

Children (NI) Order 1995**UNDERSTANDING YOUR INSPECTION****Sessional Care & Full Day Care****Requirement to Inspect**

Article 130 of the Children (NI) Order 1995 gives Trusts a duty to inspect domestic premises in which childminders are working and non- domestic premises where day care for children aged under twelve is being provided at least once per year.

Your setting is now due for inspection and you will have been notified of a “window” in which this inspection will take place and who will carry out the inspection. The inspection aims to ensure that the care provided in your setting is in compliance with the requirements set out on your Registration Certificate and that you are meeting the Minimum Standard of care as set out in the Childminding and Day Care for Children Under Age 12 Minimum Standards and the Implementation Guidance.

You are required to be involved in the inspection process by completing the Self-Evaluation Form that has been provided to you and returning it to the Inspector by an agreed date. This document will form the basis of the inspection and the Inspector will ensure that the information you have provided can be backed up by evidence on the day of inspection. Other documentation that will be required from you will also be noted on the inspection letter. You will also receive, or be in possession of an “Inspection Notification” poster. It is important that this is displayed from the time you receive your letter of inspection until after the inspection has taken place. This enables parents, staff, contracted services and older children to be aware of the inspection and to have an opportunity to express their views.

It is important that your staff are involved in the inspection process by completing the staff questionnaires and engaging with the Inspector/s.

What happens before the inspection?

Prior to inspection the Inspector will:

- Read your Self Evaluation Form
- Read your Staffing Information Form
- Read the previous Inspection Report
- Read your previous Action Plan
- Read the staff questionnaires
- Read the policies provided by you
- Send out questionnaires to parents
- Consult with other agencies/stakeholders if relevant
- Carry out Trust checks on all those working with children (if appropriate)
- Speak to your link social worker

What should I expect on the Day of Inspection?

- If you provide full day care the inspection is likely to take between four hours and a full day depending on the size of your facility and what is required to be inspected. You will receive one inspection for each facility for which you hold a Registration Certificate and you will have to complete one Self Evaluation Form for each facility. If you provide sessional care the inspection is likely to take a half day for each provision. If you provide a morning session and afternoon session or two sessions side by side, there will usually still only be one inspection with the inspector spending time in each group. The inspection will be carried out by one or two Inspectors depending on the size of the facility or if issues have arisen in the past.
- When the Inspector arrives, he/she should introduce themselves and show their identification. The Inspector should be professional and courteous to everyone they meet to ensure that everyone is treated fairly and with respect. The Inspector must adhere to a code of conduct to ensure that inspections are of the highest professional standard.¹ Likewise the Inspector should also be treated in this manner. If you are dissatisfied with any aspect of your inspection, you can contact the Early Years Social Work Manager.
- The Inspector should explain the inspection process and you should have a clear understanding as to how the inspection will be carried out. A timetable should be agreed at the start of the day and a discussion should take about the daily routine so that any important activities are not missed. The time for feedback should be agreed and who will be present.
- Please inform the Inspector of any sensitive issues that are occurring in the setting so that this can be taken into consideration.
- The inspection will focus on one section/Quality Area of the Childminding and Day Care for Children Under age 12-Minimum Standards which will mean that your setting will be inspected across all the Standards every four years. The Standard on Safeguarding and Child Protection will be inspected every year. The Inspector will inform you of which Standards will be focused on and will require to see the relevant documentation for those Standards.
- The Inspector will discuss your Self Evaluation Form and previous Action Plan and this will give you an opportunity to substantiate the information that you have provided and point Inspectors to where to find evidence to back it up. If the evidence does not bear out what the Self-Evaluation Form claims then the Inspector will discuss this with you as soon as possible so that you have the opportunity to deal with these matters.

¹ Code of Conduct can be found on the Trust Website

- The Inspector will spend time in each room, observing the care provided and ensuring the setting is providing a safe and appropriate environment.
- It would be helpful if you would introduce the Inspector to your staff and ensure that they can find their way round the setting, but it is not necessary for the Inspector to be accompanied during the inspection. The Inspector will speak to staff about their role and engage with children. The Inspector may also speak to parents if this is appropriate.
- Should concerns arise during the inspection, it may be necessary to address these at the time.
- The Inspector will sample documentation throughout the inspection that links in with the Standards that are being inspected at that visit and to confirm the accuracy of the Self Evaluation form.
- Inspectors will record the information they gather on an inspection form (This can be found on the Trust web-site). This may be done electronically or in hand written notes.
- At the end of the inspection, the Inspector will feedback to manager/leader the key findings of the inspection based on the Standards that have been inspected. This will include areas of good practice and areas where practice needs improved. Where non-compliance of requirements have occurred or Standards have not been met, you will be expected to address these immediately.

What happens following the Inspection?

- The Inspector will complete a draft inspection report and once approved by the Social Work Manager, this will be sent to you, the registered person.
- You will be asked to check the form for factual accuracy and return to the Inspector by an agreed date. Professional opinion/decisions can only be challenged through the Trust Complaints procedure.
- You will be expected to complete an Action plan based on the recommendations of your Inspection and return to the Inspector within 4 weeks of the final report.
 - ▲ Once the report is returned, the Inspector will make any necessary changes
 - ▲ The report will be noted at the next Early Years Panel who will consider the team managers recommendations to confirm ongoing registration (full day care only)
 - ▲ If you do not return the report in the agreed time frame, the Inspector will proceed with the final report

- ▲ The final report will be issued to you
- ▲ This report must be shared with staff and parents

What happens if the provision does not meet requirements?

- If any conditions of registration are to be varied, imposed or removed, or if there has been non-compliance in registration or Standards not met, these matters will come before the Early Years panel for consideration. This will be the role of the Link Social Worker