



## **Notification of Changes policy**

Tandridge village Pre-School Management Committee will notify Ofsted by phoning 08456 404040 with any of the following changes;

Premises or provision:

- A change to the address of the premises where they are providing childcare
- A change in the type of childcare we provided

Changes to people:

- Any change to their name, address or telephone number
- Changes in staffing due to resignation and recruitment
- Any significant event which is likely to affect their suitability or any person caring for children on the premises, such as any offence or orders that may disqualify them

Matters affecting the welfare of the children:

- Any incident of food poisoning affecting two or more children in the provider's care any serious accident or injury to, or the death of any other person on the premises on which childcare is provided
- Any allegation of serious harm to, or abuse of, a child committed by any person looking after children at the premises (whether the allegation relates to harm or abuse committed on the premises or elsewhere), or by any person, where the allegation relates to harm or abuse occurring on those premises

This policy has been adopted by Tandridge Village Pre-School Committee.

Signed on behalf of the Pre-School:

Date

This policy will be reviewed: Autumn 2020

(Unless there is a change in legislation or with direct guidance from an educational body)

Staff Signatures:

Date: