

Early Years Team  
Clooney Hall  
36 Clooney Terrace  
Londonderry  
BT47 6AR

Date

Name

Tel : 0287132095  
Fax : 02871320952  
Website: [www.westerntrust.hscni.net](http://www.westerntrust.hscni.net)

Dear

Insert address of premises

**RE: Inspection Duty Under The Children (NI) Order 1995  
(Full Day Care)**

Under Article 130, the Health and Social Care Trusts have a duty to inspect registered premises in which children are being cared for. This inspection will take place on an annual basis.

I am writing to you to give you notice that an inspection of your premises will take place between \_\_\_\_\_ and \_\_\_\_\_.

The inspecting Social Worker will be \_\_\_\_\_ and will be accompanied by \_\_\_\_\_ (delete as appropriate).

As part of the Inspection Process, the Quality Area for this year's inspection will be: \_\_\_\_\_ . Safeguarding and Child Protection will be inspected on an annual basis.

As part of the inspection process you are required to do the following:

1. Complete
  - a) the attached Self Evaluation Form
  - b) Staffing Information Form

And return both to the Inspecting Social Worker by \_\_\_\_\_.

If your group has an early years advisor, you may wish to seek assistance from them before completing your self-evaluation form. The information you provide in these forms will be included in the final inspection report and therefore you must complete this in an accurate and comprehensive manner.

2. Forward your policies on the following:
  - a) Safeguarding & Child Protection
  - b) \_\_\_\_\_
  - c) \_\_\_\_\_
  - d) \_\_\_\_\_

3. Forward a list of the names of all the children registered with your facility. Details should include their address, parents names and contact number. Parents will receive questionnaires to be completed and returned to the Trust. Parents should be aware of this prior to their child's placement commencing.
4. Issue all staff with the questionnaires provided. Once completed the staff member should post these back to the Inspecting Social Worker in the stamped addressed envelopes provided. Staff should be advised that these questionnaires are confidential. (Forms may be photocopied if more are required).
5. Display the enclosed "Inspection Notification" poster during the period in which the inspection will take place. Please retain this poster and display at future inspections.
6. Ensure that you have all documentation that you are required to keep under the Children (NI) Order 1995 and the Childminding and Day Care Standards for Children Under age 12. Whilst it is not necessary to forward this documentation to the Inspector, all documentation must be available on the day of inspection. (List of all documentation is on the Self Evaluation form).

The documentation required in points 1-4 must be returned to the inspector by \_\_\_\_\_.

Enclosed is a document entitled "Understanding Your Inspection" this is also available on-line. It is important to read this leaflet as it will help to explain the whole inspection process. However, if you remain unclear about any aspect of the inspection process, please make contact with your link social worker. The Inspection will take place even if the manager is unavailable. However if there is a day when an outing has been arranged within the given dates, it would be helpful to inform the inspector.

Yours Sincerely

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Josephine Doherty  
Social Work Manager

*Encs:*

*Self-Evaluation Form*

*Self-Evaluation Form Guidance Notes*

*Staffing Information Form*

*Staff questionnaires and envelopes*

*Inspection Notification Poster*

*Understanding Your Inspection Document*