

SEYT INSPECTION REPORT

Setting Name:



States of Guernsey
States Early Years Team

Purpose of Inspection

A framework for improvement through intelligent, accountable and focused review and regulation. The inspection framework brings about improvement in Early Years provision for all children.

Inspections will vary according to the evidence provided and gathered. List of relevant documents/information may need to be accessed during inspection (see list at end of this document).

During each inspection children will be observed including care routines and the support of personal development, talking to children and Early Years Practitioners.

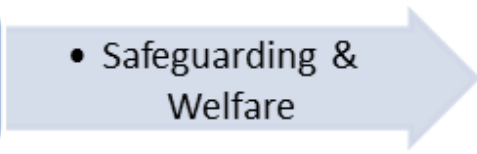
The following documents must be made available by the end of day of notification of an Inspection Visit. These may already be accessible to SEYT on Google drive, if so, there is no need to forward them to SEYT.

1. Staffing List including qualifications, training plus dates, DBS number, checks with dates, named safeguarding lead and SENDCo
2. Safer recruitment process – interview process (meet the team, interact with children supervised, formal/informal interview, induction, probationary period)
3. Staffing arrangements/rota
4. All policies – Fire Policy to include the date of the most recent fire check and the dates of the fire drills carried out within the last 12 months (2 per annum as a minimum)
5. Initials of all children who are subject to a TAC, CIN, CP Plan or are a LAC
6. Menus (where appropriate) so they can be supported by The Health Improvement Commission
7. Up to date SER

SEYT INSPECTION REPORT

Name of Provider					
Address of Provider					
Telephone Numbers		Email Address			
Name of Registered Person		Contact Details	Email:		
			Telephone:		
Hours open		Open in school holidays?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Open</td> <td style="width: 50%; text-align: center;">Closed</td> </tr> </table>	Open	Closed
Open	Closed				
Charges	Babies	Toddlers	Pre-Schoolers		
Activities that incur additional charge					
Snacks & Meals provided (Inc charge if applicable)					
Number of children registered		Number present today/Register			
Staff on duty and qualifications					
Manager		Deputy Manager			

Date of Inspection		Time of Inspection	
Name of Inspector			



• Safeguarding & Welfare

Safeguarding & Child Protection

Named Person			
Deputy Named Person			
Route Map Displayed			
Staff aware of CP process	1.		
	2.		
	3.		
Safeguarding conversation with Named persons			
Number of Staff who have completed Level 1 training		Record of any staff not completed (initials)	
Number of Staff who have completed Level 2 training			
Number of Staff who have completed Level 3 training			
Safeguarding policy checked pre inspection visit (Must include managing allegations against staff, whistle blowing, E-safety and use of personal devices/equipment)			In place? Y / N
Operation Encompass Updated contact info? Registered with OE? Letter sent to all parents/carers re OE? Info on Prospectus/Website?			
Personal devices checked (watches, phones, new technology)			

Parents pack checked pre inspection visit	
Photo/Social Media permissions clear & effective	
Personal devices checked (watches, phones, new technology)	
How are children taught about safeguarding?	
Outings – risk assessment checked prior to inspection visit	
Immediate Safeguarding Actions	

Safer Recruitment

Check recruitment procedure	
Check DBS central record Update service and other records of staff suitability including qualifications prior to inspection visit	
Data Protection – storage of info & Privacy notice in place	
New Staff induction procedure (staff handbook, timetable, probationary period) seen prior to inspection visit	

Liability Insurance Valid & Displayed	
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Safety

Fire Checks valid	
Emergency Fire Plan in place and effective	

Cleaning

Cleaning (carpets shampooed)	
Environmental Health Grade	
Cleanliness across the provision	
Legionella – including clean water for play	
Changing facilities suitable and clean	
Personal Hygiene station in all rooms	

Eat Well

Eat Well policy in place and in action	
Allergies recorded and Health Care plans in place	
Food stored and handled correctly	
Babies held for bottle feeding	
Access to drinking water at all times	

Appropriate eating environment including staff as role models	
Routine menu check with Health Improvement Commission	
Alternative offer to cake/biscuits/sweets/high calorific foods as reward systems	

1st Aid

Full Paediatric 1st Aid training and ratio's valid	
Emergency 1st Aid at Work is sufficient and in Risk Assessment	
1st Aid box in date, stocked and stored safely	
Accidents, number, recorded meeting GDPR	

Medication

Storage suitable	
Records complete	

All labelled correctly	
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Personal Care

Dignity & Respect is evident	
Personal routine for child not provider is evident	
Supersmiles	

Lines of Enquiry from SER and/or Other Evidence from Partners to follow up in the Inspection Visit

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• Strong Leadership and Management

Communication

With Parents	
With Professionals	
Other EY Providers	
Transitions (room to room & school)	
Team meetings (impact)	

Staff Welfare & Development

Supervisions and appraisals regularly in place – peer and/or individual		
Impact of supervision evident		
Staff Training and development effective		
Equal Opportunities evident	Staff	Children
Staff Records up to date and accurate		
Key worker training/guidance in place		

Staff Deployment

Cover staff regularly contacted	
Cover staff included in CPD	
Contingency procedure in place for illness etc.	
Transitions well managed	

Lines of Enquiry from SER and/or Other Evidence from Partners to follow up in the Inspection Visit

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QS3

Positive Interactions and Well-Being

<p>Positive atmosphere and Group Climate</p>	
<p>An empathic adult style is observed in each room</p>	
<p>UNCRC is evident (child's voice)</p>	
<p>Key Persons system in place and effective</p>	

Lines of Enquiry from SER and/or Other Evidence from Partners to follow up in the Inspection Visit

Building & Equipment

Sole use of premises	
Resource safe & in good repair	
Resources are open ended and appropriate	

Sleeping Arrangements

Good sleep hygiene - provision is appropriate for individual children (cots or mats). Cleaning/washing of bedding/cots.	
Temperature is between 16 - 20°	
Checks recorded for sleeping babies (10 min intervals)	

Lines of Enquiry from SER and/or Other Evidence from Partners to follow up in the Inspection Visit

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QS5

• Education Programme,
Progress & Practice

Curriculum & Offer

Children have access to a wide range of activities and resources	
Staff deliver a balance of child led and adult directed/ supported activities and experiences	
Children have high levels of engagement	
Children are suitably challenged and have their developmental needs met.	
Observation, Assessment and Planning effective and not onerous	
Daily outdoor learning opportunities observed for all children	

Special Educational Needs and/or Disability

Name of SENDCO	
SENDCO has attended all statutory training sessions and fed back to the team	
Effective differentiation is in place to enable all children to access the curriculum effectively	
Open, factual & empathic identification of SEND with parents	
Summative assessment is effective in identifying need and this is actioned	
SEND Register is in place (SENDCO can talk about children's needs and any actions)	

Lines of Enquiry from SER and/or Other Evidence from Partners to follow up in the Inspection Visit

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• Positive Partnerships

Partner Services

Positive involvement with Partner Services	
Advice is actioned and impactful	
Partners Services relevant Comments	

Parents & Atmosphere

Sharing information with parents about their child's development is in place and accurate	
An inclusive collaborative atmosphere is apparent where all feel welcome and valued	
Exclusions, taken off roll/register	

Parental Questionnaire (Appendix 2)

Summary of feedback	
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Lines of Enquiry from SER and/or Other Evidence from Partners to follow up in the Inspection Visit

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Policy Check – Provided prior to the inspection visit

EYQS	Policy	Date reviewed	Any Action Required
1.47	Exclusion of children who are ill or infectious		
2.12 & 2.53	Safeguarding and child protection including intimate care, allegations about staff, whistleblowing, E-safety and use of personal devices/equipment.		
	Inclusion including SEND and equal opportunities		
	Positive behaviour		
	Lost or missing children		
	Induction of new children		
	Accident and incident procedures		
	No smoking, drugs, alcohol and vaping		
	Infection Prevention and Control		
	Cleaning and disinfection schedules		
	Health and Safety at Work Policy and Risk Assessment		
	Food Safety Management System based on HACCP principles		
	Fire Policy and procedures including dates of last 2 fire drills and most recent fire check.		
	Complaints and concerns		
	Data protection		
	Legionella		
	Eat well		

Actions for improvement from last inspection held on

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Inspection Outcomes

Complies with EYQSF – Actions for improvement below		Does not Comply with EYQSF - Immediate actions and/or Enforcement Required identified below	
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ACTIONS

EYQSF	Action	By whom	By when
QS1			
QS2			
QS3			
QS4			
QS5			
QS6			

Overall Summary of Inspection			
Date		Copies sent to	