



## **Procedure for notification to Ofsted, Local Child Protection & RIDDOR**

Ofsted will be notified within 14 days of:

1. Any change to the address of the premises or provision.
2. Any proposal to change in hours.
3. Any change to the premises which affect the space.
4. A proposal to provide overnight childcare.
5. Any change to the providers name, address or telephone number.
6. Any change to the person managing the provision.
7. Any allegation of serious harm to or abuse of a child committed by any person working or caring for children on the premises.
8. Any serious accident, serious injury, serious illness or death of a child being cared for and of the action taken by the manager.
9. Any incident of food poisoning affecting two or more children cared for on the premises.
10. Any other significant event which is likely to affect the suitability of the manager and or staff and volunteers, details of any order, determination, conviction, or other grounds for disqualification from registration under regulations made under section 75 of the Childcare Act 2006. Procedures must follow section 3.15 of the Statutory Framework for the EYFS.

Phone Ofsted and confirm in writing to the address below and keep a copy for our records.

**Ofsted National Business Unit**

**Ofsted**

**Floors 5<sup>th</sup>, 6<sup>th</sup> & 7<sup>th</sup>**

**Piccadilly Gate**

**Store Street**

**Manchester**

**M1 2WD**

**Ofsted help line 03001 231231**

Items 7 & 8 above, must also be reported within 14 days to:

**Ferndown Social Care**

**Penny's Walk**

**Ferndown**

**BH22 9JY**

**01202 877445**

Items 8 & 9 above, must also be reported to:

**HSE**

General advice on how to make a report is given on HSE's RIDDOR web pages.

(Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)

All incidents can be reported online and there is a telephone service for reporting fatal injuries.

**HSE information line 0845 3450055**

**RIDDOR 01202 667219**

In our setting we have record keeping systems in place that meet legal requirements; the means that we use to store and share that information takes place within the framework of the General Data Protection Regulations (2018) and the Human Rights Act (1998).

This policy was adopted at a meeting of Trustees held on .....

and was checked and re-affirmed on .....

Signed on behalf of The Little Pennies Pre-School

..... (Chairperson)