

Registration Checklist for Group Settings

Action	Yes/No	Comments
Requirement:		
I have received my Ofsted Registration Certificate and displayed this in my setting		
I have arranged public liability insurance		
I have completed a health & safety risk assessment including fire safety		
I have ensured that relevant safeguarding procedures are in place and staff are suitably trained		
I have registered my business with the Charities Commission and/or Companies House and/or HMRC if a sole trader (as appropriate)		
I have registered with the Information Commissioners Office		
I have registered with the Food Standards Agency		
I have a signed lease or hire agreement in place for the premises of the setting		
Other:		
I have visited the Ofsted pages of the gov.uk website to view the suitable person questions in order to prepare for my registration visit		
I have registered with KCC's Management Information in order to provide free Early Education and Childcare places for 3 and 4 year olds		
I have registered with the Free for 2 Team in order to provide free Early Education and Childcare places for eligible 2 year olds		
I have ensured that I comply with the Kent Provider Agreement		
I have contacted the collaboration mailbox to be supported to join a local Collaboration		
I have been contacted by the Early Years and Childcare Equality and Inclusion Team to ensure I am prepared to support all children		
I have familiarised myself with the Kelsi site and located relevant supporting documentation		
I understand my responsibilities within the EYFS (2017), the childcare register requirements, the Early Years Outcomes document and the SEN Code of Practice (2015)		
I have familiarised myself with the Local Offer		
I have made links with my local children's centre and am familiar with the referral process for Early Help Notifications		
I have entered my details onto the CFIS web pages		
I have registered with the Foundation Stage Forum		

