

Essex Wildlife Trust

Nature Nursery: Changes to be Notified to Ofsted Policy and Procedure

A policy describes what we do and how we do it as an organisation. It is a set of agreed principles which set out a course of action adopted by our staff and volunteers. It will often include acceptable methods, behaviours, and an approved procedure. It is usually internal, although some organisational policies are expected to be publicly accessible.

Version Control

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When review is completed, please send to: businesssupport@essexwt.org.uk

Version	Date	Changes made by	Reason for change
2	08 June 2023	J Burlingham	Update to new format Remove specific reference to Covid-19 Update to reflect management structure

1. Introduction

- 1.1. This document details the specific situations, timeframes and requirements within which Nature Nursery Management must notify Ofsted to fulfil legal obligations.

2. Scope

- 2.1. This document applies to all members of the Nature Nursery staff and Management Committee, supported by other members of Essex Wildlife Trust.

3. Purpose of Policy

- 3.1. This policy is prepared to ensure any significant events or changes within the operation of the Nature Nursery are reported in the appropriate way within the correct timeframe to ensure the welfare and safeguarding considerations of all staff, children and parents or carers are maintained.

4. Policy Statement

- 4.1. As an Ofsted registered childcare provider, we must ensure we meet all relevant regulations and conditions of registration placed onto us by the Care Standards Act 2000 and we will meet the safeguarding and welfare requirements of the EYFS Framework (2021).

5. Procedure

- 5.1. The Nature Nursery management team will notify Ofsted of any change in/to:
 - 5.1.1. the address of our premises
 - 5.1.2. the premises which may affect the space available to children and the quality of childcare available to them
 - 5.1.3. the name or address of Nature Nursery, or our registered numbers (company and setting)
 - 5.1.4. our contact information
 - 5.1.5. the person who is managing the early years provision
 - 5.1.6. plans to change the hours during which childcare is provided
 - 5.1.7. plans to provide overnight care
- 5.2. The Nature Nursery management team will notify Ofsted of any:
 - 5.2.1. significant event which is likely to affect the suitability of the early years provider or any person who cares for, or is in regular contact with, children on the premises to look after children
 - 5.2.2. changes to our 'nominated individual' or 'registered individual' (via completion of appropriate EY2 forms)
- 5.3. The Nature Nursery management team will contact Ofsted regarding any of the following incidents:

- 5.3.1. the death of a child
 - 5.3.2. serious accidents, injuries to or illness of a child
 - 5.3.3. a child in our care requiring hospital treatment after being in our care;
 - 5.3.4. food poisoning affecting two or more of the children in our care;
 - 5.3.5. anything that might affect the operation of the Nature Nursery, such as a fire, or flooding at the premises
 - 5.3.6. any allegations made concerning harm and abuse against any of our staff;
 - 5.3.7. the disqualification of any staff making them unsuitable for childcare;
 - 5.3.8. If a person's suitability to look after children is affected, including:
 - 5.3.8.1. involvement with social services or the police
 - 5.3.8.2. something significant affecting their health
- 5.4. In all cases, we will notify Ofsted as soon as practical, and in any case within 14 days of a notifiable event happening.
- 5.5. For full guidance on what is classed as a notifiable event or serious incident, we will refer to [Ofsted's early years and childcare compliance handbook](#).

6. Appendices

This policy is to be read in conjunction with wider Essex Wildlife Trust Policies and Procedures

- 6.1 Accident and Incident Procedure
- 6.2 EYFS - Statutory framework for the Early Years Foundation Stage (up to date version available via Government website)
- 6.3 Fire Safety and Emergency Evacuation Policy and Procedure
- 6.4 First Aid Policy
- 6.5 Health and Safety Policy
- 6.6 Nature Nursery Risk Assessments
- 6.7 Safeguarding Children, Young People & Adults at risk policies and procedures Part 1 and 2
- 6.8 Sickness and Allergies Policy and Procedure
- 6.9 Zoonotic Disease Policy and Procedure

Website Links

[Care Standards Act 2000 \(legislation.gov.uk\)](#)

[Ofsted's early years and childcare compliance handbook](#).

[Tell Ofsted about an incident: children's social care notification - GOV.UK \(www.gov.uk\)](#)