

Appendix A**ASSESSMENT OF FITNESS OF PREMISES AND
EQUIPMENT FOR THE PURPOSE OF REGISTRATION OF
SESSIONAL AND FULL DAY CARE FACILITIES****Policy**

Under Article 124(b) of the Children (NI) Order 1995 it is a requirement of the Trust to satisfy itself about the fitness of premises and equipment before registering any facility. The physical environment both indoors and out should encourage positive growth and development for children through opportunities to explore and learn. It should also foster safety and support adults in their work with children.

Procedure

1. A preliminary visit is made by the Early Years Team in partnership with estates services to the proposed premises at the time of the initial enquiry to identify any changes which need to be made to existing premises to enable them to meet requirements and to avoid the purchase of premises which are incapable of meeting requirements.
2. If the premises are rented from a public or private landlord, written permission is supplied from the landlord by the applicant. A set of plans is forwarded to the Trusts Estate Services for comment and advice. A site meeting is arranged if required. (If Estates services are not provided by the Trusts then the site visits are carried out solely by a SW).
3. If the premises have the potential to meet requirements, but need substantial alteration to do so, the applicant should be advised to refer back to their architect who should also advise them on requirements under Disability Discrimination (NI) Order prior to an application being made. The need for early communication of the reasons for any difficulties or delays in implementing the necessary changes is emphasised.
4. The registering social worker has sight of the original planning permission document and a copy is placed on file. A set of original plans is forwarded with the submission of the application for registration. The social worker is not however responsible for the approval of these plans as this will be for the planning department to decide but can give advice on improving layouts e.g. toilets being near to playrooms.

5. Issues arising from the examination of the plans by the estates department, if any, are discussed with the applicant and their architect. If there are major issues to be resolved a joint meeting between the Early Years Team, Estates and the applicant can be arranged.
6. The applicant supplies a Building Control Completion Certificate for the premises. A copy is placed on file.
7. The applicant is required to provide written evidence that a fire risk assessment has been carried out which meets the requirements of Fire Safety legislation and provide a written Health and Safety risk assessment which identifies actions to minimise identified risks.
8. Health and Safety issues are complied with as laid down in the Childminding and Day Care for Children under age 12- Minimum Standards.
9. The registering Social Worker requests evidence that the applicant has registered with Environmental Health in relation to health and safety, food preparation and hygiene. Where available the registering social worker receives a report from a health visitor in relation to first aid, hygiene, early year's nutrition, administration of medicines and infection control. A copy of each report is discussed with the relevant professional. Joint site meetings are arranged as necessary.
10. Premises and space are provided in accordance with the paragraph 5.36(b) of the Children (NI) Order 1995 Guidance and Regulations Volume 2 and the Childminding and Day Care for Children Under Age 12 Minimum Standards and Implementation Guidance.
11. The registering Social Worker specifies the proposed number of children within specified age groups who may be looked after on the premises (Article 126 3 (a) of the Children (NI) Order 1995).
12. Adequate safe and suitable outdoor play space should be provided or alternative arrangements made that are deemed appropriate to the Trust to use local parks/playgrounds.
13. The applicant is requested to submit a list of equipment and toys to be provided for each room and outdoors prior to registration. This should include anchored and free standing equipment. This is given to the registering social worker and held on file.
14. The applicant certifies that furniture and large play equipment conforms to BS EN Safety Standards of Toys (Safety Standards). This is given to the registering Social Worker and held on file.
15. The final site visit prior to presentation to Early Years Panel is carried out by the registering Social Worker, Health Visitor and any other relevant professional in order to confirm that all essential equipment is in place, all toys and equipment are of good quality and of sound construction.

16. All items listed on the Trusts pre-registration report form and any other professional recommendations have been compiled and that the guidance in The Children (NI) Order 1995 Guidance and Regulations Volume 2, the Childminding and Day Care for Children Under Age 12 Minimum Standards and Implementation Guidance has been adhered to.