

## BOW LANE PRE-SCHOOL

**OFSTED NOTIFICATION POLICY**

Bow Lane Pre-school will notify OFSTED in writing of the following:

- Any change in the address of the premises; to the premises which may affect the space available to children and the quality of childcare available to them; in the name or address of the provider, or the provider's other contact information; to the person who is managing the early years provision.
- Any proposal to change the hours during which childcare is provided; or to provide overnight care.
- Any change to the manager of our provision.
- The details of any serious accident, serious illness, injury to, or death of, any child in our care and the action we have taken and response.
- Details of any incident of food poisoning where two or more children cared for on the premises are affected.
- Details of 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.
- Any allegation of serious harm or abuse by any any person working at the premises/must then notify Ofsted of the action taken in respect of the allegation (as soon as possible but MUST be within 14 days).

This policy was adopted at a meeting of Bow Lane Pre-school name of setting

Held on 3<sup>rd</sup> September 2018 (date)

Date to be reviewed 3<sup>rd</sup> September 2019 (date)

Signed on behalf of Bow Lane

Pre-school

Name of signatory

Gaye Hooker

Role of signatory

Owner