

SECTION INFORMING OFSTED

Changes that must be notified by Springwood to Ofsted as soon as possible but no later than within 14 days:

- Any change in address of premises.
- Any change in the address to premises that may affect the space available to children and the quality of childcare available to them..
- Change of name of setting or name of provider
- Change of nominated person, registered person or manager
- Change of address etc of contact person (usually manager).
- Changes to hours or days during which childcare is provided
- Any change in Company name or registered number at Companies House.
- Change in registration of Charity status or change of number etc.
- Change of Trustees - DBS check by Ofsted. Trustee completes EY2 online.
- Change of Manager-(preferably in advance) provider responsible for DBS check.
- Change to the premises which affect space or quality of care available to the children
- Any significant event, which is likely to affect the suitability of the provider or any person who cares for, or is in regular contact with, children on the premises.
- Details of any order, determination, conviction, or other ground for disqualification from registration.
- Details of any criminal convictions cautions of the applicant and the nominated individual.
- Accident involving broken bones or fatal accident.
- Food Poisoning affecting more than two children.
- Change of purpose of organisation eg from Early Years Education to Childcare.
- Notifiable Disease – NO notification unless few outbreak in short period of time.

[DETAILED GUIDANCE CAN BE FOUND IN EARLY YEARS COMPLIANCE HANDBOOK 2019](#)

ACCIDENT REPORTING

If you are a childcare provider on the Early Years Register and/or Childcare Register, you are required to notify Ofsted and in some cases, RIDDOR, HSE, HPT, local child protection agencies if a child suffers a serious accident or injury whilst in your care. Along with informing statutory bodies Springwood will follow appropriate procedures for e.g first aid, informing parents, etc

- You must inform Ofsted as soon as you reasonably can, and in all cases, within 14 days of the incident
- If you also need to notify your local child protection agency, you are advised to do this at the same time
- The quickest and easiest way to notify Ofsted is to ring them on **0300 123 1231**, **you can also use online form** : https://ofstedonline.ofsted.gov.uk/outreach/Ofsted_Statutory_Notification.ofml

Early Years and/or Childcare Register

If you are on the Early Years Register (this includes pre-schools, childminders etc. looking after children from birth to 5 years)**you must tell Ofsted about a child accident, injury or death on the premises while the child is in your care.**

IMPORTANT: If you are on the Early Years or Childcare register you are committing an offence by not notifying Ofsted within 14 days, unless you have a reasonable excuse.

You do NOT have to inform Ofsted if:

- any other person has had such an incident
- the incident happens off the premises
- it happens to a child not in your care, eg with their parent after the end of any care period on their way out of the premises

Serious injuries which must be reported to Ofsted include:

- broken bones or a fracture
 - loss of consciousness
 - pain that is not relieved by simple pain killers
 - acute confused state
 - persistent, severe chest pain or breathing difficulties
 - amputation
 - dislocation of any major joint including the shoulder, hip, knee, elbow or spine
 - loss of sight (temporary or permanent)
 - chemical or hot metal burn to the eye or any penetrating injury to the eye
 - injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours
 - any other injury leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours
 - unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
 - medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
 - medical treatment where there is reason to believe that this resulted from exposure to a biological agent, or its toxins, or infected material.
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Minor injuries that do not need to be reported to Ofsted include:

- sprains, strains, grazes and bruising
- insect and animal bites
- minor eye injuries
- minor injuries to the back, shoulder and chest
- minor cuts
- wound infections
- minor burns and scalds
- minor head injuries

- **IMPORTANT:** You must however keep a record of all the injuries

Examples of injuries can be found in Compliance Handbook 2019