



States of Guernsey
States Early Years Team

QUALITY ASSURANCE REPORT

Early Years Providers Name:

Date and time of Premises Inspection:

Date of Full Self-Evaluation Review:

The Purpose of Quality Assurance

Quality improvement ensures providers consider how best to create, maintain and improve provision in order to offer the highest quality learning and development experiences for all children and their families. Children who experience high quality provision are well placed to achieve higher outcomes educationally and develop better social, emotional, and cognitive abilities necessary for life-long learning.

This Quality Assurance Report is informed by Self-Evaluation Review, Premises and Desk Top Inspections and other self-improvement tools (e.g., ECERs, ITERS Leuven etc.). This process supports improvement in Early Years provision for all children.

Desk Top and Premises Inspection

Documentation will be required for the Desktop Inspection prior to the Premises Inspection, where Early Years Providers share pre inspection information to ensure Premises Inspections are focused and efficient.

During the Premises Inspection children will be observed including care routines and the support of personal development, Inspectors will talk to children and Early Years Practitioners.

Inspections will vary according to the evidence provided and gathered.

All inspections are carried out as per The Children Law (Guernsey and Alderney), 2008 and The Child Protection (Guernsey) 1972, Law.

When arranging a date for an inspection parent/carers and child's voice is sought as part of the inspection process. The Inspector will email the parent/carers/child Questionnaire to the setting. This information contains a message to share with all parents/carers of children who attend your setting, which will link the parents/carers to the questionnaire. A summary of their responses will be captured in this report. The full response will be made available to the Owner/Manager.

Full Name of Registered Person		Current Registration Expires on	
Context of Early Years Provider			

PLEASE NOTE THAT ANY REQUIRED, IMMEDIATE OR ENFORCED ACTIONS CARRIED FORWARD FOR TWO CONSECUTIVE INSPECTIONS WILL LEAD TO THE PROVIDER BEING SERVED AN IMMEDIATE COMPLIANCE NOTICE, WHICH MAY INCLUDE SUSPENSION OF FUNDING AND/OR SUSPENSION OF REGISTRATION

SELF-EVALUATION REVIEW SUMMARY

Early Years Quality Standards Framework	
QS 1 Safeguarding & Welfare	
QS 2 Effective Leadership & Management	
QS 3 Positive Interactions & Well-Being	
QS 4 Enabling Environment	
QS 5 Education Programme & Progress & Practice	
QS 6 Positive Partnerships	
See SER Validation Meeting notes for recommendations made from SEYT.	

INCLUSION SUMMARY

Open, factual & empathic identification of SEND in partnership with parents	
SEND Register is in place and SENDCO can talk about children's needs and any actions	
Overview of effectiveness of plans for children and evidence that practitioners are applying actions within plans	
Partner Services advice and guidance is actioned and impactful	

Inclusion Actions

Actions for SENDCO and Senior Leadership Team	
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DESKTOP & PREMISE INSPECTION REPORT

Name of Early Years Inspector	
Number of children present on day of premises inspection	
Number of qualified/unqualified staff on duty (inc. Maths and English)	
Matters arising from Desk Top Inspection	

Actions for improvement from last inspection and visits

Date	Action/s

Liability Insurance valid and displayed	
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QS1

• Safeguarding & Welfare

Safeguarding & Child Protection

Safeguarding Lead	
Deputy Safeguarding Lead	
Route map displayed and staff aware of this	
Conversation with Safeguarding Lead	
Staff aware of safeguarding process and who to speak to if concerned	
Parents pack checked. Including photo/social media permissions, Operation Encompass info and transportation of children.	
Personal devices checked (watches, phones, new technology)	

Safer Recruitment

DBS central record Update service and other records of staff suitability including qualifications Check	
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Safety

Emergency Fire Plan displayed and fire drills effective	
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Data Protection

Data Protection processes and procedures checked	
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Cleanliness

Changing facilities suitable and clean	
Personal Hygiene station in all rooms	
Cleanliness across the provision including carpets	

Eat Well

Staff aware of allergies and Health Care plans in place/effective	
Food stored and handled correctly	
Babies held for bottle feeding	
Access to drinking water at all times	
Appropriate and positive eating environment including staff as role models	
Example Menu – compliant with Eat Well Policy and Health Improvement Commission guidance	

First Aid

First Aid boxes stocked and stored safely with items in date	
Number of staff on duty with Paediatric First Aid certification	
Accident report seen. Do they meet data protection guidance?	

Medication

Storage suitable	
Records complete	
All labelled correctly	

Personal Care

Dignity & Respect is evident	
Personal routine is individualised	
Supersmiles in place and observed	

QS2

• Strong Leadership and Management

Policy	Date reviewed	Comments
Exclusion of children who are ill or infectious		
Safeguarding and child protection including intimate care, allegations about staff, whistleblowing, E-safety, and use of personal devices/equipment.		
Inclusion including SEND and equal opportunities		
Positive behaviour		
Lost or missing children		
Induction of new children		
Accident and incident procedures		
No smoking, drugs, alcohol and vaping		
Infection Prevention and Control		
Cleaning and disinfection schedules		
Health and Safety at Work Policy and Risk Assessments (QS1)		
Food Safety Management System based on HACCP principles		
Fire Policy and procedures including dates of last 2 fire drills and most recent fire check.		
Complaints and concerns		
Data protection/Privacy Notice		
Legionella		
Eat well		

QS3

• Positive Interactions and Well-Being

Positive atmosphere and empathic adult style observed in each room	
UNCRC is evident (child's voice is respected)	
Staff aware of their key worker system	

QS4

• Enabling Environment

Building & Equipment

Sole use of premises	
Building and resources safe and in good repair	
Number of toilets/wash handbasins. Soap/hand towels/hand dryers available.	

Sleeping Arrangements

Good sleep hygiene - provision is appropriate for individual children (cots or mats). Cleaning/washing of bedding/cots.	
Temperature is between 16 - 20°	
Checks recorded for sleeping babies (10 min intervals)	

QS5

• Education Programme,
Progress & Practice

Special Educational Needs and/or Disability

Name of SENDCO	
SENDCO has attended all statutory training sessions and fed back to the team	

Curriculum & Offer

Children have access to a wide range of activities and resources and have a high level of engagement.	
Staff deliver a balance of child led and adult directed/ supported activities and experiences which suitably challenge children and meet their developmental needs	

Partner Services

Positive involvement with Partner Services	
Advice is actioned and impactful	

Parental Questionnaire

Summary of feedback	
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Child's Voice

Summary of feedback	
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Desktop & Premises Inspection Actions

EYQSF	Action	By whom	By when
QS1			
QS2			
QS3			
QS4			
QS5			
QS6			

Quality Assurance Outcomes

Complies with EYQSF – Actions for further improvement in report	
Partially Compliant with EYQSF – Actions <u>required</u> to be made in report for full compliance	
Does not Comply with EYQSF - Immediate actions and/or Enforcement Required identified in the report	