

Self-evaluation form

What is it like for a child here?

Please review the following sections regularly and keep them up-to-date ready to discuss with the inspector during an inspection visit. We would like you to think about each of the questions listed and give yourself a grade based on the same scale as the inspector uses. You may wish to look at our website www.ofsted.gov.uk/publications (reference 2447B) for more information about how inspectors make judgements.

- **Grade 1: Outstanding – my practice is excellent**
- **Grade 2: Good – a strong area**
- **Grade 3: Satisfactory – OK but I could do better**
- **Grade 4: Inadequate – not good enough, I know I need to improve**

Please tick the appropriate box.

1. How effective are you in helping children to be healthy?

Grade: 1 2 3 4

2. How effective are you in protecting children from harm and neglect and keeping them safe?

Grade: 1 2 3 4

3. How effective are you in helping children to enjoy what they do and to achieve as well as they can?

Grade: 1 2 3 4

4. How effective are you in helping children make a positive contribution to your provision and to the wider community?

Grade: 1 2 3 4

5. How effective is your organisation of childcare?

Grade: 1 2 3 4

Have you got the following documents ready to show the inspector?⁵

For all childminders and day-care providers

(except open access schemes as indicated)

- the name, home address and date of birth of each child who is looked after on the premises (not open access schemes)
- the name, home address and telephone number of a parent of each child (not open access schemes)
- the name, home address and telephone number of any person who will be looking after children on the premises
- a daily record of the names of the children looked after on the premises, their hours of attendance and the names of the persons who look after them (not open access schemes)
- a record of accidents occurring on the premises
- a record of any medicinal product administered to any child on the premises, including the date and circumstances of its administration, by whom it was administered, including medicinal products which the child is permitted to administer to himself/herself, together with a record of a parent's consent.

Additional documents for day-care providers only

(except open access schemes as indicated)

- the name, address and telephone number of the registered person and every other person living or employed on the premises
- a statement of the procedure to be followed in the event of a fire or accident
- a statement of the procedure to be followed in the event of a child being lost or not collected (not open access schemes)
- the procedure to be followed where a parent has a complaint about the service provided by the registered person
- a statement of the arrangements in place for the protection of children, including arrangements to safeguard the children from abuse or neglect and procedures to be followed in the event of abuse or neglect.

⁵ These are required by the Day Care and Childminding (National Standards) (England) Regulations 2003.