

Notifications to Ofsted Policy



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Review Date	September 2027
Reviewer	Liam Donovan

As an Ofsted registered provider, each setting is required to notify Ofsted of any significant events or changes occurring at or effecting the provision. The Statutory Framework for the Early Years Foundation Stage states that there are occasions when OFSTED must be notified of incidents or occurrences which meet the threshold.

It is a statutory requirement for settings in to notify Ofsted as soon as reasonably possible and in any case not later than 14 days.

It is important to note that we must ensure safeguarding concerns and allegations of abuse against members of our staff are referred immediately to the Local Authority Designated Officer (LADO) who will help to risk assess the situation and advise of next steps which need to be taken.

Making the notification

Notifications should be made via Ofsted online: <https://www.gov.uk/guidance/report-a-serious-childcare-incident>

You should notify your School/Early Years & Operations Director or Managing Director prior to any notification being made to Ofsted and were necessary the School/Early Years & Operations Manager will notify on the managers behalf.

When making a notification please provide Ofsted with as much information as possible, even if an investigation has not yet concluded, further supplementary information and evidence can always be emailed to Ofsted enquiries@ofsted.gov.uk quoting the notification reference number where applicable.

You must save a PDF copy of the notification for your records before submitting the form. To print the notification, please open the PDF using the onscreen instructions and print it.

The form will automatically close after it has been submitted and you will see a page that advises you to browse away. You will also receive email confirmation to the address supplied in the Provider Details section. Please save this email for record keeping purposes.

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A registered provider who, without reasonable excuse, fails to comply with these requirements commits an offence.

Ofsted must be notified of:

Setting type		Childminders and childcare providers – Early Years Register	Childminders and childcare providers – Childcare Register
Type of information		Notify Ofsted as soon as practical, and in any case within 14 days. The method of notification is not prescribed in regulations; therefore the childcare provider can decide how to notify us.	
1	Allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere) and the action taken in respect of these allegations.	✓	✓ (no qualification to any person, and not required to notify Ofsted of action taken)
2	Serious accident, illness or injury to, or death of, any child while in their care, and the action taken.	✓	✓ (not required to notify Ofsted of action taken)
3	Death, serious accident, illness or injury to someone on the premises.		✓
4	The sudden serious illness of any child for whom later years provision is provided.		✓
5	Details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006.	✓ (Applies to the registered person (Early Years Foundation Stage (Welfare Requirements) Regulations 2012,	

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	The date of the order, determination or conviction, or the date when the ground for disqualification arose The body or court which made the order, determination or conviction, and the sentence (if any) imposed; and A certified copy of the relevant order (in relation to an order or conviction).	regulation 9(2)) and any person living in the same household as the registered early years provider or who is employed in that household).	
6	Details of any criminal convictions and cautions of the applicant and the nominated individual The date of the offence the nature of the offence the place at which the offence was committed and either the name of the court, the date of conviction and the penalty imposed or the date of the caution.		v
7	Food poisoning affecting two or more children cared for on the premises.	v	v
8	Any significant event likely to affect the suitability of the registered person or any person who cares for, or is in regular contact with, children on the premises to look after children.	v	v
9	Any change: in the address of the premises; to the premises that 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; in the persons aged 16 years or older living or working on childminding premises.	v	v (The General Childcare Registration Regulations, schedule 3, paragraph 26(b) refers to suitability rather than just change of details)
10	Change to the registered person, nominated individual or manager.		v

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11	Change to the name or registered number of the company or charity providing care.	√	√
12	Change of name or address of the committee, partnership, unincorporated body or agency.		√
13	Days and hours during which later years childcare is to be provided.		√
14	Any proposal to change the hours during which childcare is provided; or if the provision will include overnight care.	√	
15	Change of manager.	√	√
16	Change of member of the partnership, committee or corporate or unincorporated body.		√
17	If the childcare is provided by a partnership, body corporate or unincorporated association whose sole purpose is the provision of childcare, any change to the individuals who are partners in it, or any change in a director, secretary or other officer or members of its governing body.	√	√
18	If the childcare is provided by a partnership, body corporate or unincorporated association, any change to the 'nominated individual'.	√	√

Further guidance

- Early Years Compliance Handbook (Ofsted)
<https://www.gov.uk/government/publications/early-years-provider-non-compliance-action-by-ofsted>

Linked Policies

Safeguarding Policy