



### Notifying Ofsted Policy

Bearhugs Nurseries Ltd. will notify Ofsted in writing of the following event in line with EYFS 2017 as part of the legal welfare requirements. We will do this in advance if the event happening if possible. If it is not possible to inform Ofsted in advance we will do so as soon as possible after the event: and in all cases within 14 days of the event occurring.

All written notification will be emailed. A record will be kept of our communication with Ofsted, including copies of written notifications.

We will inform Ofsted of the following events:

- Any change in the name or address of the childcare provider.
- Any change of name, registered number or registered address of a company or charity providing childcare where the childcare is provided by a partnership, body corporate or incorporated association, any change to the 'nominated individual'.
- Where the childcare is provided by a partnership, body corporate or unincorporated association whose sole or main purpose is the provision of childcare, any change to the individuals who make up the 'registered person' including directors, the secretary or other officers or members of the organisation's governing body.
- Any change to the address of the premises where the childcare is provided.
- Any changes to the premises where the childcare takes place, this includes changes that affect the space available or the quality of care available.
- Any intention to change the hours that we provide childcare where such a change involves overnight care.
- Any allegations of serious harm to, or abuse by any person living, working or caring for children at the premises where care is provided. The

allegations of serious harm or abuse may have occurred on the premises or elsewhere. We will inform Ofsted about any other alleged abuse that might have happened on the childcare premises. We will also notify Ofsted about the action that we have taken.

- Where relevant, details of any order, determination, conviction or other ground for disqualification from registration. This will include the date of the order, determination, conviction or the date when the other ground for disqualification arose, the body or court that made the order and a certified copy of the relevant order.
- Details of any incident of food poisoning where two or more children cared for on the premises affected.
- The details of any serious accident, serious illness, injury to or death of any child in our care and the action we took.
- Details of any significant event that 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. For example, this could be a change in circumstances affecting a providers physical or mental ability to care for children.
- Any change to the manager of the childcare provision.

Signed on behalf of Bearhugs Nurseries Ltd by:

Manager/Owner .....

Date: 1<sup>st</sup> May 2020

Review Date: 1<sup>st</sup> May 2021