

**Children (NI) Order 1995
Childminding and Day Care Regulation (NI) 1996**

Report for Registration of Sessional and Full Day Care Facilities

The Trust Early Years Teams have a statutory responsibility to satisfy themselves that all Child Care applicants proposing to care for children under the age of 12 years are suitable to do so. It is therefore a requirement for full vetting, a Fit Person assessment and an assessment of premises and equipment to be completed in respect of all applicants prior to Trust approval being considered.

Name of Facility:	
SOSCARE No:	
Address:	
Postcode:	
Name of Applicant:	
Name of Social Worker:	
Date of Application:	
Dates of Assessment Visits:	

1. STAFFING

References and Vetting

Have the following been completed and are they satisfactory?

• Fit Person Assessment and Vetting for applicant, manager, deputies and Designated Child Protection Officer (as applicable) (see attached Fit Person assessments)	Yes		No	
• Declaration of Health for each employee	Yes		No	
• Personal references (as applicable)	Yes		No	
• Health visiting reference (if applicant has a child under school age)	Yes		No	
• Access NI Checks for all employees and regular visitors	Yes		No	
• Trust, interagency and SAFFA checks for all employees and regular visitors	Yes		No	
• Evidence of qualifications	Yes		No	

How many staff are likely to be employed?

	Number of Staff
• Care staff	
• Cleaners	
• Cooks	
• Administrators	
• Others	

Comment (if applicable)

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Will the following be put in place?

• Staff Induction and Training (Method)	Yes		No	
• Staff Supervision (Method)	Yes		No	
• Staff Meetings (Frequency)	Yes		No	
• Staff trained in Safeguarding and Child Protection	Yes		No	
• Designated Child Protection staff member available at all times	Yes		No	
• Sufficient staff with Paediatric First aid	Yes		No	
• Sufficient staff to meet child/staff ratios	Yes		No	

If “no has been ticked at any stage of this section, please provide more detail

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2. DOCUMENTATION

Have the following been obtained and a copy held on Trust file?

• Plans	Yes		No	
• Planning Permission	Yes		No	
• Building Control Certificate	Yes		No	
• Environmental Health-Food Hygiene Clearance	Yes		No	
• Environmental Health-Health & Safety Clearance	Yes		No	

Have the following been completed?

• Fire Risk Assessment	Yes		No	
• Health and Safety Risk Assessment	Yes		No	
• Outdoor Area Risk Assessment	Yes		No	

If any of the documentation is not available, please give an explanation as to why

3. NETWORKS

3.1 Describe how networks will be established with other providers, schools and Health Visitors

4. RECORDS AND PROCEDURES

Is the applicant aware of the need to provide the following and are arrangements satisfactory?

• Records of Children	Yes		No	
• Roll book	Yes		No	
• Accident/incident records	Yes		No	
• Complaints/comments records	Yes		No	
• Record of Fire drills	Yes		No	
• Records of all food provided	Yes		No	
• Arrangements for the arrival and collection of children	Yes		No	
• Arrangements for sick children	Yes		No	
• Arrangements for the administration of medication	Yes		No	
• Awareness of need of observations of child development	Yes		No	
• Play Programme format	Yes		No	
• Consents from Parents	Yes		No	

Does the applicant have the following?				
• Childminding and Day Care for Children Under Age 12 – Minimum Standards	Yes		No	
• Health & Social Care Board Implementation Guidance	Yes		No	
• Regional Child Protection Policies and Procedures	Yes		No	

If “no has been ticked at any stage of this section, please provide more detail

5. PHYSICAL ENVIRONMENT

5.1	Description of Premises to include: - <i>Purpose built?</i> - <i>Rural/Urban setting</i> - <i>Number of Rooms</i> - <i>Sizes of Rooms</i> - <i>How rooms will be used (describe each room according to the age group that will use the room)</i> - <i>Rooms solely for the use of the children</i>

5.2	Will there be anyone living on the premises?			
Yes		No		
If yes, please comment				

5.3	Description of Outdoor Play to include: - <i>Outdoor play space? Risk assessment complete?</i> - <i>Types of surfacing</i> - <i>Means of security</i> - <i>Maintenance</i> - <i>How it will be used</i> - <i>Car Parking, Risk assessment complete?</i> - <i>Arrangements for outdoor play/outings if no outdoor play area. Risk assessment completed?</i>

5.4	Toilet Facilities				
•	Are toilet facilities for children designed solely for their own use? (Compulsory in Full Day Care)	Yes		No	
	If no, will they be supervised?	Yes		No	
•	Number of toilets for children				
•	Number of wash basins for children				
•	Are toilets accessed directly off the playrooms	Yes		No	

• Number of toilets for staff				
• Number wash basins for staff				
• Are there toilet facilities for children with a disability?	Yes		No	
• Liquid soap	Yes		No	
• Paper towels	Yes		No	
• Covered Waste disposal bins	Yes		No	
• Hair brush and tooth brush for each child (Full Day Care)	Yes		No	

5.5 Nappy Changing

• Where will this take place for babies?				
• Where will this take place for toddlers?				
• Designated nappy changing area	Yes		No	
• Arrangements for the safe disposal of nappies	Yes		No	
• Disposable gloves used	Yes		No	
• Disposable Aprons used	Yes		No	
• Changing mats/stations used and risk assessed	Yes		No	
• Soiled nappy bin provided	Yes		No	
• Sluicing facilities available If not how is this managed	Yes		No	
• Does the applicant have a copy of the HPA Infection Control Guidelines?	Yes		No	

5.6	Sleeping Arrangements (Full Day Care)
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• Separate Sleep room for babies under 2 years	Yes		No	
• Number of fixed cots available				
• How will this be supervised				
• Suitable, safe and appropriate sleeping arrangements for older children	Yes		No	
• Where will this take place				
• What will they sleep on?				
• Bed linen for each child	Yes		No	
• Where will the bed linen be stored?				

5.7	Staff Accommodation
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• Office is provided (Full Day Care)	Yes		No	
• Area provided to meet with parents confidentially (Sessional)	Yes		No	
• Working telephone on premises	Yes		No	
• Staff room provided (Full Day Care)	Yes		No	
• Secure storage for staff's personal belongings	Yes		No	
• Provision made for a mother to breastfeed	Yes		No	

5.8	Kitchen and Meals
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• Adequately equipped food preparation area	Yes		No	
• Inaccessible to children unless supervised	Yes		No	
• Meals made on the premises (Full Day Care)	Yes		No	
• Cook employed where meals are cooked on the premises for more than 15 children	Yes		No	

• Meals bought in (Full Day Care)	Yes		No	
• Menu suitable, nutritious and varied	Yes		No	
• Menu caters for all dietary needs	Yes		No	
• Fresh drinking water supplied	Yes		No	
• Relevant staff hold Level 2 Food Safety Certificate or equivalent (Cook if registered for over 15 children)	Yes		No	
• Feeding Arrangements for babies (if applicable)				
• Where will this take place				
• Who will supply bottles				
• Applicant aware that bottles must be made up on the premises	Yes		No	
• Arrangements for providing solid food				
• Storage and heating arrangements				

5.9 Storage

• Indoor storage - adequate, safe and accessible storage space	Yes		No	
• Outdoor storage - adequate, safe and accessible storage space	Yes		No	

5.10 Heating, Lighting, Ventilation and Hygiene

• Type of heating used				
• Heating will be controlled to between 18c and 21c	Yes		No	
• Guards provided on low temperature surfaces on radiators	Yes		No	
• Good understanding of good hygiene practices	Yes		No	

• Cleaner employed/suitable arrangements made	Yes		No	
• Rooms have natural light and ventilation	Yes		No	
• Premises in good state of repair	Yes		No	

5.11 Safety and Security

• CCTV provided and in operation	Yes		No	
• Are the following provided by the facility and in a safe way?				
- Fire Doors with vision panels	Yes		No	
- Vision panels between rooms	Yes		No	
- Safe flooring	Yes		No	
- Safety Windows/Glass	Yes		No	
- Window locks/restricted openings	Yes		No	
- Blind cords shortened or inaccessible	Yes		No	
- Access bell/buzzer	Yes		No	
- Finger guards	Yes		No	
- Storage of coats and bags	Yes		No	
- Trailing flexes	Yes		No	
- Cleaning materials inaccessible to children	Yes		No	
- Medications inaccessible to children	Yes		No	
- No alcohol on premises	Yes		No	
- First Aid Box which complies with Health and Safety Regulations (NI(1982))	Yes		No	
- Premises will be smoke free	Yes		No	

5.12 Fire Safety

• Fire risk assessment completed	Yes		No	
• Working Smoke detectors	Yes		No	
• Carbon monoxide detectors	Yes		No	
• Appropriate Fire Fighting equipment	Yes		No	

If “no has been ticked at any stage of this section, please provide more detail

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6. EQUIPMENT

Is there sufficient equipment supplied?

	Yes	No
• High Chairs		
• Bouncers		
• Stair gates		
• Prams/Buggies		
• Car seats		
• Mats/Stacking Beds		

Comment on the toys and equipment available under the following headings with reference to different age groups:

Messy Area
House Corner
Imaginative play
Books

Table Top
Floor Toys/Large Indoor Equipment
Music
Additional Activities
Outdoor play

• Suitable tables and Chairs provided for children	Yes		No	
• Low adult sized seating (Full Day Care)	Yes		No	
• Toys for each age group appropriate, safe, stimulating for all areas of children's development and learning If no, please state what improvements need made or equipment added to	Yes		No	
• Range of natural toys available	Yes		No	
• Range of activities to offer children the opportunity to understand and respect diversity	Yes		No	
• Appropriate toys and equipment provided and accessible for children with additional needs If no, please state what improvements need made or equipment added to	Yes		No	
• Where applicable, furniture and play equipment conform to BS EN Safety Standards or the Toys (Safety) Regulations	Yes		No	

• Safety matting or soft surfacing is provided indoors for equipment that requires children to climb	Yes		No	
• Safety matting or soft surfacing is provided outdoors for equipment that requires children to climb	Yes		No	
• Large outdoor equipment is safely secured	Yes		No	

If “no has been ticked at any stage of this section, please provide more detail

7. STRUCTURE OF DAY/SESSION

Give a description of the activities on offer to include free play, structured play, outdoor play, physical play, storytelling, rhymes and songs. This should cover all ages for which the facility will be registered. If the registration is for full Day Care to include Out of School Age Children, details need to be provided about school holiday programmes

Comment:-

8. CHILDREN WITH ADDITIONAL NEEDS

Does the applicant perceive any barriers to including children with additional needs to the setting?

Comment:-

Have any training needs been identified to assist with the inclusion of children with additional needs?

Comment:-

What resources does the facility have available to meet the needs of these children?

Comment:-

9. STATEMENT OF PURPOSES

• Has the applicant developed a Statement of Purpose?	Yes		No	
If not please explain why				

10. POLICIES

(Are the following policies in place?)

	Yes	No
a) Absence of the Manager		
b) Accidents-prevention, reporting, recording and notification		
c) Additional Needs		
d) Allegations against staff		
e) CCTV		
f) Complaints		
g) Confidentiality		
h) Consent		
i) Data Protection		
j) Equality		
k) First Aid		
l) Infection Prevention and Control		

	Yes	No
m) Intimate/Personal Care		
n) Maintenance and Replacement of Play Equipment		
o) Managing Aggression and Challenging Behaviour-including bullying		
p) Managing Emergencies		
q) Management of Medicines		
r) Management of Records		
s) Management of Risks associated with the Care of Individual Children		
t) Menu Planning		
u) Mobile Phones		
v) Parents' access to records		
w) Photography and Videography		
x) Provision of Food and Drink		
y) Reporting Adverse and Untoward Incidents		
z) Safeguarding and Child Protection		
aa) Security of the Setting		
bb) Smoking		
cc) Social networking		
dd) Staffing		
• Behaviour and Conduct		
• Clothing/Uniform		
• Discipline		
• Grievance		
• Induction		
• Meetings		
• Records		
• Recruitment		
• Rotas		
• Supervision and Appraisal		
• Training and Development		
ee) Transport for Children-provision and Use		
ff) Whistle Blowing		

If "no has been ticked at any stage of this section, please provide more detail

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11. SUPPORT & ADVICE

• Awareness of the role of an early years advisor	Yes		No	
• Registered with an Early Years Service	Yes		No	
• Name of Organisation/Advisor				

12. SOCIAL WORKERS SUMMARY OF INSPECTION & RECOMMENDATIONS

Number of children to be cared for based on the following space requirements:

Full Day Care

Age	Space	No of Children that can be accommodated
0-2	4.2m ²	
2-3	2.8m ²	
3-5	2.8m ²	
5-12	2.3m ²	

Sessional

Age	Space	No of Children that can be accommodated
0-12	2.3m ²	

Summary

13. DECLARATION OF RESPONSIBILITY

I verify that the information that I have supplied for the completion of this document is accurate. I am aware that once Registration has been granted, I must obtain Insurance prior to the facility being open. I take full responsibility for the safety of the premises and of all toys and equipment provided.

Signed: _____
Name: _____
Position: _____
Date: _____

Signed: _____ Date: _____
Early Years Social Worker

Signed: _____ Date: _____
Early Years Team Manager