

Documentation to display

What do you display on your notice board for parents, visitors and passing Ofsted inspectors to see?

It is good practice to have a notice board for parents, in an area of the house where it can be easily seen. You can use one that you take down when not working or make it a more permanent fixture – it's up to you. You do not need to have an actual notice board – if you prefer you can use clear plastic wallets attached to the wall.

Here are some documents that childminders *must / should* display -

1. **Registration certificate** - the EYFS 2012, requirement 3.75 states that 'Providers must hold the following documentation – their certificate of registration (which **must** be displayed at the setting and shown to parents and/or carers on request).'

2. **Ofsted parents poster** – while it is not a requirement of the EYFS to display the Ofsted parents poster, EYFS requirement 3.74 states 'Providers **must** make available to parents and/or carers details about how to contact Ofsted.' This is normally translated by Ofsted inspectors as expecting to see the parents poster on display. The latest version is here, updated Sept 2013 (a couple of digits changed on the number at the bottom) –

<http://www.ofsted.gov.uk/resources/poster-for-parents-childcare>

3. **Emergency escape information** – it is not a requirement of the EYFS 2012 to display emergency escape information. However, a number of childminders have reported that their Ofsted inspectors have said that it **should** be displayed.

Here are some **further documents** that you might *must / should* have available to parents and which *might* be displayed on your notice board –

- No smoking sign
- Public liability insurance certificate (required but does not need to be on display)
- First aid training certificate (required but does not need to be on display)
- ICO registration certificate (required but does not need to be on display)
- LSCB phone numbers and details (required but does not need to be on display)
- Activity plan for the week / topic of the month
- Multilingual welcome poster
- Copy of your latest newsletter
- Menu for the week / month
- Notes / information / reminders for parents
- Funding information – if you offer it on behalf of your LA

Other information to make available to parents - which *might* be displayed on a notice board or in parents information files – includes -

- Ofsted inspection report
- Policies and procedures
- Welcome booklet including information about the EYFS
- Risk assessments
- Information about local events eg baby clinics and open days

Notice board tips

Keep your notice board regularly updated and easy for parents to see and read information – don't overlap pages or overwhelm the board with too much colour, small type or detail.

If you display photos of children make sure you have written permission from all parents - some parents might not like photos of their child on display for other parents and visitors to see, so make sure you ask for specific written permission. If a child leaves, you need to remove any displayed photos of the child to comply with your ICO registration under the Data Protection Act.

If parents speak languages other than English you might want to put up a display board for them so that they can easily access the information you are sharing.

Children like to see their pictures and artwork displayed. If you have a display board in your play areas, don't forget to invite parents in to see (and praise) their child's work.

Information for providers who work in group provision -with an assistant / staff etc -

If you work in a group provision you must / should display –

- Name of the person designated to take lead responsibility for safeguarding children (R3.5);
- Name of designated first aider (R3.24);
- Further first aid signs - <http://www.hse.gov.uk/firstaid/faqs.htm#employers-anchor>;
- Name of the named practitioner responsible for behaviour management (R3.50);
- Name of each child's key person (R3.72);
- Staff photographs with a note about their responsibilities (a requirement to provide for parents - good practice to display);
- The Health and Safety Executive (HSE) employers poster – <http://www.hse.gov.uk/simple-health-safety/display.htm>;
- Details about your local HSE Employment Medical Advisory Service office - <https://www.hse.gov.uk/forms/health/emasoffices.htm>.