledge. Prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse, or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).	
3.53	Medicine (both prescription and non-prescription ²³) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer. Childminders must keep a written	

	record each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day the medicine has been taken, or as soon as reasonably practicable.	
	Food and drink	Checked
3.54	Where children are provided with meals, snacks, and drinks, these must be healthy, balanced and nutritious. Before a child is admitted to the setting the childminder must obtain information about any special dietary requirements, preferences, and food allergies that the child has, and any special health requirements. Fresh drinking water must always be available and accessible to children. Childminders must record and act on information from parents and carers about a child's dietary needs.	
	Food and drink facilities	Checked
3.55	There must be an area adequately equipped to provide healthy meals, snacks and drinks for children as necessary. There must be suitable facilities for the hygienic preparation of food for children, if necessary, including suitable sterilisation equipment for babies' food. Childminders must be confident that they, or any assistants responsible for preparing and handling food, are competent to do so.	
	Food poisoning	Checked
3.56	Depending on how they are registered, childminders must notify Ofsted or their CMA of any food poisoning affecting two or more children cared for on the premises. This must be done as soon as is reasonably practical, but in any event within 14 days of the incident. A childminder who, without reasonable excuse, doesn't meet this requirement commits an offence.	
	Supporting and understanding children's behaviour	Checked
3.58	Childminders must not give or threaten corporal punishment or any punishment which could negatively affect a child's well-being. Childminders must take reasonable steps to ensure that corporal punishment is not given by anyone who is caring for or is in regular contact with a child, or by anyone living or working in the premises where the childminding is	

	taking place. Any childminder who doesn't meet these requirements commits an offence. A person will not be considered to have used corporal punishment (and therefore will not have committed an offence), if physical intervention ²⁴ was taken to avert immediate danger of personal injury to any person (including the child) or to manage a child's behaviour if absolutely necessary.	
3.59	Childminders must keep a record of any occasion where physical intervention is used, and parents and/or carers must be informed on the same day, or as soon as reasonably practicable.	
	Special educational needs	Checked
3.60	Childminders must have arrangements in place to support children with Special Educational Needs and Disabilities (SEND)...	
	Safety and suitability of premises, environment and equipment Please refer to the EYFS Statutory Framework when completing this section.	Checked
	Accident or injury	Checked
3.61	Childminders must ensure a first aid box with appropriate items for use on children is always accessible. Childminders must keep a written record of accidents or injuries and first aid treatment. Childminders must inform parents and/or carers of any accident or injury sustained by the child on the same day as, or as soon as reasonably practicable after, of any first aid treatment given.	
3.62	Depending on how they are registered, childminders must notify Ofsted or their CMA of any serious accident, illness, or injury to, or death of, any child while in their care, and of the action taken. This must be done as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. A childminder who, without reasonable excuse, doesn't meet this requirement commits an offence. Childminders must notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies.	

	Safety of premises	Checked
3.63	Childminders must ensure that their premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for and the activities provided on the premises. Childminders must comply with requirements of health and safety legislation, including fire safety and hygiene requirements.	
3.64	Childminders must take reasonable steps to ensure the safety of children, assistants, and others on the premises in the case of fire or any other emergency. Childminders must have: <ul style="list-style-type: none"> • An emergency evacuation procedure. • Appropriate fire detection and control equipment (for example, fire alarms, smoke detectors, fire blankets and/or fire extinguishers) which is in working order. Fire exits must be clearly identifiable, and fire doors are free of obstruction and easily opened from the inside.	
	Indoor space requirements	Checked
3.65	The premises and equipment must be organised in a way that meets the needs of children. Providers must meet the following indoor space requirements where indoor activity in a building(s) forms the main part of (or is integral) to the provision: <ul style="list-style-type: none"> • Children under two years: 3.5m² per child. • Two year olds: 2.5m² per child. • Children aged three to five years: 2.3m² per child. 	
3.66	These judgements should be based on useable areas of the rooms used by the children, not including storage areas, thoroughfares, dedicated staff areas, cloakrooms, utility rooms, and toilets. Childminders should consider what areas within their kitchens are safely usable...	
	Outdoor access	Checked
3.68	Childminders must provide access to an outdoor play area. If that is not possible, they must ensure that outdoor activities are planned and taken daily (unless circumstances make this inappropriate, for example unsafe weather conditions). Childminders must follow their legal responsibilities under the Equality Act 2010 (for example, the provisions on reasonable adjustments).	

	Sleeping arrangements	Checked
3.69	Sleeping children must be frequently checked to ensure that they are safe...	
	Toilets and intimate hygiene	Checked
3.70	Childminders must ensure: <ul style="list-style-type: none"> • There is an adequate number of toilets and hand basins available. • There are suitable hygienic changing facilities for changing any children who are in nappies. • There is an adequate supply of clean bedding, towels, spare clothes, and any other necessary items. 	
	Organising premises for confidentiality and safeguarding	Checked
3.71	Childminders must ensure that: <ul style="list-style-type: none"> • On request, they can make available an area where they may talk to parents and/or carers confidentially. • Children are only released into the care of individuals of whom the parent has explicitly notified the childminder. • Children do not leave the premises unsupervised. • They take all reasonable steps to prevent unauthorised persons entering the premises, and have an agreed procedure for checking the identity of visitors. • They consider what additional measures are necessary when children stay overnight. 	
	Insurance	Checked
3.72	Childminders must carry the appropriate insurance (e.g. public liability insurance) to cover all premises from which they provide childminding.	
	Safety on outings	Checked
3.73	Children must be kept safe while on outings. Childminders must assess potential risks or hazards for the children and must identify the steps to be taken to remove, minimise, and manage those risks and hazards. The assessment must include consideration of adult to child ratios.	

3.74	Vehicles transporting children, and the driver of those vehicles, must be adequately insured.	
	Risk assessment	Checked
3.75	Childminders must ensure that they take all reasonable steps to ensure that children in their care, and any assistants, are not exposed to risks and must be able to demonstrate how they are managing risks. Childminders must determine where it is helpful to make some written risk assessments in relation to specific issues, to inform their practice, and to demonstrate how they are managing risks if asked by parents and/or carers or inspectors. Risk assessments should identify aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked, and how the risk will be removed or minimised.	
	Information and record keeping	Checked
3.76	Childminders must maintain records, obtain and share relevant information (with parents and carers, other professionals working with the child, the police, social services and Ofsted or their CMA, as appropriate). This is to ensure their setting is safe and efficiently managed, and the needs of all children are met. Childminders must enable a regular two-way flow of information with parents and/or carers (and between other providers if a child is attending more than one setting). If requested, childminders should incorporate parents' and/or carers' comments into children's records.	
3.77	Records must be easily accessible and available (these may be kept securely off the premises). Confidential information and records about staff and children must be held securely and only accessible and available to those who have a right or professional need to see them. Childminders must be aware of their responsibilities under the Data Protection Legislation and, where relevant, the Freedom of Information Act 2000.	
3.78	Childminders must ensure that they and any assistants understand the need to protect the privacy of the children in their care, as well the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality. Parents and/or carers must be given access to all records about their child, provided that no relevant exemptions apply to their disclosure under the Data Protection Act.	

3.79	Records relating to individual children must be retained for a reasonable period of time after they have left the provision.	
	Information about the child	Checked
3.80	Childminders must record the following information for each child in their care: • Full name. • Date of birth. • Name and address of every parent and/or carer who is known to the childminder. • Information about any other person who has parental responsibility for the child. • Which parent(s) and/or carer(s) the child normally lives with. • Emergency contact details for parents and/or carers.	
	Information for parents and carers	Checked
3.81	Childminders must share the following information with parents and/or carers: • How the EYFS is being delivered in the setting, and how parents and/or carers can access more information. • The range and type of activities and experiences provided for children, the daily routines of the setting, and how parents and/or carers can share learning at home. • How the setting supports children with special educational needs and disabilities. • Food and drinks provided for children. Details of their policies and procedures, including the procedure to be followed in the event of a parent and/or carer failing to collect a child at the appointed time, or in the event of a child going missing at, or away from, the setting. • How staffing at the setting is organised (for example, whether the childminder has an assistant). • The name of the child's key person and their role. • A telephone number for parents and/or carers to contact the childminder in an emergency.	
	Complaints	Checked
3.82	Childminders are not required to have a written procedure for handling complaints, but they must keep a record of any complaints they receive and their outcome. Childminders must : • Investigate written complaints relating to how they are fulfilling the EYFS requirements. • Notify the person who made the complaint of the outcome of the investigation within 28 days of having received the complaint. • Make the record of complaint/s available to Ofsted or the relevant CMA on request.	

3.83	Childminders must make available to parents and/or carers the details about how to contact Ofsted or their CMA as appropriate, if they believe the childminder is not meeting the EYFS requirements.	
	Inspections and quality assurance visits	Checked
3.84	If a childminder becomes aware that they are to be inspected by Ofsted or have a quality assurance visit by the CMA, they must notify parents and/or carers. After an inspection by Ofsted or a quality assurance visit by their CMA, childminders must supply a copy of the report to parents and/or carers of children attending on a regular basis of the outcome.	
	Information about the childminder	Checked
3.85	Childminders must hold the following documentation: • Their name, home address and telephone number and any other person living or employed on the premises. • Name, home address and telephone number of anyone else who will regularly be in unsupervised contact with the children attending the early years provision. • A daily record of the names of the children being cared for on the premises, their hours of attendance, and the names of each child's key person (if this is not the childminder themselves). • Their certificate of registration (which can be displayed digitally, for example on a childminder's website, and must be made available to parents and/or carers on request).	
	Changes that must be notified to Ofsted or the relevant childminder agency (CMA)	Checked
3.86	Depending on how they are registered, all childminders must notify either Ofsted or their CMA of any change: • In 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 childminder, or the childminder's other contact information. • In the persons aged 16 years or older living or working on any domestic premises from which childminding is provided or to the persons caring for children on any premises where childminding is provided. • Any proposal to change the hours during which childcare is to be provided which will entail the provision of overnight care. • Any significant event which is likely to affect the suitability of the	

	childminder to look after children. • Any significant event which is likely to affect the suitability of any person who cares for, or/is in regular contact with, children on the premises on which childminding is provided.	
	Other legal duties	Checked
3.87	The EYFS requirements sit alongside other legal obligations and do not supersede or replace any other legislation which childminders must still meet...	