

SCHEDULE 1

Regulation 3

National Standards Documents

“National Standards for Under Eights' Day Care and Child Minding – Childminding” [2003] ISBN 1-84478-060-0.

“National Standards for Under Eights' Day Care and Child Minding – Full Day Care” [2003] ISBN 1-84478-061-9.

“National Standards for Under Eights' Day Care and Child Minding – Out of School Care” [2003] ISBN 1-84478-062-7.

“National Standards for Under Eights' Day Care and Child Minding – Creches” [2003] ISBN 1-84478-063-5.

“National Standards for Under Eights' Day Care and Child Minding – Sessional Care” [2003] ISBN 1-84478-064-3.

SCHEDULE 2

Regulation 6

Events to be Notified to the Chief Inspector

- 1.—(1) In the case of child minding, a change of the following persons—
 - (a) any person looking after children on the premises, or
 - (b) any person living or working on the premises (provided that persons are not to be treated as working on the premises for the purposes of this paragraph if none of their work is done in the part of the premises in which children are looked after or if they do not work on the premises at times when children are looked after there).
- (2) The information to be provided is the new person's date of birth, full name, any former names or aliases and home address.

- 2.—(1) In the case of day care, a change of the following persons—
 - (a) any person in charge,
 - (b) any person looking after children on the premises,
 - (c) any person living or working on the premises (provided that persons are not to be treated as working on the premises for the purposes of this paragraph if none of their work is done in the part of the premises in which children are looked after or if they do not work on the premises at times when children are looked after there),
 - (d) where the day care is provided by a partnership, committee or corporate or unincorporated body whose prime purpose is to provide day care, any person who is a member of that body, and
 - (e) where the day care is provided by a partnership, committee or corporate or unincorporated body whose prime purpose is not the provision of day care, any person who has delegated, clearly identifiable and direct responsibility for the provision of day care.
- (2) The information to be provided is the new person's date of birth, full name, any former names or aliases used by them and home address.
- (3) Any change in the name or address of the registered person and—
 - (a) where day care is provided by a body corporate, any change in the name or registered number of the company; or

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- (b) where day care is provided by a registered charity, any change in the name or registration number of the charity.
- 3. Where day care is provided by a committee, partnership or unincorporated body, particulars of any change in the name of the body that provides the care.
- 4. Particulars of any change in the child care category applicable to a registered person.
- 5. Particulars of any change in the address of the premises.
- 6. In the case of day care, particulars of any change in the facilities to be used for day care that may affect the space available to children and the level of care available to them.
- 7. Particulars of any change in the hours during which day care or child minding is provided which will entail the provision of overnight care.
- 8. Particulars of any food poisoning affecting two or more children looked after at the premises, any child having meningitis or the outbreak at the premises of a notifiable disease as listed by the Health Protection Agency.
- 9. Particulars of any serious accident or injury to, or serious illness of, or the death of, any child whilst in the care of a registered person; or
- 10. Particulars of any serious accident or injury to, or serious illness of, or the death of, any other person on the premises.
- 11. Particulars of any allegations of serious harm or abuse against a child committed—
 - (a) by any person looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere); or
 - (b) by the registered person, or any person living, working or employed on the premises.
- 12. Particulars of any other significant event which is likely to affect the suitability of the registered person or any person caring for the children on the premises to look after children.

SCHEDULE 3

Regulation 7

Records to be kept by registered persons

Particulars Required in all cases

- 1. The name, home address and date of birth of each child who is looked after on the premises.
- 2. The name, home address and telephone number of a parent of each child who is looked after on the premises.
- 3. The name, home address and telephone number of any person who will be looking after children on the premises.
- 4. 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 looked after them.
- 5. A record of accidents occurring on the premises.
- 6. 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, together with a record of a parent's consent.

Particulars where the Registered Person is Providing Day Care

7. The name, address and telephone number of the registered person and every other person living or employed on the premises.
8. A statement of the procedure to be followed in the event of a fire or accident.
9. A statement of the procedure to be followed in the event of a child being lost or not collected.
10. A statement of the procedure to be followed where a parent has a complaint about the service provided by the registered person.
11. 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 allegations of abuse or neglect.