

# LOCAL AUTHORITY GUIDE TO SETTING UP CHILDCARE PROVISION

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## **INTRODUCTION**

### **OFSTED**

Ofsted is the Office for Standards in Education, Children's Services and Skills. They inspect services providing education and skills for learners of all ages. They also inspect and regulate services that care for children and young people. Further information can be found on the Ofsted website - [About us - Ofsted - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Ofsted's responsibilities are:

#### **Inspecting**

- maintained schools and academies, some independent schools, colleges, apprenticeship providers, prison education and many other educational institutions and programmes outside of higher education
- childcare, local authorities, adoption and fostering agencies, initial teacher training and teacher development

#### **Regulating**

- a range of early years and children's social care services, making sure they're suitable for children and potentially vulnerable young people

#### **Reporting**

- publishing reports of our findings so they can be used to improve the overall quality of education and training
- informing policymakers about the effectiveness of these services

## **LOCAL AUTHORITY**

The role of the Local Authority is to provide:

- Information to applicants and registered childcare providers
- Support, advice and guidance
- Training for childcare workers
- Information to parents about childcare services
- Support around EYFS

The Early Years Foundation Stage Framework lays out the legal requirements relating to Learning and Development and Welfare. This framework is mandatory for all early years' providers; maintained schools; non-maintained schools; independent schools; all providers on the Early Years Register; and all providers registered with an early year's childminder agency.

Providers have a duty to ensure their early year's provision complies with these requirements. In addition, this document contains statutory guidance which all providers must have regard for. The document relates to all children up to the 31st of August following their fifth birthday regardless of the type of setting they attend.

Link to EYFS statutory framework - [Early years foundation stage \(EYFS\) statutory framework - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

## **DEFINITION OF CHILDCARE**

Childcare is defined in Section 18 of the Childcare Act 2006 as any form of care for a child (under the age of 18) and includes:

- Education (other than that provided by schools during school hours)
- Any other supervised activity

This means that any specialised club, activity, extra lessons, or staffed play provision used by children falls within this definition. It also includes the type of more generic childcare provision, such as full day care, pre-schools, holiday play schemes and out of school clubs.

## **OVERVIEW OF OFSTED REGISTERS**

There are two registers of childcare providers, the Early Years Register and the Childcare Register.

Register	Providers
EARLY YEARS REGISTER (EYFS)	<p>You should join this register if you're caring for children aged from birth to 31 August after their fifth birthday.</p> <p>You will need to meet all the safeguarding and welfare and the learning and development requirements of the <a href="#">Statutory requirements for the early years foundation stage</a>.</p>
CHILDCARE REGISTER – COMPULSORY	<p>The Childcare Register has 2 parts:</p> <p>Compulsory – for providers caring for children from 1 September after the child's fifth birthday up until their eighth birthday</p> <p>Once you have joined the Childcare Register, you must meet the register requirements.</p>
CHILDCARE REGISTER – VOLUNTARY	<p>Voluntary – join this if you are looking after children aged 8 and over, or if you are choosing to register voluntarily (for example, if you're a nanny).</p> <p>There are some situations when you cannot register at all.</p>

## **THE EARLY YEARS REGISTER**

The Early Years Register is for those who provide childcare for children aged from birth to the 31st of August following their fifth birthday: this is known as the early year's group.

### **Early Years childcare on non-domestic premises:**

An early year's childcare provider on non-domestic premises cares for children in the early year's age group (birth to 31st August following their fifth birthday) on premises that are not someone's home, where at least one individual child attends for more than two hours in any one day. These premises can range from converted houses/premises to purpose-built buildings.

### **Early Years childcare on domestic premises:**

An early year's childcare provider on domestic premises works with three or more other people in a home to provide care for children in the early year's group for more than two hours in any one day. This may be the provider's own home or someone else's home, but it is not usually the child's own home. Such a provider may either employ the other people as staff, or work in partnership with them.

## **THE CHILDCARE REGISTER:**

The Childcare Register has two parts.

### **Compulsory Part:**

Those who wish to provide care for children aged from the end of the early years age group (1st September following the child's fifth birthday) to under eight must register with Ofsted on the compulsory part of the Childcare Register.

### **Voluntary Part:**

Those who wish to:

- Care for children aged from eight up to their eighteenth birthday
- Provide short term or temporary care
- Provide activity-based services such as coaching or tuition, you may choose to register on the voluntary part of the Childcare Register.

## **RESEARCHING THE NEED FOR CHILDCARE**

The first stage of setting up your childcare business is establishing a market for your service.

You may feel you have a strong sense of what is needed already, for example, through informal chats with parents, but before you go any further with your project you need to establish exactly what the childcare needs are (if any) of the community/area where you are planning to base your business. You can arrange a discussion with the Knowsley Early Years service by contacting [childcare.information@knowsley.gov.uk](mailto:childcare.information@knowsley.gov.uk)

Some of the information which will help you decide will be available in Knowsley's Childcare Sufficiency Assessment (CSA). This document gives details of the supply and estimated demand for childcare, split into age groups, types of childcare, and areas throughout Knowsley. The document is refreshed every twelve months. [Childcare Sufficiency Assessment \(CSA\) | Knowsley Info](#)

You may also wish to carry out your own research, for example, via a questionnaire. A sample questionnaire can be seen in Appendix 1.

### **TIP**

When composing a questionnaire, consider the following points:

- Be clear about what you want to find out
- Keep the questions simple
- Give a return by date
- Only expect a response rate of 10%
- Ensure any questionnaire/correspondence is spell-checked before distributing
- Ask for people's contact details so you can get in touch with them if necessary

## **PREMISES**

One of the most important tasks when developing childcare services is finding suitable premises. Whether you are building a new site, converting an existing building, or using existing childcare premises, the site will need to meet the requirements of the Early Years Foundation Stage (EYFS).

The location of the premises is crucial and can affect the long-term sustainability of your service.

Factors you may want to consider are:

- Size of the premises – the amount of space available in the rooms being used to care for children will determine how many children you can care for.
- Is it near to local schools or other community buildings?
- Who will your service be aimed at, and will it be accessible for the children and families who will be using it? For example, will your setting be based in a town centre, close to a residential area, a commercial or industrial site or will it be a workplace setting?
- Are there good transport links?
- Is there parking space for staff and parents dropping off and collecting children?
- Is there outdoor space available for children to access? or if not, are there parks or play areas nearby that you can access?

Estate Agents can assist in finding premises, but you could also speak to schools that may be interested in opening nurseries or out-of-school care in their grounds. Find out about any community buildings, speak to housing associations, parish councils and other community groups.

Planning permission is required for a new building and for any existing building where there will be a change of use of the premises (e.g., where it has not previously been used for childcare or education).

Knowsley's planning department have specific requirements regarding parking and general accessibility to the premises. More information including contact details can be found here [Planning and development | Knowsley Council](#)

All new premises must be accessible to wheelchair users and comply with the Disability Discrimination Act 1995 requirements - [Disability Discrimination Act 1995 \(legislation.gov.uk\)](#)

Please also consider the Equality Act 2010 - [Equality Act 2010: guidance - GOV.UK \(www.gov.uk\)](#)

Support visits to prospective premises can be arranged with the Early Years service by contacting the [childcare.information@knowsley.gov.uk](mailto:childcare.information@knowsley.gov.uk). The team can advise on the suitability of the premises for Ofsted registration and can also measure up to calculate numbers of children that can be accommodated.

## **WRITING A BUSINESS PLAN**

Information can be found on our website - [Business Section | Knowsley Info](#) or you can review the Early Year toolkit that has been developed by Childcare Works - [Early Years Toolkit | from Childcare Works](#)

A major part of starting a business is how you are going to fund the project. Will you apply for a mortgage, loan, etc. from the bank or will you apply for a grant? Whoever you apply to for funding, they will want to see your Business Plan.

Although there are no set rules as to how to set out a business plan, it should communicate a journey and provide details of –

- How you are going to develop your business
- When you are going to do it
- Who is going to do it
- How you will manage the money

Through the business plan you will be expected to show –

- An overview of your provision
- Your strengths and weaknesses
- What your aims and objectives are
- How your business is structured
- What resources you have and/or will require

A business plan is a logical sequence. The information provided should show where your business is now, where you want to be in the future, how you are going to get there and how you will manage the resources and budgets required to achieve your goals.

If you are using your business plan to secure funding from third parties such as a bank you will need to ensure that your plan meets their requirements so ask them what they need before you get started.



## **WHERE ARE YOU NOW?**

Give a brief outline of your organisation and the services you provide/intend to provide. **Explain the structure of your business** and describe the location and premises you occupy/intend to occupy. Include copies of any lease/rental agreement or licence.

**State how your business is legally constituted**, and includes copies of the charitable status registration, constitution, or Memorandum.

To establish a snapshot of the **Strengths** and **Weaknesses** of a business compared to any facing **Opportunities** and **Threats**, a **S.W.O.T. analysis** can be used. The SWOT can be used to provide an overview and set the business aims and objectives.

**Strengths and Weaknesses** - can be at individual or organisational level and are internal factors. For example, strength could be a good reputation or waiting list of parents/carers waiting to use your provision and a weakness could be limited space to expand your provision, or lack of capital?

**Opportunities and Threats** – are external factors. An Opportunity could be the building of a new housing development close-by, and an example of a Threat could be price pressure or competition from a competitor.

## **WHERE DO YOU WANT TO BE?**

Use the SWOT analysis to set the overall aims and objectives for your provision. Goals state what you would like to accomplish, and the objectives break down the goals into steps required to reach them.

The next key part of your business planning is **marketing** (see also page 10). This task will help you match the skills and resources of your organisation to the needs and wants of the marketplace. Identify your target customers and decide the best methods to attract them into your business. Decide how often you will need to market your provision and budget any cost implications into an annual marketing and overall business plan.

## **HOW ARE YOU GOING TO GET THERE?**

- This part incorporates both business and action planning and turns a paper exercise into a dynamic activity.
- Give a brief outline of the accountability and responsibility of leading people in your plan required to drive your business and your expectations forward.
- Decide how much your plans will cost and **forecast** future spending.
- **Budget** accordingly and identify what resources you have/will require.
- Provide evidence of your level of resources via copies of bank and annual accounts. **Cash flow** should be included for a 3-year period – incorporating the current and a further 2 year's income and expenditure.

When writing your Business Plan, ensure your targets and timescales are realistic

## **MARKETING**

As a childcare provider, you will be selling places and sessions. To maximise your occupancy, you will need to focus some of your time on sales and marketing activities. Successful marketing requires a large amount of research to help you understand how and where your provision fits into the overall market.

There are four essential elements to consider before you decide on a **marketing plan**.

These are known as the **4 P's**:

**Product** – research what the customer wants in terms of childcare and investigate prospective demand

**Price** – ask parents what they are prepared to pay and look at what the local competition is charging. Next, decide on a pricing strategy that will attract customers and help your business thrive.

**Promotion** – This may include advertising, public relations, promotion, and/or sales. Always remember to only use what you can afford.

**Place** – The Childcare Information Service can advise you of existing childcare in your area and identify any gaps in provision. This information is also available in Knowsley's Childcare Sufficiency Assessment [Childcare Sufficiency Assessment \(CSA\) | Knowsley Info](#). After you have sought this advice, decide the best location and catchment area for your business.

Decide what makes your provision stand out from the rest and use this as your unique selling point (USP) in your marketing campaign. For example, if your setting includes a large, safe play area, highlight the fact in your promotional materials, include pictures and/or organise an open day where both the children and their parents can experience this facility.

## **FUNDING**

Funding is paid directly to childcare providers to help parents with childcare costs.

### **The current offer:**

Eligible working parents and carers of children aged 3 - 4 can get an additional 15 hours of childcare support, bringing the total support they can get up to 30 hours a week. Eligible working parents of children aged 9 months to 2 years old can also access 15 hours of childcare support.

Some parents of 2-year-old children may also be entitled to 15 hours childcare support, if they receive some additional forms of government support. Please note, if you're eligible for both the working entitlement and the 15 hours for families receiving support, you cannot take up both offers, and should apply for the 15 hours for families receiving support. You can do this by contacting your local authority.

Your hours can be used per week for 38 weeks of the year. You may be able use your hours for up to 52 weeks if you use fewer than your total hours per week. Check with your childcare provider to find out if this is something they offer.

You can use Tax-Free Childcare or Universal Credit Childcare whilst claiming your 15 or 30 hours of childcare support.

### The expanded offer – Working Parent entitlement

From September 2024, eligible working parents of children aged 9 months up to 3 years old can now access 15 hours childcare support.

The changes were introduced gradually to make sure that providers can meet the needs of more families. This means that:

#### From September 2025

By September 2025, eligible working families with children aged between 9 months and 5 years old will be entitled to 30 hours of childcare support.

Like the existing offer, depending on your provider, these hours can be used over 38 weeks of the year, or up to 52 weeks if you use fewer than your total hours per week.

#### How many hours childcare can you get per week?

Age 9 months - 2 years		Age 2-3 years		Age 3-4 years	
Working families		Families receiving government support		All parents	
15 Hours	Now	15 Hours	Now	15 Hours	Now
30 Hours	Sept 2025	Working families		Working families	
		15 Hours	Now	30 Hours	Now
		30 Hours	Sept 2025		

\*38 weeks a year. Eligibility criteria apply. Providers may ask for additional charges.

### Funding Information

All funded information for all funded entitlements can be found on our website - [Headcount | Knowsley Info](#) and on the Childcare Choices website - [Homepage | Childcare Choices](#)

## **Early Years Pupil Premium**

Early Years Pupil Premium (EYPP) is additional revenue funding for childcare providers to help them close the gap between children from families on low incomes and those more well-off counterparts.

Early Years Providers will receive extra additional funding for each eligible child claiming the Free Early Years Entitlements.

The EYPP is set at a national hourly rate, which is paid for 15 hours per week, over 38 weeks.

[Early years entitlements: local authority funding operational guide 2025 to 2026 - GOV.UK](#)

## **Disability Access Fund (DAF)**

Disability access fund (DAF) is a one of payment that childcare providers can claim for children accessing the funded entitlements if they are in receipt of Disability Living Allowance (DLA). Further information can be found on our website - [What is the Disability Access Fund \(DAF\) | Knowsley Info](#)

## **MANAGEMENT STRUCTURE**

Managing a childcare business requires a full range of skills and expertise. It can be difficult to find a balance between providing a quality childcare service and ensuring the business activities are looked after too.

Childcare can be run by a variety of management structures as follows:

### **Private Business**

- Sole Trader
- Partnership
- Limited Company (Registered by Companies House)

### **Voluntary**

Unincorporated Groups (Constituted)

- No legal identity as a company
- Made up of members (normally parents and other interested people)
- Run by a committee – trustees for Charity Law purposes
- Tax benefits because they are a registered charity
- Registered with Charity Commission

### **Incorporated Group – Company Limited by Guarantee**

- Separate legal identity (Companies House)

- Made up of members (normally parents and other interested people)
- Run by a committee – Director for company law and trustee for charity law
- Tax benefits as they are also registered as a charity
- Members' liability is limited to the amount of a group's choice, e.g. £1.00
- Registered with Charity Commission and Companies House

**Community Interest Company – CIC (also known as Social Enterprises or Co-operatives)**

- Ordinary company with a few limits
- Made up of members or shareholders
- Run by Directors
- Registered with Companies House and on a register of Community Interest Companies (which is also kept by Companies House)
- Members liability is limited to an amount, e.g., £1.00
- No tax benefits

**Charitable Incorporated Organisation – CIO** (likely to be the best legal structure for voluntary sector childcare group)

- Separate legal identity
- Made up of members (parents and other interested people)
- Run by a committee - Trustees
- Registered with Charity Commission
- Members liability is limited to an amount, e.g., £1.00
- Tax benefits as a registered charity

If the proposed group is made up of interested parents, then they should follow either the voluntary/charitable route or a private business (either partnership or limited company).

- Voluntary – They would need to adopt a constitution (there are model constitutions available for pre-schools, OOS clubs) and if their income forecast is over £5,000 then they will be required to register with the Charity Commission.
- Private Business – can either establish as a CIC (see above), limited company both to be registered with Companies House or establish a small partnership.

If the proposed group is an individual, then they would follow the path of sole trader/private business.

If a school governing body wants to set up a childcare provision, then they should look to establishing a sub-group of the governing body to manage the proposed provision. This sub-group should have a constitution, which would mean they could, if they wished, register with the Charity Commission thereby able to apply for grants further afield. Or they might just set some Terms of Reference by which the sub-group would operate. The provision would be seen as part of the extended school provision for parents and children but would be self-funding and hold separate accounts and therefore not maintained.

Childcare run by school governing bodies does not need to be registered with Ofsted separately (see above) so long as at least one child will attend the school, or the children are not under 1years old.

Several people involved in the management team usually share the management of a childcare business, but one person will normally take overall responsibility for the business. In the case of a private company this would be the managing director and for a childcare business run by a voluntary management committee, this would be the chairperson

### **Constitution**

A constitution is the legal document that sets out the rules for governing an organisation. A constitution for a voluntary managed group is necessary for the following reasons:

- To ensure an organisation's aims are clear and agreed by its members
- To provide mechanisms for making decisions and resolving disputes
- To gain credibility with banks and funders
- To clarify liability and lines of responsibility
- To ensure accountability
- To enable an organisation to take advantage of the benefits of charitable status

A constitution normally has the following sections:

- Name of organisation
- Objects and beneficiaries (Aims)
- Powers
- Procedures and rules for running the organisation – these include details of membership, meetings, management committee, and finances
- Alterations to the constitution
- Dissolution

Sample constitutions are available, such as from the pre-school Learning Alliance which has Charity Commission approved model constitutions for both an unincorporated charity and CIO. E.g., Pre-school Learning Alliance Model Constitution 2011 and the Model CIO Constitution for Childcare Providers 2013.

### **INSURANCE**

Your group will need to be insured to cover your responsibilities to the children that you look after and to all your staff, whether they are paid or voluntary.

As an employer, you need to protect yourselves, your employees, the children you look after and the public against injury or financial loss. Whilst you need to take every precaution to ensure that accidents do not occur and property does not go missing, you will need the back up of insurance. Anyone providing daycare needs Public

Liability Insurance, and if you employ staff or use volunteers, you will also need Employers' Liability insurance.

You must display your certificates outlining your insurance cover in a prominent place in the setting.

Even in the best organisations, accidents can happen, and problems can arise. All childcare providers need insurance to protect them against legal liabilities and paying off out of their own resources if:

- Paid or volunteer staff make a claim for injury against them
- A child is hurt
- Property belonging to other people is damaged
- The group's own equipment is damaged
- The group or its staff are victims of theft
- Insurance will be needed to cover Public Liability and Employers' Liability.

The following offer insurance packages for childcare providers, however, there are other insurance companies who can also provide the necessary cover:

### **Morton Michel**

Telephone: 0330 058 9861

Website: [Morton Michel - Specialist Insurance for the Childcare Sector](#)

Phone: 0330 058 9861 (9am – 5pm, Mon – Fri, excluding bank holidays)

### **Early Years Alliance**

Telephone: 020 7697 2500

Website: [early years alliance |](#)

### **NDNA**

Telephone: 01473 346118

Website: [Discounted nursery insurance with Pound Gates - NDNA](#)

If you intend to offer the Funded Early Years Entitlements, you will need to meet the insurance requirements detailed in the current Knowsley Borough Council Local Authority Agreement (LA Agreement). For more information, please email the [earlyyearsheadcount@knowsley.gov.uk](mailto:earlyyearsheadcount@knowsley.gov.uk) mailbox.

### **Data protection tips for early years settings:**

If you have information that identifies someone, either directly or indirectly, it's classed as 'personal data'. This includes all the information you hold about staff, suppliers,

parents and carers, as well as the children in your care. This information might be held electronically, such as on your computer system or CCTV footage, or in hard copy, such as paper documents or printed photographs.

You need to know what information you have, why you have it, how long you need to keep it for, and how to keep it safe.

Further information can be found via the Information Commissioners Office (ICO) website - [Information Commissioner's Office \(ICO\)](#)

Further support can be requested from Knowsley Chamber of Commerce - [Home - Knowsley Chamber](#)



## **RECRUITMENT**

Under the EYFS Safeguarding and Welfare Requirement: 3.9 Suitable People states – Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles. The EYFS states that providers must have effective systems in place to ensure that practitioners and any other person who is likely to have regular contact with children (including those living or working on the premises) are suitable to do so. Providers must show they have robust recruitment procedures in place and have effective systems to ensure that the registered person and any person caring for, or in regular contact with children:

- Is suitable to work with children which must include obtaining an enhanced DBS (Disclosure and Barring Service)
- Is of integrity and good character
- Has skills and experience suitable for the work
- Is physically and mentally fit for the work

Any group or person who engages someone else to work for them is an employer and must fulfil the responsibilities of an employer – not to do so is illegal.

- All childcare posts should have a Job Description and Person Specification.
- A job description should set out clearly what is expected of a member of staff and the person specification is based on the job description, setting out the skills or qualities needed to fulfil the requirements of the job as described.

The EYFS ratio and qualification requirements are set out in the Statutory Framework for the Early Years Foundation Stage - [Early years foundation stage \(EYFS\) statutory framework - GOV.UK](#)

## **RECRUITMENT PROCESS**

Appointing a member of staff can be a lengthy process and it is illegal to discriminate against anyone on the grounds of their race, sex, disability or on the grounds of membership or non-membership of a trade union. It is also illegal to employ someone who is not entitled to work in the UK.

The following is the normal process for recruitment in childcare:

- Advertise the post – include details of how to apply and closing date for applications
- Application form – this allows for information to be presented in a consistent format, and therefore easier to assess objectively the candidate's suitability when short-listing applicants
- Interview panel – decide who is to be on the interview panel and ensure includes someone with Safer Recruitment training
- Short listing – panel members should shortlist against the criteria laid out in the person specification

- References – can be taken up at short listing stage but ask the candidate's permission
- Interviews – questions need to be set before the interview takes place and a scoring system agreed. Candidates should bring with them documentary evidence indicating that they are eligible to work in the UK.
- After the interview – the panel should compare notes and scores on each applicant to reach a consensus about who should be offered the post.
- Feedback – although it is not necessary to inform each candidate in detail of the reasons why they were not successful, candidates have the right to challenge the decision and ask for a reason
- References and other checks - the purpose of references is to obtain information about a candidate's employment history, qualifications, experience, and suitability
- Criminal record check – Childcare employers must carry out checks on all staff. Ofsted will carry out checks on the registered person. As part of their inspection, the Ofsted inspector will check that a childcare provider is properly vetting their staff, and that enhanced DBS disclosures have been obtained. Annual statements of suitability should be completed with staff. Disclosure and Barring Service - [Disclosure and Barring Service - GOV.UK](https://www.gov.uk/government/organisations/disclosure-and-barring-service)

## **POLICIES AND PROCEDURES**

In every childcare business it is important to set policies which describe the framework of your business operation. The Ofsted registration process requires records, policies, and procedures to ensure effective and safe management of the setting, which leads to the welfare and care of the children.

The EYFS document details which policies and procedures are required.

Keep your policies simple and make sure they have a real purpose.

Use policies to help you manage difficult situations, for example, if a parent owes money in fees you can use your Recovering Fees Policy as a reason for asking for the money, which means you can present it as a 'company policy' and not your personal view.

Make sure your policies comply with the latest EYFS Safeguarding and Welfare Requirements (as this is updated regularly)

Samples of suggested policies to have in place can be found in appendix 2.

The Following organisation's produce sets of policies and procedures which can be adapted to suit your setting. They all comply with the requirements of the EYFS and include others which are seen as 'good practice'

Early Years Learning Alliance

Website: [early years alliance |](#)

National Day Nurseries Association

Website: [National Day Nurseries Association - NDNA](#)

4 Children

Website: [4Children](#)

Out of School Alliance

Website: [Out of School Alliance | The web site of Out of School Alliance](#)

## **ORGANISATIONS AND PUBLICATIONS WHICH CAN PROVIDE USEFUL SOURCES OF INFORMATION**

### **Advisory, Conciliation and Arbitration Service (ACAS)**

ACAS publishes booklets on recruitment, induction, appraisal, supervision, and other matters related to employment.

Website: [www.acas.org.uk](http://www.acas.org.uk) Helpline [0300 123 1100](tel:03001231100)

### **Association of British Insurers**

Can provide information on all types of insurance

Website: [www.abi.org.uk](http://www.abi.org.uk)

### **British Red Cross Society**

For general enquiries, telephone: [0344 871 11 11](tel:03448711111)

Website: [www.redcross.org.uk](http://www.redcross.org.uk)

### **British Standards Institution (BSI)**

BSI can provide information on BS EN standards. Alternatively, you may contact the Trading Standards offices at the Local Authority.

Website: [www.bsi-global.com](http://www.bsi-global.com)

### **Centre for Accessible Environments**

Can provide information and training on accessibility of the built environment for disabled people.

Tel: 0207 822 8232

Email: [info@cae.org.uk](mailto:info@cae.org.uk)

Website: [www.cae.org.uk](http://www.cae.org.uk)

### **Coram Family and Childcare Trust**

Website: [Coram Family and Childcare | Family and Childcare Trust](http://CoramFamilyandChildcare|FamilyandChildcareTrust)

For general enquiries, email [info@familyandchildcaretrust.org](mailto:info@familyandchildcaretrust.org)

## **SAFEGUARDING CHILDREN**

### **USEFUL PUBLICATIONS, LEAFLETS AND WEBSITES**

What to do if You are Worried a child is Being Abused: [Stat guidance template](#)  
[Child abuse concerns: guide for practitioners - GOV.UK](#)

The Early Years Foundation Stage [Early years foundation stage \(EYFS\) statutory framework - GOV.UK](#)

Knowsley Safeguarding Children Board – The website is currently under review - [We're working on some improvements...](#)

Working Together to Safeguard Children 2023 [Working together to safeguard children - GOV.UK](#)

NSPCC [What is safeguarding in early years? | NSPCC Learning](#)

Appendix 1:

Setting up childcare - Consultation Toolkit

Appendix 2:

**POLICIES AND PROCEDURES - For the Early Years Foundation Stage**

The following are suggested policies for all childcare providers who are registered with Ofsted under the Early Years Foundation Stage (EYFS):

Safeguarding children and child protection (including managing allegations of abuse against a member of staff)

Looked After Children

British Values

Prevent Duty

Confidentiality and client access to records

Information sharing

Arrival and departure

Uncollected child

Missing child

Supervision of children on outings and visits

Maintaining children's safety and security on premises

Equality of opportunity

Supporting children with special education needs

Administering medicines

Managing children with allergies, or who are sick or infectious (including reporting notifiable diseases)

Nappy changing

No smoking

Food and drink

First aid

Safer Recruitment

Risk assessment (including procedures for reporting to HSE, RIDDOR)

Health and safety general standards

Fire safety and emergency evacuation

The role of the key person in the setting

Settling in

Learning and development

Parental involvement

Working in partnership with other agencies

Documentation

This document has been created in partnership with Halton Borough Council.