

# Little Acorns Montessori

Ascot | Bracknell | Crowthorne

## Staff Qualifications, Training & Support Policy

Incorporating: Induction | Supervision & Appraisal | CPD | First Aid (incl. Paediatric First Aid)

### Document Control

Policy Title	Version	Date	Next Review
Staff Qualifications, Training & Support Policy	1.0	June 2026	June 2027
Author	Job Role	Location	Status
Jonathan Duffy	Owner/Director	Staff Shared Drive & Policy Folder	Active

This policy must be reviewed annually, or sooner following any change in legislation, Ofsted guidance, or significant incident. All staff must confirm receipt and understanding of this policy by signing the Policy Receipt Register held in the Staff Compliance File.

Role	Name	Campus
Designated Safeguarding Lead (DSL)	Rachel Terry	Ascot Campus
Designated Safeguarding Lead (DSL)	Agata Payne	Bracknell Campus
Designated Safeguarding Lead (DSL)	Emma Gray	Crowthorne Campus
Deputy Designated Safeguarding Lead (DDSL)	Jessica McGrath	Ascot Campus
Deputy Designated Safeguarding Lead (DDSL)	Joanne Broughton	Bracknell Campus
Deputy Designated Safeguarding Lead (DDSL)	Martine Loveridge	Crowthorne Campus
Deputy Designated Safeguarding Lead (DDSL)	Kira King	Crowthorne Campus (in the absence of Emma and Martine)
Manager on Duty	As rostered	All Campuses

### 1. Policy Statement

Little Acorns Montessori is committed to ensuring that every member of staff possesses the qualifications, skills, and knowledge required to deliver high-quality, safe, and stimulating care and education to all

children aged 0–5 in our care. We believe that well-trained, well-supported practitioners are the single most important factor in children's outcomes.

This policy sets out our legal duties and internal procedures in relation to:


- Staff qualifications and their verification
- Induction of new staff and agency workers
- Regular supervision and annual appraisal
- Continuing Professional Development (CPD)
- First aid training, including Paediatric First Aid (PFA)

This policy applies to all permanent staff, temporary staff, students on placement, apprentices, and volunteers at all three Little Acorns Montessori settings in Ascot, Bracknell, and Crowthorne.

## 2. Statutory and Regulatory Framework

This policy fulfils the requirements of the following legislation and guidance:

- **EYFS Statutory Framework for Group and School-Based Providers (DfE, effective from 1 September 2025):** Sections 3.17–3.36 (Staff qualifications, training, support and skills), Section 3.29–3.36 (Paediatric First Aid), and the Safeguarding Training Criteria Annex. This is the primary legislative driver of this policy.
- **The Childcare Act 2006:** Establishes the legal requirement for the EYFS framework and places duties on providers to meet welfare requirements.
- **The Childcare (Early Years Register) Regulations 2008:** Sets conditions for registration and continued compliance with Ofsted.
- **The Children Act 1989 and Children Act 2004:** Establish duties to safeguard and promote the welfare of children.
- **Keeping Children Safe in Education (KCSIE) 2025 (DfE, effective 1 September 2025):** Informs our safeguarding training standards and safer recruitment practices, applied as best practice.
- **Working Together to Safeguard Children (HM Government, 2026): Underpins our approach to multi-agency working and staff training obligations.** The 2026 edition places a stronger emphasis on early help, anti-discriminatory practice, multi-agency accountability, and the safeguarding of babies. It replaces the 2023 version and is the current live statutory guidance.
- **The Equality Act 2010:** Informs our approach to CPD accessibility, reasonable adjustments, and non-discriminatory appraisal practices.
- **DfE Early Years Qualification Requirements and Standards (updated September 2025):** Defines 'full and relevant' qualifications for the purposes of staff:child ratios.

 Statutory note: The EYFS uses 'must' for mandatory requirements and 'should' for best practice. This policy mirrors that convention throughout. Failure to comply with a statutory 'must' is an offence and may result in Ofsted issuing a welfare requirements notice.

## 3. Staff Qualification Requirements

### 3.1 The Manager

- The nursery manager must hold a full and relevant Level 3 qualification (or above) as defined by the DfE Early Years Qualification Requirements and Standards.
- Managers appointed on or after 4 January 2024 must hold a suitable Level 2 qualification in mathematics, or must achieve one within two years of their start date.
- The manager should hold, or be working towards, a Level 5 or Level 6 early years qualification as a matter of best practice.

- The manager must have at least two years' experience working in an early years setting, or two years' other suitable experience.
- The provider must ensure there is a named deputy manager who is, in the provider's judgement, capable and qualified to take charge in the manager's absence.

### 3.2 Level 3 Practitioners (Early Years Educators and Room Leaders)

- Staff counted in ratio at Level 3 must hold a full and relevant Level 3 qualification as defined by the DfE.
- Staff who obtained their Level 3 qualification on or after 30 June 2016 must also hold a suitable Level 2 qualification in English to count within ratios.
- From 1 September 2025, staff who have successfully completed the Experience-Based Route (EBR) and hold provider approval and a valid PFA qualification may be counted in ratios at Level 3.

### 3.3 Level 2 Practitioners (Early Years Practitioners)

- Staff counted in ratio at Level 2 must hold a full and relevant Level 2 qualification as defined by the DfE.

### 3.4 Students, Apprentices, and Volunteers

- Students and apprentices may be included in ratios at one level below their level of study, where the manager is satisfied they are competent and responsible.
- From 1 September 2025, students, volunteers, and apprentices must hold a current PFA qualification to be included in staffing ratios.
- Students and apprentices must never be left unsupervised with children.

### 3.5 Qualification Verification Procedure

- Before any offer of employment is confirmed, the manager must sight the original qualification certificate(s) and relevant transcripts.
- A photocopy of all original certificates must be retained in the individual's Personnel File, held securely in the manager's office.
- The manager must cross-reference each qualification against the DfE 'Check your early years qualification' finder tool (available at [www.gov.uk](http://www.gov.uk)) to confirm it is 'full and relevant' for ratio purposes.
- If a qualification was obtained overseas, the DfE guidance on non-UK qualifications must be followed, and independent verification sought where required.
- A Qualification Register must be maintained, recording the name of each staff member, their qualification title, awarding body, level, date of award, and date of manager's verification.
- The Qualification Register must be reviewed annually and made available to Ofsted inspectors on request.

## 4. Induction Policy

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### 4.1 Purpose

A structured induction ensures that all new staff, returning staff, students, and volunteers understand their responsibilities, our policies and procedures, and the needs of the children in our care before they work unsupervised.

### 4.2 Pre-Commencement Requirements

- No new member of staff may commence work until an enhanced DBS check has been received and cleared by the provider, and Ofsted has confirmed suitability (where required).
- New staff must not work unsupervised or be counted in ratio until suitability is confirmed.
- References must be obtained from the applicant's current employer, training provider, or education institution and must be authorised by a senior person, in accordance with the EYFS September 2025 safer recruitment requirements.
- References must be obtained and reviewed before a new staff member commences work. References should come from the applicant's current or most recent employer, training provider, or education institution and must be authorised by a senior person. Open references or those provided by family members must not be accepted. Where a request is made for a reference for a former member of staff, the setting must respond in a timely manner and must include details of any substantiated safeguarding concerns or allegations that met the threshold set out in KCSIE 2025 (Part 4). This requirement is in addition to, and separate from, the DBS and Ofsted suitability checks.
- The manager must sight and record two forms of photographic identification.

The setting's Child Protection and Safeguarding Policy contains the full procedures for checking the suitability of new recruits, in accordance with EYFS 2025 paragraph 3.4. Compliance with those procedures is a condition of employment and must be confirmed during induction.

### 4.3 Induction Programme Structure

All new staff must complete Little Acorns Montessori's formal induction programme within the first four weeks of employment. The induction must cover, as a minimum:

Week	Induction Topic	Responsible Person
Week 1	Welcome, site tour, fire evacuation & emergency procedures, safeguarding introduction, key policies (Child Protection, Confidentiality, Health & Safety, Behaviour), key persons system, daily routines and ratios.	Manager
Week 1	Introduction to the EYFS framework and Montessori philosophy. Overview of learning environments, planning, and observation.	Room Leader
Week 2	Detailed policy reading and signing: SEND, Medication, Allergy & Anaphylaxis, Risk Assessment, Missing Child, Online Safety. Introduction to the setting's documentation systems.	Manager
Week 2	Child key information review: individual care plans, allergies, medical needs, dietary requirements, and family backgrounds.	Key Person / Room Leader
Week 3	Observation of practice across all rooms. Supervised participation in activities, nappy changing, meal times, and outdoor play.	Room Leader
Week 3	Safeguarding deep-dive: recognising signs of abuse and neglect, whistleblowing, information-sharing, and reporting channels. Introduction to the DSL: [DSL NAME].	DSL: [DSL NAME]
Week 4	Paediatric First Aid awareness (if not yet qualified). Introduction to fire warden responsibilities and manual handling.	First Aid Lead
Week 4	Induction sign-off meeting with manager. Induction Checklist reviewed, signed by employee and manager. Filed in Personnel File.	Manager

## 4.4 Induction Records

- A signed Induction Checklist must be completed for every new starter. A template is held in the Staff Induction Folder on the setting's shared drive.
- A copy must be filed in the individual's Personnel File, retained for the duration of employment plus three years.
- Any gaps in induction completion must be escalated to the manager within five working days.

## 4.5 Students and Volunteers

- Students and volunteers must receive a condensed induction on Day 1, covering safeguarding, fire evacuation, confidentiality, and supervision arrangements.
- A student or volunteer must not be left alone with a child at any time.

# 5. Supervision & Appraisal Policy

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## 5.1 Purpose and Legal Basis

The EYFS Statutory Framework (paragraph 3.28) states that providers must put in place a programme of supervision which provides opportunities for staff to:

- Discuss any issues, particularly concerning children's development or welfare
- Identify solutions to address issues as they arise
- Receive coaching and training

Little Acorns Montessori recognises that high-quality supervision is integral to staff wellbeing, professional development, child safety, and the quality of provision.

## 5.2 Supervision

- **Frequency:** Each member of staff must receive a formal, private one-to-one supervision session at least every eight weeks. New staff must receive monthly supervision during their first six months.
- **Format:** Supervision sessions must be conducted face-to-face by the member of staff's direct line manager (typically the Room Leader or Manager). Sessions must not be conducted informally in the room during working hours.
- **Duration:** Sessions should last a minimum of 30 minutes and must not be interrupted.
- **Agenda:** Each supervision must address: wellbeing and workload; child welfare concerns and safeguarding updates; individual children of concern; practice observations; professional development progress; and any operational matters.
- **Record-keeping:** The supervising manager must complete a Supervision Record Form (template held on the staff shared drive) during or immediately after the session. Both parties must sign the record. A copy must be filed in the individual's Personnel File.
- **Confidentiality:** Information shared in supervision is confidential unless it relates to a safeguarding concern, in which case it must be escalated to the DSL ([DSL NAME]) in accordance with the Child Protection Policy.

## 5.3 Annual Appraisal

- **Frequency:** Every member of staff must receive a formal annual appraisal. This must take place within a 12-month cycle and should be scheduled in advance.
- **Conducted by:** The manager conducts appraisals for Room Leaders and senior staff. Room Leaders conduct appraisals for their team, countersigned by the manager.
- **Appraisal content must include:**
  - Review of the previous year's objectives and outcomes
  - Observation feedback and practice development areas

- Qualification progress and training completed in the year
- Setting of SMART objectives for the forthcoming year
- Identification of CPD needs (linked to Section 6)
- Discussion of career aspirations and progression pathways
- Any concerns raised by the staff member
- **Record-keeping:** A completed Appraisal Record Form must be signed by both parties and filed in the individual's Personnel File. Agreed objectives must be recorded in the CPD Log.
- **Probationary Reviews:** All new staff serve a probationary period of three months. A formal probationary review must be conducted at the midpoint (six weeks) and at the end of the probationary period. The outcome must be communicated in writing.

## 5.4 Practice Observations

- The manager or Room Leader should undertake at least two formal practice observations per year for each practitioner, in addition to general monitoring.
- Written feedback must be provided within five working days of each observation.
- Observation records must be discussed at the next supervision session.

## 6. Continuing Professional Development (CPD) Policy

### 6.1 Commitment to CPD

Little Acorns Montessori is committed to creating a learning culture in which all staff are supported and encouraged to develop their knowledge, skills, and practice throughout their career. The EYFS (paragraph 3.27) requires providers to support staff in undertaking appropriate training.

### 6.2 Statutory and Mandatory Training

The following training is mandatory for all staff and must be maintained within the specified renewal timeframes:

Training Area	Who	Renewal Period
Safeguarding / Child Protection — must meet the criteria in Annex C of the EYFS Statutory Framework for Group and School-Based Providers (DfE, 2025). The safeguarding policy must detail how this training is delivered and how practitioners are supported to apply it in practice.	All staff	Every 2 years; annual refresher should be considered where staff require it to maintain skills or respond to procedural changes
Paediatric First Aid (PFA) – Full Course (min. 12 hrs)	At least one person on premises at all times; all Level 2 & 3 staff qualifying after 30 June 2016	Every 3 years
Safer Food Handling / Allergen Awareness	All staff involved in food preparation	Every 3 years
Fire Safety / Evacuation	All staff	Annually
Health & Safety Induction	All new staff	On commencement
Manual Handling	All staff	Every 3 years
First Aid at Work (general)	Designated First Aiders	Every 3 years
SEND Awareness	All staff	Every 2 years

DSL-specific Safeguarding Training — must meet the additional DSL criteria in Annex C, covering: safe organisational culture; safer recruitment; multi-agency working; local child protection procedures; and liaison with statutory children's services and local safeguarding partners.	DSL and Deputy DSL	Every 2 years, with ongoing support and guidance provided to all practitioners by the DSL
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### How safeguarding training is delivered and embedded in practice (EYFS 2025, Annex C requirement)

At Little Acorns Montessori, safeguarding training is delivered through a combination of: accredited external training courses meeting the Annex C criteria; whole-team safeguarding updates at staff meetings; scenario-based discussion and reflective practice sessions facilitated by the DSL; and individual supervision sessions where safeguarding concerns and learning are explored. All staff are supported by the DSL to apply their training in daily practice, including the recognition and reporting of concerns, the implementation of safer working practices, and engagement with multi-agency processes. The manager must record the method of delivery, attendance, and completion for each member of staff on the Training Matrix.

### 6.3 CPD Planning Process

- At the annual appraisal, each member of staff and their line manager must agree a personalised CPD plan for the coming year, recorded on the CPD Log.
- CPD needs must be identified from: appraisal outcomes; practice observation feedback; children's outcomes data; changes in legislation or EYFS requirements; the setting's improvement priorities.
- The manager must compile a whole-setting CPD Needs Analysis annually, using individual CPD Logs, to identify whole-team training priorities.
- The CPD budget must be reviewed annually by the manager and/or business owner. All staff must have access to a fair share of CPD opportunities regardless of hours worked.
- On completion of any training, the staff member must provide the manager with their certificate within five working days. The manager must update the Training Matrix and file the certificate in the individual's Personnel File.


### 6.4 CPD Record-Keeping

- **Individual CPD Log:** Maintained by the staff member and reviewed at each supervision and appraisal. Held on the staff shared drive and in the Personnel File.
- **Whole-Setting Training Matrix:** Maintained by the manager. Records all mandatory and CPD training, with expiry dates. The matrix must be reviewed at least monthly to identify upcoming renewals. Held in the Policy & Compliance Folder.
- **CPD Certificates:** Originals or digital copies filed in the individual's Personnel File.

### 6.5 CPD Opportunities

The setting will support CPD through, but not limited to:

- Local Authority Early Years training programmes (Bracknell Forest, Windsor & Maidenhead, Wokingham)
- National Day Nurseries Association (NDNA) training and membership resources
- Early Years Alliance (EYA) training and resources
- Montessori Schools Association (MSA) professional development programmes
- Online learning platforms (e.g., Virtual College, Early Years TV, NCFE, Educare)
- In-house peer coaching and practice-sharing sessions
- Funded apprenticeships and Level 3/5 qualification programmes
- Attendance at sector conferences and webinars

 Best practice note: From September 2025, safeguarding policies must include details of how safeguarding training is delivered and how practitioners are supported to put it into practice (EYFS 2025, Safeguarding Training Criteria Annex). This section, read alongside the Child Protection Policy, fulfils that requirement.

## 7. First Aid Policy (Including Paediatric First Aid)

### 7.1 Legal Requirements

The EYFS Statutory Framework (paragraphs 3.29–3.36, effective 1 September 2025) sets the following mandatory requirements, which Little Acorns Montessori must comply with:

- At least one person who holds a current, full Paediatric First Aid (PFA) certificate must be on the premises and available at all times when children are present.
- At least one person who holds a current PFA certificate must accompany children on any offsite outing.
- All staff who obtained a Level 2 and/or Level 3 qualification on or after 30 June 2016 must hold either a full PFA or an Emergency PFA (EPFA) certificate within three months of starting work in order to be counted in staff:child ratios.
- PFA certificates must be renewed every three years.
- From 1 September 2025, students, volunteers, and apprentices must hold a current PFA qualification to be included in staffing ratios.
- The number of children, staff, and layout of the premises must be taken into account to ensure a PFA-qualified person can respond to emergencies quickly.

### 7.2 Approved PFA Course Criteria


All PFA training must meet the criteria set out in Annex A of the EYFS Statutory Framework for Group and School-Based Providers. The full PFA course must:

- Last a minimum of 12 hours
- Be delivered by a suitably qualified and competent training provider
- Include all content areas specified in Annex A, including (but not limited to): resuscitation (infant and child); anaphylaxis and use of adrenaline auto-injectors; choking; febrile convulsions/seizures; asthma; diabetic emergencies; head injuries; meningitis; electric shock; burns; and fractures.

The Emergency PFA (EPFA) course must last a minimum of 6 hours and must cover the core EYFS Annex A content areas.

### 7.3 PFA cover during mealtimes and snack times

- A member of staff holding a current, valid PFA certificate must be present in the room at all times when children are eating or drinking, including snack times, lunch, and any other occasion when food or drink is provided.
- It is not sufficient for a PFA-qualified person to be elsewhere on the premises during mealtimes.
- The manager must ensure that staff rotas reflect this requirement and that PFA-qualified staff are not on breaks, offsite, or otherwise unavailable during any mealtime session.
- This requirement applies across all three settings and must be incorporated into each setting's daily rota planning.

 Important: Only training providers whose courses are consistent with the EYFS Annex A criteria are acceptable. The manager must verify this with any new training provider before booking.

### 7.3 First Aid Staffing Arrangements

- The manager must maintain the Training Matrix to ensure at all times that the ratio of PFA-qualified staff to children is sufficient.
- Staff rotas must be planned to ensure PFA cover is maintained across all rooms and all sessions, including during absences and staff breaks.
- Where a sole PFA-qualified person is due to be off-site with children on an outing, the manager must ensure a second PFA-qualified person remains on the premises.
- When planning outings, the manager must confirm PFA cover as part of the risk assessment process.

## 7.4 First Aid Boxes

- A suitably stocked first aid box must be maintained in each room and in the kitchen area.
- A portable first aid kit must be taken on all outings.
- A designated staff member must check and restock each first aid box at least monthly. The check must be recorded on the First Aid Box Checklist, held in the room file.
- First aid supplies must be stored out of reach of children, in a clearly labelled, accessible location for staff.
- Sharps (e.g., EpiPen needles) must be disposed of in an appropriate sharps container.

## 7.5 Responding to a First Aid Incident

- The staff member nearest to the incident must immediately assess the situation for danger and call for the PFA-qualified person on duty.
- The PFA-qualified person must administer appropriate first aid and, if necessary, call 999 for emergency services.
- A second staff member must inform the manager immediately.
- Children not directly involved must be supervised and kept calm by other staff.
- Parents/carers must be notified of any first aid treatment administered to their child on the same day, or as soon as reasonably practicable.
- If emergency services are called, the manager or a designated senior member of staff must accompany the child to hospital and remain until the parent/carer arrives.
- A full written record must be completed on the First Aid/Accident Record Form (see Section 8.2) immediately after the incident or as soon as is reasonably practicable.
- Serious injuries must be reported to Ofsted and, where applicable, to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) by the manager without delay.
- Safer Eating and Nutrition Guidance: In accordance with EYFS 2025, Little Acorns Montessori must have regard to the DfE Early Years Foundation Stage Nutrition Guidance (April 2025). Supervising staff must face children during mealtimes to allow prompt response to choking or allergic reactions. Any choking incident must be recorded and parents/carers notified. Before a child is admitted to the setting, information must be gathered regarding any special dietary requirements, preferences, food allergies, and intolerances, and this information must be shared with all staff involved in food preparation and mealtime supervision. At each mealtime, there must be a designated member of staff responsible for confirming that the correct food is provided to each child in accordance with their individual dietary and allergy requirements. This information is also governed by the Allergy and Anaphylaxis Policy (separate document).

## 7.6 Medication Administration

The administration of medication is governed by the Little Acorns Montessori Administering Medicines Policy (a separate document). In summary:

- No medication must be administered without written parental consent.
- All medication administered must be recorded on the Medication Record Form and countersigned by a witness.
- Staff trained in the use of adrenaline auto-injectors (EpiPens) must be identified and their training recorded. This forms part of mandatory first aid training for settings that care for children with known allergies.

## 7.7 Display and Communication of First Aid Information

- The manager must ensure parents are informed of which staff members hold a current PFA certificate. This may be displayed on the parent noticeboard, via the setting's digital communication system, or made available to parents on request.
- PFA certificates do not need to be on permanent display but must be made available to parents and Ofsted on request (EYFS 2024/2025, paragraph 3.36).
- Emergency contact numbers (including 999, the NHS Poison Control line, and the local hospital A&E) must be displayed in each room.

## 8. Roles and Responsibilities

Role	Responsibilities
Nursery Manager	Overall accountability for compliance with this policy; maintenance of the Qualification Register and Training Matrix; conducting staff appraisals; identifying and commissioning training; ensuring PFA cover is maintained at all times; reporting to Ofsted where required; updating this policy annually.
Deputy Manager	Acts with full authority of the manager in their absence; supports supervision and appraisal processes; monitors the Training Matrix; supports induction of new staff.
Designated Safeguarding Lead (DSL)	Ensures all safeguarding training is completed by all staff in accordance with Annex C of the EYFS 2025 framework and within required renewal timeframes; provides ongoing support, advice, and guidance to all practitioners on safeguarding matters and on any specific safeguarding issue as required; acts as the first point of contact for safeguarding disclosures in supervision and at all other times; ensures the safeguarding policy details how training is delivered and how practitioners are supported to apply it; maintains records of all safeguarding training in the Training Matrix; liaises with local statutory children's services and local safeguarding partners; ensures safer recruitment procedures are followed; and keeps the Child Protection Policy up to date, including in response to any changes in local or national guidance.
Deputy DSL	Supports the DSL in all safeguarding training and recording functions; acts as DSL in their absence.
Room Leaders	Conduct and record regular supervision sessions for their room team; complete practice observations; contribute to induction of new team members; report CPD needs to the manager; maintain PFA awareness within their rooms.
All Staff	Maintain their own qualifications and training; inform the manager promptly of any change in qualification status; engage actively with supervision, appraisal, and CPD; complete all mandatory training within required deadlines; administer first aid when required and in accordance with this policy.
Parents and Carers	Are informed of the setting's approach to staff training and qualifications (via this policy, available on request); provide written consent for medication administration; are informed of first aid treatments administered to their child.

## 9. Reporting and Recording

## 9.1 Key Documents and Where They Are Stored

Document	Location	Retained For
Qualification Register	Staff Shared Drive	Indefinitely / 3 years post-employment
Whole-Setting Training Matrix	Staff Shared Drive	Indefinitely
Individual CPD Logs	Staff Shared Drive + Personnel File	Duration of employment + 3 years
Personnel File (incl. DBS, references, certificates)	Locked filing cabinet, Manager's Office	Duration of employment + 3 years (adult records); as per guidance for records relating to children
Induction Checklist	Personnel File	Duration of employment + 3 years
Supervision Record Forms	Personnel File	Duration of employment + 3 years
Appraisal Record Forms	Personnel File	Duration of employment + 3 years
First Aid / Accident Record Forms	Accident File, Family, Manager's Office	3 years minimum, or until the child's 25th birthday (whichever is the later), to ensure records are available in the event of any legal claim arising from an incident occurring during the child's time at the setting
Medication Record Forms	Children's Individual Health Files	As above
First Aid Box Checklists	Room File (per room)	12 months
PFA Certificates	Personnel File + Staff Shared Drive - available to parents on request	Duration of validity + 3 years

## 9.2 Reporting Obligations to Ofsted

- The manager must notify Ofsted of any significant change in staffing, including the departure of the manager, any change in the DBS status of a staff member, or any matter that affects the setting's compliance with the EYFS.
- Ofsted must be notified of any serious accident or injury to a child, the death of a child on the premises, and any allegation of abuse involving a member of staff.
- RIDDOR reportable incidents (e.g., fractures in children under 15, hospitalisation for more than 24 hours, or fatalities) must be reported to the Health and Safety Executive (HSE) by the manager within the required timeframes.

## 10. Whistleblowing and Concerns About Practice

The EYFS (September 2025) introduced new requirements to support whistleblowing. All staff have a responsibility and right to raise concerns about the practice of a colleague without fear of detriment.

- Concerns about a colleague's practice or conduct must be raised with the manager in the first instance.
- Where the concern relates to the manager, staff must contact the setting owner or, if the concern involves potential harm to a child, the Local Authority Designated Officer (LADO) for Bracknell Forest.

- Concerns may also be reported directly to Ofsted on 0300 123 1231.
- No member of staff will be subject to any detriment for raising a genuine, good-faith concern. Any attempt to discourage or penalise whistleblowing must be reported to the manager or setting owner immediately.

For more information please refer to Whistleblowing Policy.

## 11. Monitoring and Policy Review

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- This policy must be reviewed annually by the manager, or sooner following any change in legislation, Ofsted guidance, or a significant incident that reveals a gap in practice.
- The manager must complete an annual audit of all staff qualifications, training, and CPD records against the requirements of this policy.
- The outcome of the annual audit must be shared with all staff at a whole-team meeting and any actions recorded and tracked to completion.
- All revisions must be recorded in the Document Control Table at the head of this policy.
- Staff must be notified of any significant revision to this policy and must sign to confirm receipt and understanding.

## 12. Review

This policy will be reviewed annually, or sooner in the event of any changes in legislation or guidance, or following any safeguarding incident. The next scheduled review date is June 2026.

<b>Policy Author</b>	Jonathan Duffy
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<b>Date</b>	June 2026
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