

Completing an action plan to accompany a variation request to Ofsted

When you request a variation in conditions to Ofsted, you will need to write an Action Plan which shows Ofsted how you are going to meet the appropriate requirements.

If you are extending the age group you will need to refer to the **Early Years Foundation Stage** to meet the needs of younger children.

This will mean looking at:

- staff training to make sure that all staff have a clear understanding of the Practice Guidance for younger children
- the Statutory Guidance when re-visiting procedures to take account of younger children
- safety issues including suitable toys, equipment and staffing.

It might also involve booking onto training courses. Use your **Workforce Development Directory** from the Early Years and Childcare Service.

The Welfare Requirements do not differentiate between sessional and full day care. If you are extending from sessional to full day care you will need to show how children's needs will continue to be met in your Action Plan.

The Action Plan will be a risk assessment of your setting, which will make sure that the Welfare Requirements are being met.

We have developed a template which can be used to help you present this to Ofsted. Work through each of the requirements which apply to your change and say how you intend to meet them.

If there is no need to change anything for some of the requirements, show this on the form or leave blank. If everything is in place say so in the 3rd column. If there is training or anything else which is booked or yet to be done, say when it will be done.

Link all the information to your Ofsted Self-Evaluation, appraisals and reflective practice.

Please note

It would be useful if you could send a basic plan which includes measurements of space to support your variation. This can be a pencil sketch.

The Registration and Inspection Advice Team can provide support if you need it on **01392 38 55 36** or email registrationsupport@devon.gov.uk