

Registration and Inspection

1. Purpose

1.1 The aim of this document is to outline the registration and inspection policy.

2. Scope

2.1 This policy applies to all who work at Ashfield Plaza Day Nursery.

3. Policy Principals

3.1 Ashfield Plaza Day Nursery will register with OFSTED, any registerable, childcare activity that it is involved in. We will meet, and where possible exceed, the requirements laid down by the National Standards and any annexes produced by OFSTED.

3.2 Ashfield Plaza Day Nursery will also fully inform OFSTED, cooperate with inspectors, and abide by any conditions set as a requirement of registration.

3.3 Ashfield plaza Day Nursery's Ofsted Registration Number is: EY476563 and our Certificate of Registration can be found in the Reception.

3.4 Ashfield Plaza Day Nursery will notify Ofsted about any changes to the address and telephone number, the premises or the person who may be managing the setting. We will also inform them if we are considering changing our opening hours. Where possible Ashfield Plaza Day Nursery will notify Ofsted in advance, at least 14 days of the event occurring.

3.5 Ashfield Plaza Day Nursery ensures that each parent/carer is issued with a copy of the inspection report if they would like a copy, and a copy is always available in reception for future reference.

4. Organisation and Allocation of Responsibilities

4.1 It is the responsibility of the manager to register with OFSTED and notify them of any events, changes and meet the conditions set out at registration.

4.2 It is the responsibility of all staff to meet OFSTED guidelines in regards to welfare of the children.

Limitations of this Policy

This policy cannot anticipate all eventualities therefore, professional judgement should be used to identify the appropriate course of action needed to protect those who are vulnerable and/or at risk. This judgement should derive from multi-disciplinary team discussion rather than any one individual where possible.

Document management

Review cycle:	
Next review due:	
Policy owner	
Approving body:	Board of Trustees

