




Mangotsfield Out of School Club Surveillance Checks Policy

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Surveillance Checks Policy - MOOSC28.01

Policy

MOOSC carries out surveillance checks to make sure it meets the standards required by OFSTED for Early Years Child Care.

Surveillance checks are used as a way for the Management Committee to identify any non-conformities and provide appropriate additional resources, training and/ or amendments to policies and procedures for the future improvements.

Procedure

Surveillance checks are based on the National Standards for Under Eights Day Care and Childminding the requirements and should be carried out at least once every academic year in each setting, specifically being both term-time and School holiday provisions.

Surveillance checks should be carried out by any member of the Management Committee at any time to review time-keeping, play set-up standards, child welfare, staff performance and policy and procedure adherence.

Notes must be made against each of the statements on whether each Club site is meeting the standard or not. If a particular site is not meeting the standard, additional information must be provided as to why it is not compliant and how improvements should be made.

Any practices witnessed that are a concern may be discussed with staff which may result in disciplinary action if findings are not at the required level.

Non-Conformance Reporting

Any non-conformances to these standards should be discussed at the next Management Committee meeting with the necessary action determined.

Any necessary action is to be detailed in the Management Committee minutes and marked to review each subsequent meeting until any appropriate improvements have been made.

The minutes must detail:

- the date the non-conformance was raised;
- who undertook the surveillance check;
- its unique number (NON_CON(DATE));
- details of the non-compliance;
- the appropriate action;
- responsibility for the appropriate action; and
- timescale for any action to be completed.



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Related Policies

1. Health and Safety