

## **SELF-EVALUATION FORM GUIDANCE NOTES – SESSIONAL CARE & FULL DAY CARE**

The Early Years Self Evaluation Guidance Form should be used by providers who are registered with the Trust to provide childcare under the Children (NI) Order 1995.

### ***Who should complete my Self Evaluation Form?***

The form should be completed by the registered person/Chairperson in consultation with the Manager/Leader.

### ***Why should I complete my Self Evaluation Form?***

You are required as part of your ongoing registration to complete this form in preparation for your annual inspection. It will help you consider how best to create, maintain and improve your setting, so that it meets the standard of care required under the Childminding and Day Care for Children under age 12 - Minimum Standards and offers the best experience for the children in your care. The Self-evaluation Form provides key questions for you to ask as you evaluate and improve your provision in relation to the requirements of your registration and the Standards.

The Self-evaluation form gives inspectors an idea of which aspects of your provision you consider work well and those which you are seeking to improve.

### ***When should I complete my Self Evaluation Form?***

The Trust Early Years Team will send out the part of the Self Evaluation Form that relates to the Quality Area under which you are due to be inspected and this will always include Safeguarding and Child Protection. You will be expected to return the form two weeks before the four week period in which your inspection will take place. You will also be in receipt of a Full Self Evaluation Form which covers all the Quality Areas covered in the Childminding and Day Care for Children under age 12 - Minimum Standards and we would encourage you to use this document as an ongoing self-evaluation tool to assist you in your practice.

### ***What should I think about when completing my Self Evaluation form?***

You should think about how you implement the requirements of your registration certificate and the Childminding and Day Care for Children under age 12 - Minimum Standards, Implementation Guidance and your Policy and procedures, ensuring quality care for all children attending your setting.

### ***How do I complete my Self Evaluation Form?***

In order to complete this form, it is important that you have a clear understanding of what is expected of you from the Childminding and Day Care for children under age 12 - Minimum Standards, Implementation Guidance and it may be helpful to have a copy at hand when you are completing the form. These guidance notes explain what is required for each section. It is important to make comment on each of the criteria within the Standard. However it is not necessary to write at length and consideration should be given to the use of bullet points. If reference is not made this could lead to recommendations on your inspection report. In addition to this you are required to provide details of the staff you employ and the children who attend your setting. Answer the questions as objectively as possible using the guidance notes provided for assistance. Take time to consider what aspects of your provision works well for the children and those that need improvement. Refer to your last inspection report, the recommendations made on it and the Action Plan you put together. Consider the changes you have made since your last inspection and what is working better. This form can be typed or handwritten. If handwritten it is important that the Inspector can read it so please write clearly using black ink.

### ***How will my Self-evaluation form be used?***

The information you provide will form the basis for the inspection. The inspector will evaluate your views of the setting and will ensure that the information you have provided can be backed up by evidence on the day of inspection.

# Early Years Inspection Self Evaluation Guidance Notes

## Sessional Care & Full Day Care

Guidance to support using the self-evaluation form to evaluate the quality of registered early years provision and ensure continuous improvements.

***Please note that the bullet points noted below are for guidance purposes only and are not an exhaustive list. When completing your Self Evaluation Form it will be important that you ensure that your setting adheres to the Childminding and Day Care for Children Under age 12 Minimum Standards and Implementation Guidance.***

### **Section 1**

#### Quality of Care

#### **1.1 *Children are safeguarded through systems and practices that are consistent with Regional Safeguarding Child Protection Policies and Procedures.***

You need to identify that children's protection is given the highest priority. You should consider:-

- What training has been attended?
- Do you have a written policy and code of practice?
- How your policy is shared with parents
- Have you a policy in relation to the use of CCTV; mobile phones and photographs?
- What arrangements do you have for children being collected by adults who are not parents?
- Do you have a designated child protection/safeguarding officer?
- Do you have a whistle-blowing policy?

1.2 ***Children's well-being is promoted and their care, developmental and play needs are met.***

You should indicate how your setting provides a broad range of play and other activities to develop children's physical, social, emotional and intellectual abilities. This might include reference to:-

- Relationships between staff and children
- How to ensure your environment is warm and welcoming for both children and parents
- Promotion of self-esteem, independence and confidence
- Active indoor and outdoor play
- Opportunity for children to relax
- Individual observation and assessment
- Seeking the views of children when planning activities
- What you feel works well and what could be improved

1.3 ***The overall health and wellbeing of the child is promoted and safeguarded***

Your setting should be promoting the health of children. You should consider the following:

- Cleanliness/good hygiene practices
- Safe preparation of foods and snacks
- Physical activity
- Management of medicines – storage and administration
- First-aid arrangements
- How you deal with children who are ill or infectious
- Policy on smoking
- Issues for improvement

1.4 ***Children's safety is promoted at all times ensuring that proper precautions are taken to prevent accidents and minimise risks to them***

In this section, you need to identify how you minimise risk to Children's Safety. You should consider:-

- Is an annual risk assessment of the premises carried out?
- Do you comply with relevant health and safety regulations?
- Is access by visitors controlled?
- Fire-safety arrangements/fire drills
- Use of safety glass in window/doors
- Safety on outings (walking or in vehicles)
- Whether adequate insurance is in place
- Access to water in ponds/pools is controlled
- Safe storage of cleaning materials and alcohol

1.5 ***Children are provided with a wide variety of nutritious foods and drinks that will contribute to their health, growth & development.***

You should indicate the policy you have on the provision of food and drink, ensuring that they are nutritious, properly prepared and meet the dietary, cultural and religious requirements of each child. Consider in your response:-

- The meals/snacks provided
- The balance of meals/snacks in terms of main food groups
- The social value of eating together is promoted
- The availability of fresh drinking water
- In accordance with the Nutrition Matters for Early Years (HP document).

1.6 ***There is consistency in the use of positive strategies to establish acceptable patterns of behaviour and to promote children's well-being, self-esteem and development.***

You should consider the following:

- Does your setting encourage positive behaviour and if so, how?
- Do you have a written policy on behaviour management, including bullying that is used by all staff and shared with parents?
- How does your setting deal with challenging behaviour?
- Do all staff understand that physical restraint is used only when a child is in danger of seriously hurting himself or others?
- Is physical punishment (smacking, slapping or shaking) used or threatened?

1.7 ***Providers work in partnership with parents to meet the needs of children both individually and as a group.***

In responding to this you should consider:-

- Do you have a comprehensive Statement of Purpose (information about your setting and its ways of working) which is shared with all parents?
- Do you have an agreed way of sharing information with parents about their child's activities and progress?
- How you recognise the particular needs of parents with a disability or language difficulties in sharing information about a child's activities and progress?

1.8 ***The setting actively promotes equality of opportunity for all staff, children and their parents and positively values diversity***

In responding to this, you should consider:-

- Your admission processes ensuring that criteria comply with equality legislation.
- Your employment arrangements and their compliance with equal opportunities requirement
- Do your staff demonstrate that they positively value diversity in race, culture, religion, gender, ability/disability, marital or civil partnership status and sexual preference?
- Are children provided with opportunities to understand and respect diversity?

1.9 ***The welfare and development of children who have additional needs is actively promoted based on appropriate assessment.***

You should consider the ways in which you:-

- Provide additional support for children in consultation with parents and relevant professionals
- Identify through assessment any emerging difficulties and sign post parents to sources of additional help
- Ensure that individual care planning addresses the rights and needs of children with additional needs.

## **Section 2**

### Quality of Staffing, Management & Leadership

**2.1 *There are effective and efficient management and monitoring arrangements in the setting to support the work of staff and the care of children.***

In responding to this, you should consider the governance arrangements to ensure that:-

- Parents know who the Registered Person is and how to contact them
- Regular monitoring reports are provided to the Registered Person/Management Committee by the person in charge
- Where Management Committees are in place, roles and responsibilities are explicit and audited and regular Committee meetings are held and minuted
- Management Committees/Registered Person takes responsibility for recruitment procedures
- Effective financial procedures are in place
- Monitoring arrangements are in place to ensure that policies and procedures are actioned appropriately
- Monitoring arrangements are in place to ensure that training needs of staff are identified and that staff are able to avail of identified training.

**2.2 *Adult / child ratios, space and resources are organised to meet the children's needs effectively and to comply with the stipulations on the Registration Certificate.***

You should consider in your response:-

- The employment of a suitably qualified person in charge and arrangements for deputising/cover when required
- Contingency arrangements for staff absences or emergencies
- The number of qualified staff available in your setting as recognised by NISCC and identify the number of unqualified staff/students
- Your induction arrangements for new staff
- Where necessary, do you employ a cook?
- Do you maintain a daily register as required?
- Do you have named worker/keyworker for each child?
- What is your ratios of staff to children?

**2.3 *Those working with children in either a paid or voluntary capacity, or who have substantial access to them, are suitable individuals to do so.***

You should identify here that proper vetting procedures are in place and are followed in respect of all those working with children or who have substantial access to them.

### **Section 3**

#### Quality of the Physical Environment

**3.1 *Sufficient furniture, play equipment & materials are provided. These are appropriate for their purpose & help create an accessible & stimulating environment.***

You should identify in your response that:-

- Your setting has a range of suitable play equipment and materials for indoor and outdoor play and that it is maintained in a safe condition
- Play equipment and furniture is suitable for the ages of the children attending.

**3.2 *The premises are safe, secure & suitable for their purpose and meet relevant statutory requirements.***

In your response, you should consider:-

- Are your drop-off and pick-up arrangements safe?
- Do you have access to a working telephone?
- Are there appropriate levels of heating with appropriate safeguards?
- Is there adequate storage?
- Are outdoor play areas safe and regularly risk-assessed?
- Are minimum clear space standards maintained?
- Appropriate risk assessment

## **Section 4**

### Quality of Monitoring & Evaluation

#### 4.1 ***Records are maintained as required for the efficient and safe management of the setting or to promote the wellbeing, care and development of children.***

You should consider in your response:-

- Have you a policy on the retention, safe storage and destruction of records?
- Do you share records about a child with his parents?
- Do you keep appropriate records of all accidents, injuries or untoward events?
- Do you notify the Trust's Early Years Teams immediately about serious incidents eg allegations of abuse against a member of staff or volunteer, serious illness, injury to or death of a child; or investigation by Police or convictions in relation to a Registered Person or member of staff?
- Do you notify the Trust of any changes to the people living, working, visiting your facility or structural changes to the facility, prior to these taking place?

#### 4.2 ***All complaints are taken seriously and dealt with promptly and effectively.***

In your response you should consider:-

- Have you a complaints policy and procedure which is known by parents/carers?
- Are staff trained to deal with complaints at the appropriate level?
- Do you keep a Complaints Register?

## **Section 5**

### Policies & Procedures

Please ensure that all policies are provided your setting in line with the Childminding and Day Care Standards for Children Under Age 12 – Minimum Standards.

**It is the responsibility of the Registered Person to ensure that all policy and procedures are available, fit for purpose and reviewed on an annual basis, or more often if required**

**Views of those who use your service**

This section asks you tell us how you seek the views of all those who use your setting including children and their parents/carers. It asks about the action you take to address issues/concerns raised by these users.

- How do you know what their views are?
- Do you ask parents and others to complete a questionnaire about how satisfied they are with the provision or do you meet with parents to discuss the provision?
- Are parents represented on the management body?
- How do you know the children's views and ideas, and those of the staff?

**Your views on the service you provide**

This section asks you to tell us about your views as the provider of the service.

(a) Include details of:-

- Your building including areas/rooms used
- Access to outdoor play
- Disability access
- The days and hours you operate
- Numbers of staff and their qualifications
- Training provided for/undertaken by staff
- Staffing difficulties eg recruitment, retention
- Whether any children have additional needs due to disability or language difficulties.

(b) This Section asks you to tell us about positive features in the service that you provide.

- Are you an accredited service?
- Are there particular programmes that you provide?
- Are there additional services that you provide?
- Is there something you are proud of in your service?

(c) You have been asked to critically review the service you provide and identify any issues which you feel need to be addressed to improve your service such as:

- Building/Use of rooms
- Staff training/qualifications
- Outdoor play
- Practice improvements

*Remember – identifying possible improvements indicates a reflective practitioner/provider who has an interest in continuous improvement.*

(d) Having identified areas for improvement you are asked to let us know what you intend to do to address these.