Procedure for Inspections

Building and Equipment

Throughout the session the staff are working closely with the children, ensuring that the environment in which they are working, is safe and free from danger or hazards. If at any time a member of staff is concerned about the safety aspects of a piece of equipment, the item will be removed, if it can be repaired then arrangements will be made to do so.
However, if it is considered to be irreparable then the item will be disposed of and replaced as required.

At the close of the session when the children have left the premises the building is cleaned and set out ready for the next session, giving staff a further opportunity to inspect and survey the equipment and make judgments accordingly.

The staff work closely as a team, to ensure that the environment is a safe place for both adults and children to be in, and that it contains a high standard of equipment for the benefit of all.
Health and safety is a regular matter for consideration at our staff meetings, any identified hazards and concerns are raised by staff, discussed as a team and solutions sought and agreed, and all matters raised are recorded.

Settings Inspections

- The staff, management and the preschool is regularly inspected by OFSTED. Their role is to ensure that we are working to the Statutory Framework for the Early Years Foundation Stage and are meeting the regulations laid down by the statutory framework. Parents are invited to contribute towards the inspection, by meeting the inspector or giving the inspector feedback about the setting.

- We also have contact with Early Years Advisors and Development Workers from Norfolk County Council, who are available to us for advice, support and to keep us up to date with new policies and standards. Sometimes they come out to visit and see how we operate or deliver bespoke training.

- New families are welcome to pop in and visit at any time- to see how we operate and look around the setting. We prefer that visitors arrive after 9.30am, to ensure that all the children attending that day have been fully supported in their transition into the preschool. A member of staff can then show you around and spend time explaining more about our working day.

- From time-to-time members of our Trustee board will pop in, to meet the staff and/or inspect the premises, this is an invaluable way for Trustees to keep in touched and informed, as to the day to day running of the setting.