

## Contents

<b>The Office for Standards in Education, Children’s Services</b>	<b>2</b>
<b>and Skills (Ofsted)</b>	<b>2</b>
<b>Registration and Inspection Support</b>	<b>3</b>
<b>Early Years and Childcare Service Advisers</b>	<b>4</b>
<b>Business Advice</b>	<b>7</b>
<b>Do you need to register with Ofsted?</b>	<b>8</b>
<b>First Steps</b>	<b>9</b>
<b>Planning Permission</b>	<b>10</b>
<b>The registration process – Early Years Register</b>	<b>11</b>
Application forms	11
Checks	11
Application fee	11
Registration Visit	11
After Registration	12
<b>The registration process – Childcare Register</b>	<b>13</b>
After Registration	13
<b>First Aid Training</b>	<b>15</b>
<b>Insurance</b>	<b>17</b>
Public Liability and Building Insurance	17
Morton Michel	17
NCMA	17
Car Insurance	18
<b>Financial Considerations</b>	<b>19</b>
<b>Preparing for your Ofsted inspection</b>	<b>20</b>
What do Ofsted inspectors look for?	20
Are you ready for your inspection?	20
<b>Self evaluation</b>	<b>21</b>
Self Evaluation Form	21
Reports	21
Complaints Log	21
<b>What do I need to tell Ofsted about once I am registered?</b>	<b>22</b>
Changes to premises, facilities and provision	22
Changes to people and their suitability	22
<b>Trio Childcare Connections Ltd</b>	<b>24</b>
<b>RIDDOR</b>	<b>25</b>
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	25
<b>Risk Assessment</b>	<b>26</b>
What is a risk assessment?	26
How do I do a risk assessment?	26
How do I present my risk assessment?	27
<b>Family Information Service</b>	<b>28</b>
<b>DISCplus - Devon’s Special Needs Family Information Service</b>	<b>29</b>
<b>Workforce Development</b>	<b>30</b>
<b>Safeguarding Children</b>	<b>31</b>
<b>Play Associations</b>	<b>32</b>
<b>Children’s Centres</b>	<b>33</b>
<b>Early Years Entitlement for 3 and 4 Year Olds</b>	<b>38</b>
What is the Early Years Entitlement?	38

## **The Office for Standards in Education, Children's Services and Skills (Ofsted)**

The new Ofsted – the Office for Standards in Education, Children's Services and Skills – came into being on 1 April 2007. It will inspect and regulate care for children and young people, and inspect education and training for learners of all ages.

This section provides information on services and contacts for those childminders registered or wanting to register with Ofsted. It includes information on who to contact if you wish to make any changes to your registration or extend your services.

Devon Early Years and Childcare Service is part of Devon County Council Children and Young People's Services and offers support and advice to childminders and works closely with Ofsted. The Service plans the provision and development of childcare services and activities for 0-18 year olds (19 for young people with additional needs).

Within its legal duty the Devon Early Years and Childcare Service provides support and advice to prospective and registered childcare providers. Details of these services are highlighted here.

Plymouth and Torbay are separate local authorities and have their own Early Years and Childcare Service.

- Plymouth Early Years Service - **0800 783 4259**
- Torbay Early Years Service - **0800 328 5974**

### Contact

Devon Early Years and Childcare Service

0800 056 36 66

[registrationsupport@devon.gov.uk](mailto:registrationsupport@devon.gov.uk)

[www.devon.gov.uk/docbank](http://www.devon.gov.uk/docbank)

## Registration and Inspection Support

Our free service includes a team of support staff who are available to provide guidance and advice on:

- the Ofsted registration process
- completing the application forms
- the Early Years Foundation Stage (EYFS)
- pre-registration briefing meetings to make sure you are prepared for an Ofsted registration visit
- the registration process and with all queries related to the EYFS
- making changes to your Ofsted registration- for example change of address or increase in number of children
- post-registration support and continued telephone support if needed
- pre-inspection and post-inspection visits if needed - especially in the case of an inadequate inspection outcome
- Ofsted update training sessions arranged on a local level
- Online document bank: [www.devon.gov.uk/docbank](http://www.devon.gov.uk/docbank)
- Introduction to the Devon Childminding Network
- Introduction to Trio childcare connections

### Contact

Registration and Inspection Support Team  
01392 38 55 36  
[registrationsupport@devon.gov.uk](mailto:registrationsupport@devon.gov.uk)

## Early Years and Childcare Service Advisers

Early Years and Childcare Service Advisers are part of the Devon Early Years and Childcare Service. Their aim is to bring together a range of organisations and individuals to work together to develop and support Early Years and Childcare providers for children and young people aged 0 – 18 (19 for children with additional needs). Their role is to ensure that all providers have access to the range of services that the Early Years and Childcare Service offers.

Early Years and Childcare Service Advisers are based in local offices across the county and their role includes:

- providing support to childminders via regular network meetings ensuring continuity and consistency of practice
- providing information about the role of the Early Years and Childcare Service and the support offered
- offering assistance and information on local children’s centres which providers can link in with
- providing information on opportunities for providers to network and gain local links
- Signposting to resources linked to staff induction and ongoing training
- identifying the need for a childcare provision in their specific areas. They use detailed audit information about the current level of childcare places being offered to ascertain the need for additional development linked to childcare sufficiency.

In their wider role they can inform you about current and new Government Initiatives linked to Children’s Services for example Children’s Centres.

## Early Years and Childcare Service Advisers

### Exeter, East & Mid Locality

Post	Name	Contact details	Areas covered
Early Years & Childcare Adviser	Nik Wills	Kingfisher House Western Way EXETER EX1 2DE 01392 385380 07969 684719 <a href="mailto:nik.wills@devon.gov.uk">nik.wills@devon.gov.uk</a>	Beacon and Exmouth Learning Communities
Early Years & Childcare Adviser	Neil Copland	Kingfisher House Western Way EXETER EX1 2DE 01392 386558 07969 684663 <a href="mailto:neil.copland@devon.gov.uk">neil.copland@devon.gov.uk</a>	Tiverton and Crediton Learning Communities

## Essential Toolkit for Childminders

Early Years & Childcare Adviser	Mary-Ann Martin	Kingfisher House Western Way EXETER EX1 2DE 07837 207749 <a href="mailto:mary-ann.martin@devon.gov.uk">mary-ann.martin@devon.gov.uk</a>	Clyst Vale, Ottery and Sidmouth Learning Communities
Early Years & Childcare Adviser	Alexa Sclater (Pat Harrett maternity cover until 13 Jan 2012)	Kingfisher House Western Way EXETER EX1 2DE 01392 385538 07969 684659 <a href="mailto:alexa.sclater@devon.gov.uk">alexa.sclater@devon.gov.uk</a> <a href="mailto:pat.harrett@devon.gov.uk">pat.harrett@devon.gov.uk</a>	Westex and Central Exeter Learning Communities
Early Years & Childcare Adviser	Kerry Thorne	Kingfisher House Western Way EXETER EX1 2DE 01392 385581 07969 684638 <a href="mailto:kerry.thorne@devon.gov.uk">kerry.thorne@devon.gov.uk</a>	Axe Valley, Honiton and Culm Valley Learning Communities

## South & West Locality

Post	Name	Contact details	Areas covered
Early Years & Childcare Adviser	Sharon Gehringer	Haytor View Primary School Sandringham Road NEWTON ABBOT TQ12 4HD 01626 324982 07970 846864 <a href="mailto:Sharon.gehringer@devon.gov.uk">Sharon.gehringer@devon.gov.uk</a>	
Early Years & Childcare Adviser	Jackie Colby	Parkers Barn Parkers Way TOTNES TQ9 5UF 01392 386072 07969 684559 <a href="mailto:Jackie.colby@devon.gov.uk">Jackie.colby@devon.gov.uk</a>	
Early Years & Childcare Adviser	Nicky Rees	Parkers Barn Parkers Way TOTNES TQ9 5UF 07969 684588 <a href="mailto:nicky.rees@devon.gov.uk">nicky.rees@devon.gov.uk</a>	
Early Years & Childcare Adviser	Lorna Pitts	Parkers Barn Parkers Way TOTNES TQ9 5UF 07969 684569 <a href="mailto:lorna.pitts@devon.gov.uk">lorna.pitts@devon.gov.uk</a>	

### Essential Toolkit for Childminders

Early Years & Childcare Adviser	Christine Andrews	Haytor View Primary School Sandringham Road NEWTON ABBOT TQ12 4HD 01626 324982 07969 684650 <a href="mailto:Christine.andrews@devon.gov.uk">Christine.andrews@devon.gov.uk</a>	
---------------------------------	-------------------	--	--

### Northern Locality

Post	Name	Contact details	Areas covered
Early Years & Childcare Adviser	Becky Bayet	Civic Centre North Walk BARNSTAPLE EX31 1EE 01392 388901 07969 725863 <a href="mailto:becky.bayet@devon.gov.uk">becky.bayet@devon.gov.uk</a>	Ifracombe, Braunton, Barnstaple
Early Years & Childcare Adviser	Helen Stephenson	Civic Centre North Walk BARNSTAPLE EX31 1EE 01392 388901 07970 451872 <a href="mailto:Helen.stephenson@devon.gov.uk">Helen.stephenson@devon.gov.uk</a>	South Molton Chumleigh and part of Barnstaple
Early Years & Childcare Adviser	Liz Carroll	Civic Centre North Walk BARNSTAPLE EX31 1EE 01392 388901 07792 576167 <a href="mailto:liz.carroll@devon.gov.uk">liz.carroll@devon.gov.uk</a>	Holsworthy, Torrington, Bideford

## **Business Advice**

The Business Support Manager role has been established in Devon since July 2001 and whilst its job description has been changed and adapted somewhat since then, its main purpose remains largely the same - to provide financial support, advice and guidance to all childcare providers.

The team of Early Years and Childcare Advisers are responsible for providing support including basic business and financial advice to childcare providers in their area and will refer providers to additional central support if needed.

In addition we also have a contract with Trio Childcare Connections Ltd to provide first contact and day to day support, including that of a business and financial nature to all childminders.

The aim and commitment of our Business Service is to ensure that:

- new provision is properly set up so that it is successful
- existing provision has sufficient support to prevent avoidable closure.

### Contact details

Business Support Manager  
Tel: 01392 385537  
Email: [rob.cornock@devon.gov.uk](mailto:rob.cornock@devon.gov.uk)

## Do you need to register with Ofsted?

You must register with Ofsted as a childminder if you look after children aged under eight for more than two hours in any one day on domestic premises for reward.

You will need to register on:

- the **Early Years Register** if you intend to care for children from birth to 31 August following their fifth birthday
- the **Childcare Register** if you intend to care for children from the end of the Early Years Foundation Stage to seven years of age.

You can choose to register on:

- the **voluntary part of the Childcare Register** if you intend to care for children aged between eight and 17 years.

You do not have to register with Ofsted in the following cases:

1	If you only care for children who are aged eight and over.
2	If you provide care where a child does not stay with you for more than two hours a day, even if your childcare service is open for longer than two hours.
3	If you only care for a child or children aged under eight who you are related to. A relative means a grandparent, aunt, uncle, brother or sister of a child (or half-brother or sister) or someone you are related to through marriage or civil partnership.
4	If you care for children aged under eight on domestic premises as a childminder without receiving any payment or reward for your services. Domestic premises can be your own home or someone else's home.
5	If you are a foster carer for the children.
6	If you provide care for children in their own home. This includes caring for children of up to two sets of parents completely or mainly in one or both sets of parents' homes. However, you need to register as a childminder if you look after the children of three sets of parents in any or all of the parents' homes.
7	If you only provide care between 6pm and 2am on domestic premises (babysitting arrangements). Domestic premises can be your own home or someone else's home.

If you do not need to register with Ofsted because you are exempt from doing so, you may still choose to do so by joining the voluntary part of the Childcare Register as long as you meet the requirements of registration.

## First Steps

By attending the **Pre-registration briefing meetings** with the Devon Early Years and Childcare Service you have already taken the first step.

One important undertaking in preparation for your registration is to thoroughly read through your copy of the Early Years Foundation Stage (EYFS)\*. You will need to demonstrate to Ofsted your understanding of the requirements of the EYFS and how you will meet them before you can be registered.

In addition to the EYFS you should also ensure that you are aware of the requirements of the Compulsory Childcare Register. This is important for those childminders looking after children between the ages of five and eight.

Please check that you have the following documents:

- Statutory Framework for the Early Years Foundation Stage <sup>1</sup>for childminders registered on the Early Years Register
- Childcare Register requirements for childminders registered on the compulsory or voluntary (or both) parts of the childcare register

Following the Pre-registration meetings you should attend the 'Setting up a Homebased Childcare Service' qualification, run by the Devon Childminding Association (DCMA), this is a 3 –4 day course, which is free of charge and goes into the business side of childminding. You will be given details of how to register with Ofsted during this course. For more details about DCMA see the contacts section of this binder.

You will also need to attend paediatric first aid training; the cost of this training is set by the provider of the course.

---

<sup>1</sup> To access a copy of the 'Early Years Foundation Stage' documents please contact the DfE at: <http://nationalstrategies.standards.dcsf.gov.uk/earlyyears>

## Planning Permission

On issues of planning permission, building control and environmental health you can get advice from your local District or City Council office (unless your property is located within the Dartmoor National Park or Exmoor National Park, in which case advice on planning permission should be sought from the appropriate National Park Authority).

If planning permission is needed you must ensure any recommendations from the local planning department are met. Ofsted will not agree registration until provided with evidence that planning permission is either in place or not needed.

If you change the use of the premises to deliver the service you are intending to offer you may need planning permission. Initially a telephone call to your local Planning Department will clarify which information should go in a letter or if there are any pre-set forms available.

You may also find that your proposal needs Building Regulation permission and advice from Environmental Health. You can get advice on these matters from the appropriate department through your local City or District Council switchboard.

<p><b>North Devon District Council</b> Tel: 01271 32 77 11 <a href="http://www.northdevon.gov.uk/">http://www.northdevon.gov.uk/</a></p>	<p><b>Exeter City Council</b> Tel: 01392 277888 <a href="http://www.exeter.gov.uk/">http://www.exeter.gov.uk/</a></p>
<p><b>Teignbridge District Council</b> Tel: 01626 36 11 01 <a href="http://www.teignbridge.gov.uk/">http://www.teignbridge.gov.uk/</a></p>	<p><b>Mid Devon District Council</b> Tel: 01884 25 52 55 <a href="http://www.middevon.gov.uk">http://www.middevon.gov.uk</a></p>
<p><b>West Devon Borough</b> (outside of the Dartmoor National Park Boundary) Tel: 01822 81 36 00 <a href="http://www.westdevon.gov.uk/">http://www.westdevon.gov.uk/</a></p>	<p><b>Exmoor National Park Authority</b> Tel: 01398 32 36 65 <a href="http://www.exmoor-nationalpark.gov.uk/">http://www.exmoor-nationalpark.gov.uk/</a></p>
<p><b>Torrige District Council</b> Tel: 01237 42 87 00 <a href="http://www.torrige.gov.uk/">http://www.torrige.gov.uk/</a></p>	<p><b>East Devon District Council</b> Tel: 01395 51 65 51 <a href="http://www.eastdevon.gov.uk/">http://www.eastdevon.gov.uk/</a></p>
<p><b>South Hams District Council</b> Tel: 01803 86 12 34 <a href="http://www.southhams.gov.uk/">http://www.southhams.gov.uk/</a></p>	<p><b>Dartmoor National Park Authority</b> Tel: 01626 83 20 93 Fax: 01626 83 46 84 <a href="http://www.dartmoor-npa.gov.uk/">http://www.dartmoor-npa.gov.uk/</a></p>

## The registration process – Early Years Register

Remember you should not submit your application form to Ofsted until you are ready for an Ofsted inspector to do your registration visit.

### Application forms

- To start the process of registering with Ofsted as a childminder you need to complete the application pack and forward this to Ofsted.
- Complete a *Health declaration booklet* and take it to your GP.

### Checks

You will then receive guidance from Ofsted on the Criminal Records Bureau disclosure checks (CRB). Ofsted will carry out a range of checks on you as the proposed childminder, any assistants and those over the age of 16 years of age living or working on the childminder's premises.

### Application fee

Ofsted will acknowledge receipt of your application and send you details of how to pay the application fee. For details of current registration charges and annual registration fee refer to the application pack.

### Registration Visit

An Ofsted Inspector will contact you to arrange for a registration visit at the proposed premises. The aims of this visit are to:

- assess the proposed childminder against the welfare requirements of the EYFS
- confirm the premises are ready for children to attend and meet the requirements set out in the EYFS
- assess how many children you can be registered to care for at any one time
- confirm your identity and countersign the Criminal Records Bureau check forms.

The Inspector will discuss with you any actions that are required for the facility to meet the welfare requirements of the EYFS. This will be confirmed by letter.

You must inform Ofsted in writing when any actions have been carried out. The Inspector may make a further visit or visits.

When all checks and actions are complete, Ofsted either grants registration or sends notice of intention to refuse registration.

If registration is refused, you will be sent details of how to object to Ofsted's intention to refuse, and your rights of appeal.

The certificate is the final stage in the registration process. You cannot begin work as a childminder until you receive the certificate. It sets out the conditions that apply to your registration, such as the numbers and ages of children you may care for.

All registered childminders must comply with conditions at all times. It is an offence not to do so.

### **After Registration**

After registration Ofsted usually carries out a first inspection within seven months of registration providing a childminder is caring for children. This gives Ofsted the opportunity to assess whether you are meeting the EYFS requirements in practice. As part of its inspection process, Ofsted asks providers to complete a self-evaluation form. This is not compulsory, but it is a very useful tool to help providers review and improve their provision, so that it is of the highest standard and offers the best experience for young children.

After this first inspection Ofsted will inspect at least once in every three or four year period. Ofsted inspects more frequently in certain circumstances, for example, as the result of a complaint.

After each inspection Ofsted publishes the report on its website. For childminders this does not include their name or full address. Ofsted also publishes all conditions of registration for each childminder on its website.

The Ofsted Inspector will provide you with a copy of the report which must be made available on request to parents.

## **The registration process – Childcare Register**

The application form can be obtained, completed and submitted on-line at [www.ofsted.gov.uk](http://www.ofsted.gov.uk). You will need to sign a declaration confirming that you will meet all the requirements of the register when you start to care for children.

This process applies to registration on either the voluntary or compulsory part of the Childcare Register. You do not need to complete a separate application form if you are also applying to register on the Early Years Register.

If you apply to register, you will need to pay a non-refundable application fee which is set by the Government. The fee includes the cost of the Criminal Records Bureau (CRB) disclosure. You must also pay an annual fee for continued registration. The amount of this fee will be set each year.

These fees are not relevant if you are also applying to go on the Early Years Register.

You will need to arrange a check of your identity, first aid qualification and any other required information at your local post office. This is not relevant if you are applying to go on the Early Years Register, as checks will be completed by Ofsted.

Ofsted will not carry out a visit to the premises before granting your application for registration, unless you are also applying to join the Early Years Register. Ofsted will assess your suitability by considering the information on your application form and your CRB disclosure. It may be necessary in some circumstances to interview you or carry out further checks. For example, if you have lived abroad during the past three years, you will normally have to provide some extra evidence of your suitability, such as a certificate of good conduct from the embassy of the country in which you have lived.

When the registration process is complete, Ofsted will issue a certificate. This is your proof that you are registered on the compulsory and or voluntary part of the Childcare Register.

Once you are registered you must continue to meet the requirements relating to people, premises and provision that you confirmed on your application form. You will be sent a list of these requirements with your registration certificate.

### **After Registration**

Once you are registered, Ofsted may inspect you at any time while your registration is current. Ofsted will inspect a random selection of all those on the Childcare Register and will always inspect if it receives a complaint about your childcare provision that relates to the requirements of registration or any conditions imposed on your registration. If you are also registered on the Early Years Register, Ofsted will check that you are complying with the requirements of the Childcare Register when it carries out your Early Years inspection.

Ofsted will inspect with little notice and you should be ready for inspection at all times by meeting the requirements which govern continued registration.

An inspector may visit your provision to check compliance against the requirements and will give you feedback on the outcome of the inspection. If you have not met one or more of the requirements, the inspector will tell you what needs to be put right and will explain what happens next.

Following any inspection you will either receive a letter confirming that you are meeting your requirements for registration or a letter detailing what must be done to remain registered. Ofsted will publish this letter on its website.

## First Aid Training

You must have a first aid qualification appropriate for the ages of the children you are caring for. This will normally be a paediatric first aid qualification.

You will need a first aid box, the contents of which must be checked frequently and replaced as necessary. This must be kept in an accessible place but out of the reach of children. Advice on the contents of the first aid boxes will be given by the organisations delivering first aid training.

Generalist first aid certificates that are the normal requirements for employers, although required in work settings, are *not* sufficient for working with young children and babies. Training should be accredited by approved First Aid Training Organisations in line with the Ofsted requirements and has to include the following criteria covering paediatric first aid:

- Designed for workers caring for children in the absence of their parents
- All training (whether leading to a certificate or a renewal certificate) should be a minimum of 12 hours
- First aid certificates need to be renewed within every three years
- Resuscitation and other equipment should include baby and junior models as appropriate
- Training should cover appropriate contents of first aid kit for babies and children
- Training should include recording accidents and incidents
- Training should be appropriate to the age of the children being cared for
- The course should include learning outcomes covering the following areas:
  - Planning for first aid emergencies
  - Dealing with emergencies
  - Resuscitation procedures appropriate to the age of children being cared for
  - Recognising and dealing with shock
  - Recognising and responding appropriately to anaphylactic shock
  - Recognising and responding appropriately to electric shock
  - Recognising and responding appropriately to bleeding
  - Responding appropriately to burns and scalds
  - Responding appropriately to choking
  - Responding appropriately to suspected fractures

- Responding appropriately to head, neck and back injuries
- Recognising and responding appropriately to cases of poisoning
- Responding appropriately to foreign bodies in eyes, ears and noses
- Responding appropriately to eye injuries
- Responding appropriately to bites and stings
- Responding appropriately with effects of extreme heat and cold
- Responding appropriately to febrile convulsions
- Recognising and responding appropriately to the emergency needs of babies and children with chronic medical conditions including epilepsy, asthma, sickle cell, diabetes
- Recognising and responding appropriately to meningitis and other serious sudden illness.

Details of first aid training providers are available from the Devon Early Years and Childcare Service on 0800 056 36 66.

## Insurance

### Public Liability and Building Insurance

You are required to have Public Liability Insurance and Building and Contents Insurance. You do not need to have cover until you begin caring for children.

We cannot recommend any particular insurance provider as we do not have detailed knowledge of their products. Some companies that we are aware of that provide suitable insurance cover are, *Morton Michel* and the *National Childminding Association* (NCMA). You may wish to carry out your own search for other suitable insurance providers.

### Morton Michel

Since 1964 Morton Michel has been market leaders in childcare insurance. They have special policies for registered childminders and have a complete range of quality products to assist registered childcare providers:

- Public and Products Liability
- Employers' liability
- Personal assault
- Personal accident for staff and children.

This is not an exhaustive list. Please refer to Morton Michel's website for further details.

Telephone: 0845 25 70 115  
Email: [queries@mortonmichel.com](mailto:queries@mortonmichel.com)  
Website: [www.mortonmichel.com](http://www.mortonmichel.com)

### NCMA

NCMA's Childminder's Policy has been designed by people who understand childminding. The cover under the policy can be summarised as follows:

- Legal liability –covering personal accident
- Employers' liability

Please refer to NCMA for further details.

Telephone: 0845 880 0044  
Website: [www.ncma.org.uk](http://www.ncma.org.uk)  
Email: [info@ncma.org.uk](mailto:info@ncma.org.uk)

## **Car Insurance**

The EYFS states that records should be kept about vehicles in which children are transported, including a list of named drivers and insurance details. If you plan to use your own transport for outings you must ensure that you have adequate insurance cover.

You will need to have insurance which covers business use. Make sure that this is noted on your insurance. If you are in any doubt about your cover you should ring your insurer to check.

You must also have parental consent to transport children.

There are strict car seat legal requirements in place and will need to be referred to whilst transporting children. Further information is available online at [www.devon.gov.uk/docbank](http://www.devon.gov.uk/docbank), under the headings 'Child Car Safety' and 'Road Safety Information'.

## Financial Considerations

In order to plan ahead you should consider the costs you may incur as part of the registration process. The following is a list of some of the costs you may wish to plan ahead for:

### Administration Costs:

- Ofsted registration fee
- doctor's letter

### Safety Costs:

- fire Blanket
- smoke Alarms
- safety Film
- socket Covers
- cupboard Locks
- first aid kit
- car seat

### Training:

- paediatric first aid course

### Business Costs:

- Public Liability Insurance
- attendance and financial records book
- information records
- contracts
- accident and or incident books
- vacancy cards

### Equipment:

- stair gates
- fireguard

## Preparing for your Ofsted inspection

A newly registered childminder will be inspected by Ofsted within seven months of registration; this will normally be a no-notice inspection.

After that, inspections are carried out regularly.

### What do Ofsted inspectors look for?

To make a judgement about the overall quality of your care and learning and development, the Ofsted Inspector will ask '*What is it like for a child here?*' They will make four key judgements:

- How effective is the provision in meeting the needs of children in the Early Years Foundation Stage?
- How effectively is provision in the Early Years Foundation Stage led and managed?
- How effectively are children in the Early Years Foundation Stage helped to learn and develop?
- How effectively is the welfare of children in the Early Years Foundation Stage promoted?

To answer these important questions Ofsted will judge how well you meet a series of outcomes for children based on the '*Early Years Foundation Stage*' and '*Every Child Matters*' outcomes. These are how you:

- Help children to be healthy
- Protect them from harm or neglect and help them stay safe
- Help them enjoy and achieve
- Help them to make a positive contribution to your provision and the wider community
- Achieve economic well being

### Are you ready for your inspection?

A copy of the Ofsted publication '*Are you ready for your inspection?*' will be sent to you upon registration with Ofsted.

If you have not received this document, you can download it online at [www.ofsted.gov.uk](http://www.ofsted.gov.uk).

## Self evaluation

Inspectors consider how childminders organise their service, including how they evaluate their service and use this to promote continuous improvement. This is the key to delivering high quality care and learning, ensuring each child's individual needs are met to enable them to reach their full potential.

### Self Evaluation Form

The Self Evaluation Form is a tool which supports early year's providers to evaluate their provision and gives them a structure to record the outcomes. It is a useful tool for you and any assistants or staff to evaluate the impact of what you do on children's welfare, learning and development.

The completed form is discussed with an inspector, usually during the inspection.

The self evaluation form can be downloaded from [www.ofsted.gov.uk/publications](http://www.ofsted.gov.uk/publications).

### Reports

The Inspector will provide you with a report that must be made available to parents. Your report will also be published on the Ofsted website [www.ofsted.gov.uk/reports](http://www.ofsted.gov.uk/reports).

### Complaints Log

You must investigate all complaints made in writing or in electronic form from parents where these relate to one or more of the welfare requirements.

You must provide the parent who made the complaint with an account of the findings and of any action taken as a result within 28 days.

You must make a written record of complaints, any action taken, and the outcome of any investigation, and provide a summary on request to any parent of a child for whom you provide care and Ofsted.

An example of a complaint log can be found on the document bank at [www.devon.gov.uk/docbank](http://www.devon.gov.uk/docbank).

Records must be retained for a period of three years from the date on which the record was made.

## **What do I need to tell Ofsted about once I am registered?**

### **Changes to premises, facilities and provision**

This includes any change to the:

- Address of the premises
- Changes which may affect which Registers you are on. For example, if you make any changes to the age range of children being cared for
- Facilities to be used for care on the premises that may affect the space available to children and the level of care available to them. For example, if any building work is affecting the space available
- Hours during which day care is provided, which mean that you wish to provide overnight care
- Type of childcare category applicable to the provision – if more than three childminders are working together they become ‘childcare on domestic premises’
- Changes to the ages of your own children which may affect ratios, for example when a child reaches the age of one or starts school.

### **Changes to people and their suitability**

This includes:

- People working and or living in your home. You must tell Ofsted of any new person’s date of birth, full name, any former names or aliases used by them and their full address
- Children living in the home reaching the age of 16 – they will need a CRB check.

You should inform Ofsted at the earliest opportunity of any changes or proposed changes.

Where it is not possible to notify Ofsted in advance, you must let Ofsted know of the change as soon as you can (and no later than 14 days after the event occurs).

**You must tell Ofsted if any of the following situations occur:**

- Any food poisoning affecting two or more children looked after on the premises, meningitis or other notifiable disease (also contact Environmental Health)
- Any serious accident or injury to, or serious illness of, or the death of, any child while in the care of a registered person (also contact RIDDOR)
- Any allegations of serious harm against, or abuse of, a child by any person looking after children on the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or by the registered person or any person living, working or employed on the premises (also contact the Devon Safeguarding Children Board on 01392 384 444)
- Any other significant event which is likely to affect the suitability of the registered person or
- Any person caring for the children on the premises, such as offences or orders that might disqualify them
- Lost, missing or uncollected children.

Contact

Devon Early Years and Childcare Service  
01392 38 55 36

## **Trio Childcare Connections Ltd**

Trio Childcare Connections Ltd has the contract to support all registered childminders in Devon. They aim to support; raise the profile and raise the quality of childminding.

The services provided are:

- Advice
- Guidance
- Support
- Information
- Signposting.

For further information on the support offered by Trio Childcare Connections Ltd, please refer to the information provided by Trio in this binder under the divider 'Childminding Support'.

## RIDDOR

### The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Certain work–related incidents must be reported to the Health and Safety Executive which has an Incident Contact Centre and can advise on whether to report specific incidents and about what records should be kept.

You should report any of the following that happens to a member of the public, including a parent or child, or an employee on your premises:

- deaths
- major injuries, which include fractures other than to fingers, thumbs or toes, amputation, dislocation, loss of sight (temporary or permanent)
- Accidents resulting in over 3 day injury
- Notifiable diseases
- Dangerous occurrences
- Gas incidents.

**Remember:** You are also required to report such incidents, as well as various other events, to Ofsted.

Further information is contained within the 'Health and Safety' divider in this binder.

#### Contact

0845 300 99 23  
[www.riddor.gov.uk](http://www.riddor.gov.uk)

## **Risk Assessment**

Risk assessment is important for any setting because it:

- makes sure the setting is safe for children, staff and parents
- is an Early Years Foundation Stage Welfare requirement
- is good practice.

### **What is a risk assessment?**

A risk assessment is:

- identifying a hazard which might cause harm
- making sure that the risk attached to it is acceptable
- putting appropriate control measures in place if the risk is not acceptable.

### **How do I do a risk assessment?**

If you follow these three steps you won't go far wrong.

1. Do an overall risk assessment of your building annually or more often as needed. Walk through the setting room by room; note anything which might be a hazard to someone, and say how the risk is being controlled. This should be kept on record and referred to and updated appropriately. When updating refer to the accident and incident log to see if there are any 'hotspots' which need addressing. If any changes are made to the environment or equipment, this can be added in. The risk assessment should refer to emergency exits and procedures for emergencies.
2. Do risk assessments for your equipment, activities, policies and procedures on a regular basis. These assessments should take into account the numbers, ages and abilities of children and your resources, planning, staff and space. They need to be evaluated and reviewed regularly.
3. Check that nothing is damaged and that toilets and all areas used by children are clean on a daily basis. Make sure that you have enough staff to meet the needs of the children and the activities planned and that there are no changes which could cause a danger - this is particularly important in shared premises. This can be done by using a chart on the wall which can be initialled when an area is checked.

## **How do I present my risk assessment?**

There is no right and wrong way to present it and you will develop a system which works for you. There is an example method which you can use if you wish on the document bank at: [www.devon.gov.uk/docbank](http://www.devon.gov.uk/docbank).

## Family Information Service

**DISC** (Devon's family information service) provides free information to the public on all types of childcare.

DISC receives information from Ofsted on newly registered settings. This automatically triggers the DISC team to send a **monitoring form** to the newly registered setting.

This form is used to help advertise your services to the public. Update forms follow on from that.

Members of the public can access the information through the website, or they can call the helpline on 0845 155 1013 and receive a list by post as well as a pack of booklets and leaflets for parents on choosing and paying for childcare.

Contact the DISC office:

**0800 056 36 66**

[discinfo@devon.gov.uk](mailto:discinfo@devon.gov.uk)

[www.devon.gov.uk/disc](http://www.devon.gov.uk/disc)

## Devon Family Service Directory (FSD)

An online directory of services for children, young people, parents and carers

- places to go and things to do
- sports leisure and play
- help and advice.

[www.devonfsd.info](http://www.devonfsd.info)

**0845 155 1013**

## **DISCplus - Devon's Special Needs Family Information Service**

**DISCplus is an advice service aimed at:**

- Children with special needs
- Their parents and carers
- Professionals working in the field.

**The service includes invaluable information about things such as:**

- Statutory services in Devon
- Voluntary, charity and non-profit making organisations providing services at a national, regional and local level
- National organisations that provide information or campaign for the rights of children with special needs
- Commercial organisations providing services such as specialist equipment or residential and respite care.

Information can be accessed via the website or by contacting one of the DISCplus local information co-ordinators who are there to help you get information about the services and support available for your family.

Eastern Devon  
**01392 385932**  
Northern Devon  
**01271 341573**  
Southern Devon  
**01392 386066**

**DISCplus**  
**0800 056 3666**  
[discplus@devon.gov.uk](mailto:discplus@devon.gov.uk)

**[www.devon.gov.uk/discplus](http://www.devon.gov.uk/discplus)**

## **Workforce Development**

The workforce development team offers a range of services to settings.

Services include:

- an extensive training programme - courses, conferences and workshops
- resource materials (books, videos, publications) from all Devon libraries (use inter library loan system)
- E-Learning and Distance learning programmes
- a 'Career Guide' and a 'Training Directory'
- signposting to relevant information (newsletter, website)
- Advisory teachers who help to raise standards.

For any enquiries please ring the Workforce Development Helpline on: 01392 38 53 98.

## Safeguarding Children

All those who come into contact with children and families in their everyday work, including people who do not have a specific role in relation to safeguarding children, have a duty to safeguard and promote the welfare of children.

Safeguarding training is available from the Devon Early Years and Childcare Service on 0800 056 36 66.

The 'Safeguarding and promoting children's welfare' section of the EYFS states:

'All practitioners should have an up-to-date understanding of safeguarding children issues and be able to implement the safeguarding children policy and procedures appropriately. Policies should be in line with the Devon Safeguarding Children Board (DSCB) local guidance and procedures.'

A copy of the leaflet '*What to do if you are worried a child is being abused*' can be downloaded from: [www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk) or by telephone on **0845 60 222 60**.

You can also find information on the Devon County Council website at [www.devon.gov.uk/child-protection](http://www.devon.gov.uk/child-protection).

If you believe a child is being abused or is at risk of abuse contact the Multi Agency Safeguarding Hub on **0345 155 1071**.

Training is available on Safeguarding Children, you can contact the training team on **01392 385398**.

## **Play Associations**

A play association can be a not for profit company or charitable group run by a management committee who work to improve children's lives and address issues regarding play. Members of the groups include play workers, play tutors, representatives from other organisations and people interested in play.

The Associations provide networking opportunities and voice for play. Each Play Association responds to the needs of the local community and the play opportunities in their area.

Below is a list of local Play Associations.

Community Arts Network  
Tel: 01237 471972  
[www.canplay.co.uk](http://www.canplay.co.uk)  
Email: [play@canplay.co.uk](mailto:play@canplay.co.uk)

Exeter Play Association  
Tel:01392 66 59 66

South Hams Play Forum - SHAPES  
Tel: 01803 86 13 99

Teignbridge Play Network – TEPEE  
Tel: 01364 64 44 70

Torrige Play Association  
Tel: 01237 42 87 36

West Devon Play Association  
Tel: 01822 813636

## Children's Centres

Your local children's centre should be able to provide you with an up to date list of scrapstores and toy libraries in your area. For further information on the services available from Children's Centres go to: [www.devon.gov.uk/childrenscentres](http://www.devon.gov.uk/childrenscentres)

### Axe Valley

[Fran.Drayton@actionforchildren.org.uk](mailto:Fran.Drayton@actionforchildren.org.uk)

### Barnstaple 1

(Action for Children)  
Victoria House Children's Centre  
Victoria Street  
Barnstaple  
EX32 8NP  
01271 321411  
[victoria.house@actionforchildren.org.uk](mailto:victoria.house@actionforchildren.org.uk)  
[www.barnstaple.childrencentres.org](http://www.barnstaple.childrencentres.org)

### Barnstaple 2 Sticklepath

(Action for Children)  
Sticklepath Children's Centre  
Sticklepath Primary School  
Woodville Estate  
Barnstaple  
EX31 2HH  
01271 379853  
[victoria.house@actionforchildren.org.uk](mailto:victoria.house@actionforchildren.org.uk)  
[www.barnstaple.childrencentres.org.uk](http://www.barnstaple.childrencentres.org.uk)

### Beacon Heath

(Action for Children)  
Beacon Heath Children's Centre  
Pendragon House  
Beacon Lane  
Exeter  
EX4 8LZ  
01392 427063  
[bhcc@actionforchildren.org.uk](mailto:bhcc@actionforchildren.org.uk)  
[www.surestartexeter.org.uk](http://www.surestartexeter.org.uk)

### Bideford

(Action for Children)  
Bideford Bay Children's Centre  
Victoria Park  
Bideford  
EX39 2QS  
01237 425752  
[surestart.bideford@actionforchildren.org.uk](mailto:surestart.bideford@actionforchildren.org.uk)

### Braunton

(Action for Children)  
Braunton Children's Centre  
c/o My Start Children's Centre  
Malborough Road  
Ilfracombe  
EX34 8JL  
01271 865825  
[sscnd@actionforchildren.org.uk](mailto:sscnd@actionforchildren.org.uk)

### Buckfastleigh & Ashburton

(DCC)  
ABC Children's Centre  
St Luke's Church, PO Box 04  
24 Fore Street  
Buckfastleigh, TQ11 OAA  
01364 644200  
[bflsurestart@talk21.com](mailto:bflsurestart@talk21.com)

### Central Exeter

(Exeter Community Initiatives)  
Flying Start Children's Centre  
Kingfisher House  
Western Way  
Exeter  
EX1 2DE  
01392 666224  
[gentian@eci.org.uk](mailto:gentian@eci.org.uk)

**Chestnut, Exeter**

(Governors, Chestnut Avenue)  
Chestnut Children's Centre  
Magnolia Avenue  
Exeter  
EX2 6DJ  
01392 255128  
[admin@chestnut-centre.devon.sch.uk](mailto:admin@chestnut-centre.devon.sch.uk)

**Countess Wear, Exeter**

(Governing Body for Chestnut)  
Countess Wear Children's Centre  
Countess Wear Community School  
Exeter  
EX2 7BS  
01392 491802  
[admin@chestnut-centre.devon.sch.uk](mailto:admin@chestnut-centre.devon.sch.uk)

**Culm Valley**

(Barnardos)  
Culm Valley Area Children's Centre  
St Andrew's Estate  
Cullompton  
Devon  
EX15 1HU  
01884 35993  
[culmvalleycc@barnardos.org.uk](mailto:culmvalleycc@barnardos.org.uk)  
[www.barnardos.org.uk/devoncc/culmvalleycc](http://www.barnardos.org.uk/devoncc/culmvalleycc)

**Dawlish**

(Action for Children)  
Teignmouth & Dawlish Children's Centre  
Teignmouth Day Hospital  
Mill Lane  
Teignmouth  
TQ14 9BQ  
01626 879776  
[surestart.dt@actionforchildren.org.uk](mailto:surestart.dt@actionforchildren.org.uk)  
[www.surestartdt.org.uk](http://www.surestartdt.org.uk)

**Clyst Vale**

Clyst Vale Children's Centre  
c/o Whipton & Beacon Heath  
Children's Centres  
[whiptoncc@actionforchildren.org.uk](mailto:whiptoncc@actionforchildren.org.uk)  
[www.surestartexeter.org.uk](http://www.surestartexeter.org.uk)

**Crediton**

(Barnardos)  
Crediton Area Children's Centre  
Newcombes  
Crediton  
EX17 2AR  
01363 777219  
[creditoncc@barnardos.org.uk](mailto:creditoncc@barnardos.org.uk)  
[www.barnardos.org.uk/devoncc/creditoncc](http://www.barnardos.org.uk/devoncc/creditoncc)

**Dartmouth**

(Barnardos)  
Dartmouth Area Children's Centre  
Milton Lane  
Dartmouth  
TQ6 9HW  
01803 833164  
[Sue.rowland@barnardos.org.uk](mailto:Sue.rowland@barnardos.org.uk)

**Exmouth**

(Children's Society)  
Exmouth Children's Centre  
Marpool School  
Moorfield Road  
Exmouth  
EX8 3QW  
01395 226789  
[Exmouth@childrenssociety.org.uk](mailto:Exmouth@childrenssociety.org.uk)

### **Hatherleigh**

DCC  
Hatherleigh Children's Centre  
Bowling Green Lane  
Hatherleigh  
Okehampton  
EX20 3HB  
01837 811190  
[info@hatherleighchildrenscentre.co.uk](mailto:info@hatherleighchildrenscentre.co.uk)  
[www.hatherleighchildrenscentre.co.uk](http://www.hatherleighchildrenscentre.co.uk)

### **Holsworthy**

(Governors Bluecoats School)  
Holsworthy Children's Centre  
Off Sanders Lane  
Great Oak Meadow  
Holsworthy  
EX22 6EX  
01409 253508  
[holsworthyareachildrenscenremailbox@devon.gov.uk](mailto:holsworthyareachildrenscenremailbox@devon.gov.uk)  
[www.holsworthyarea.childrencentre.org](http://www.holsworthyarea.childrencentre.org)

### **Ilfracombe**

(Action for Children)  
My Start Children's Centre  
Marlborough Road,  
Ilfracombe  
EX34 8JL  
01271 865825  
[sscnd@actionforchildren.org.uk](mailto:sscnd@actionforchildren.org.uk)  
[www.mystart.surestart.org](http://www.mystart.surestart.org)

### **Kingsbridge**

(Barnardos)  
Kingsbridge Area Children's Centre  
Belle Cross Road  
Kingsbridge  
TQ7 1NL  
01548 856383  
[Sue.rowland@barnardos.org.uk](mailto:Sue.rowland@barnardos.org.uk)

### **Heavitree & Polsloe, Exeter**

(Action for Children)  
Heavitree & Polsloe Children's Centre  
Ladysmiths Infant School  
Ladysmith Road  
EXETER  
EX1 2PS  
01392 464754  
[whiptoncc@actionforchildren.org.uk](mailto:whiptoncc@actionforchildren.org.uk)  
[www.surestartexeter.org.uk](http://www.surestartexeter.org.uk)

### **Honiton**

(Children's Society)  
Honiton Children's Centre  
Honiton Bottom Road  
HONITON  
EX14 2EP  
01404 540820  
[Honiton@childrensociety.org.uk](mailto:Honiton@childrensociety.org.uk)

### **Ivybridge**

SeaMoor Children's Centre  
Ivybridge Town Hall, Erme Court  
St Leonards Road  
Ivybridge  
PL21 0SZ  
01752 896356  
[Dani.debeaumont@barnardos.org.uk](mailto:Dani.debeaumont@barnardos.org.uk)

### **Moors Edge**

(Barnardos)  
Moors Edge Children's Centre  
Musket Road  
Heathfield  
NEWTON ABBOT  
TQ12 6SB  
01626 835612  
[moorsedgechildrenscentre@barnardos.org.uk](mailto:moorsedgechildrenscentre@barnardos.org.uk)

**Newton Abbot**

(Barnardos)  
Newton Abbot Children's Centre  
c/o Highweek Community Primary School,  
Coronation Road,  
Newton abbot  
TQ12 1TX  
01626  
354657  
[newtonabbotchildrenscentre@barnardos.org.uk](mailto:newtonabbotchildrenscentre@barnardos.org.uk)  
[www.barnardos.org.uk/devoncc/newtonabbotcc](http://www.barnardos.org.uk/devoncc/newtonabbotcc)

**Okehampton**

(Barnardos)  
Okehampton Children's Centre  
Haytor  
Ockment Centre  
North Road  
Okehampton  
EX20 1AR  
01837 658621  
[okehamptonchildrenscentre@barnardos.org.uk](mailto:okehamptonchildrenscentre@barnardos.org.uk)

**Ottery St Mary**

Ottery St Mary Children's Centre  
[Fran.Drayton@actionforchildren.org.uk](mailto:Fran.Drayton@actionforchildren.org.uk)

**Sidmouth**

Sidmouth Children's Centre  
[Fran.Drayton@actionforchildren.org.uk](mailto:Fran.Drayton@actionforchildren.org.uk)

**South Molton**

(Action for Children)  
South Molton & District Children's Centre  
PIP Centre  
Central Park,  
Mill Street  
South Molten  
EX36 4AS  
01769 579615  
[victoria.house@actionforchildren.org.uk](mailto:victoria.house@actionforchildren.org.uk)  
[www.southmoltonandchulmleigh.childrenscentres.org](http://www.southmoltonandchulmleigh.childrenscentres.org)

**Tavistock**

(Barnardos)  
Tavistock Children's Centre  
Office Unit 1 (Ground Floor)  
Kilworthy Park  
Tavistock  
PL19 0FZ  
01822 614210  
[tavistockchildrenscentre@barnardos.org.uk](mailto:tavistockchildrenscentre@barnardos.org.uk)

**Teign Valley**

Unit 49, Teignbridge Business Park,  
Cavalier Road,  
Heathfield  
Newton abbot  
TQ12 6TZ  
01626 835401  
[jo.dixon@barnardos.org.uk](mailto:jo.dixon@barnardos.org.uk)

**Teignmouth**

(Action for Children)  
Teignmouth & Dawlish Children's Centre  
Teignmouth Day Hospital  
Mill Lane  
Teignmouth  
TQ14 9BQ  
01626 879776  
[surestart.dt@actionforchildren.org.uk](mailto:surestart.dt@actionforchildren.org.uk)  
[www.surestartdt.org.uk](http://www.surestartdt.org.uk)

**Tiverton 1**

(Barnardos)  
Tiverton Children's Centre  
c/o Wilcombe Primary School  
Lazenby Road  
Tiverton  
EX16 4AL  
01884 250449  
[tivertonchildrenscentre@barnardos.org.uk](mailto:tivertonchildrenscentre@barnardos.org.uk)

**Tiverton 2**

Two Moors Children's Centre  
Cowleymoor Road  
Tiverton  
EX16 6HH  
01884 250449  
[tivertonchildrenscentre@barnardos.org.uk](mailto:tivertonchildrenscentre@barnardos.org.uk)

**Torrington**

(Governors Bluecoats School)  
Bluecoat Children's Centre  
Borough Road  
Torrington  
EX38 7NU  
01805 625830  
[beyc@torrington-infants.devon.sch.uk](mailto:beyc@torrington-infants.devon.sch.uk)  
<http://www.bluecoat.childrencentre.org>

**Totnes**

(Voluntary Management Committee)  
Totnes Children's Centre  
Daisy Play Centre  
Pathfields  
Totnes  
TQ9 5TZ  
01803 864737  
[enquiries@daisyplaycentre.co.uk](mailto:enquiries@daisyplaycentre.co.uk)  
[www.totnes.childrencentre.org](http://www.totnes.childrencentre.org)

**West Exe, Exeter**

(The Children's Society)  
Westexe Children's Centre  
Cowick Street,  
Exeter  
EX4 1HL  
01392 279361  
[admin@wecc.devon.sch.uk](mailto:admin@wecc.devon.sch.uk)

**Whipton, Exeter**

(Action for Children)  
Whipton Children's Centre,  
Hill Lane  
Whipton  
Exeter  
EX1 3JP  
01392 464754  
[whiptoncc@actionforchildren.org.uk](mailto:whiptoncc@actionforchildren.org.uk)  
[www.surestartexeter.org.uk](http://www.surestartexeter.org.uk)

## Early Years Entitlement for 3 and 4 Year Olds

### What is the Early Years Entitlement?

At the moment, from the term after a child's third birthday until they start school, they are entitled to up to 12.5 hours of free early learning and child care each week for up to 38 weeks a year during school term time. The hours can take place in nurseries (including school nursery classes), playgroups, pre-schools or at certain childminders.

From September 2009 the entitlement will increase in some early learning and childcare settings, and will be available in all settings from September 2010. The increased entitlement will be 15 hours of free early learning and childcare each week for up to 38 weeks a year during school term time and the hours can be used more flexibly.

The scheme promotes parental choice in the type of setting their children may attend including maintained nurseries attached to infant and primary schools, nursery schools, pre-schools, private day nurseries, independent schools and Specialist Childminders in Early Learning.

The funding is paid directly to you as the provider. For three year-olds the eligibility is:

**Third birthday falls:**

1 April and 31 August

1 September and 31 December

1 January and 31 March

**Eligible from:**

1 September after their third birthday until they go to school

1 January after their third birthday until they go to school

1 April after their third birthday until they go to school

Once a parent has chosen a childcare provider the child must be registered and in attendance with you by the headcount date. It is important you meet these deadlines or you will not be funded. Please contact the Early Years Education Funding (EYEF) Helpdesk on 01392 385530 if you are unsure of the headcount dates.

The funding is claimed by the parent completing a *Children's Information Form* to register the child with you. Parents will also be asked to produce an original birth certificate and a copy of this must be sent with the *Children's Information Form* to the EYEF Team.

**Contact**

Early Years Education Funding - 01392 385530

[www.devon.gov.uk/eyef](http://www.devon.gov.uk/eyef).