

## **Guidance on completing an Action Plan**

### **to accompany a variation request to Ofsted**

When requesting a variation in conditions to Ofsted, it is necessary to write an Action Plan which shows Ofsted how you are going to meet the appropriate National Care Standards.

If **extending the age group**, this might mean referring to Annexe A, babies and young children under 2.

It will mean looking at:

- Staff training to ensure that all children are cared for by those specifically trained in *Birth to Three Matters* Framework,
- Re-visit procedures to take account of the younger children, check safety issues, including suitable toys/equipment.

It might involve booking onto training courses. (Use your zero14plus training directory)

If **extending from Sessional to Full Day Care**, the Standards are quite different in places and you need to work through them and show how they will be met.

The Action Plan will in fact be a risk assessment of your setting, which will ensure that the National Standards are being met.

There is a template enclosed which can be used to help you present this to Ofsted. Work through each of the Standards and Annexes as appropriate to your change, and say how you intend to meet them.

- If there is no need to change anything for some of the Standards, indicate this on the form or leave blank. If everything is in place say so in the 3<sup>rd</sup> column;
- If there is training or anything else which is booked/yet to be done, indicate when it will be done.

Link all the information to your Ofsted self evaluation, appraisals and reflective practice.

You do not have to use this form. It is provided to help you if you think it will be useful.

The Registration and Inspection Advice Team within the Devon Early Years Service is available to support you if necessary.

Support Helpline: 01392 38 55 36

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

## Action Plan to accompany variation form to Ofsted

<b>Outcome</b>	<b>How are you meeting it?</b>	<b>Is it in place or ongoing?</b>
<p><b>Helping children to be healthy.</b></p> <p>Standard 7: <i>Health</i></p> <p>Standard 8: <i>Food and Drink.</i></p> <p>Birth to three matters: <i>A healthy child</i></p> <p>Annex A: <i>Babies and children under 2</i></p>		
<p><b>Protecting children from harm or neglect and helping them stay safe.</b></p> <p>Standard 4: <i>Physical environment</i></p> <p>Standard 5: <i>Equipment</i></p> <p><i>Standard 6: Safety</i></p> <p>Standard 13: <i>Child Protection</i></p> <p>Birth to three matters: <i>A healthy child</i></p> <p>Annex A: <i>Babies and children under 2</i></p>		

<p><b>Helping children enjoy and achieve.</b></p> <p>Standard 3: <i>Care, Learning and Play</i></p> <p>Birth to three matters: <i>A skilful communicator; a competent learner</i></p> <p>Annex A: <i>Babies and children under 2</i></p>		
<p><b>Helping children make a positive contribution to the provision and the wider community.</b></p> <p>Standard 9: <i>Equal opportunities</i></p> <p>Standard 10: <i>Special needs (including special educational needs and disabilities)</i></p> <p>Standard 11: <i>Behaviour</i></p> <p>Standard 12: <i>Working in partnership with parents and carers</i></p> <p>Birth to three matters: <i>A strong child.</i></p>		
<p><b>Organisation.</b></p> <p>Standard 1: <i>Suitable person</i></p> <p>Standard 2: <i>Organisation</i></p> <p>Standard 14: <i>Documentation</i></p> <p>Annex A: <i>Babies and children under 2.</i></p>		