



BABY'S DAYS AND YOUR INSPECTION.

You have an inspection looming, you use the Baby's Days system and you'd like to know what to do during your inspection with regards to the data you have created and stored on your system, for example: what do you print, what do you show the inspector, have you completed enough, what are you missing etc.

Well, the good news is that you're already using the most advanced and intelligent software system available anywhere in the world, which has been specifically designed and developed for childcare settings that follow the 2014 EYFS, so you're already a step ahead of the rest!

Childcare settings have been around for many years, the first childcare setting opened in the 1850's in France and believe it or not they didn't have the internet back then, in fact they probably didn't have much A4 paper either, so the requirements to track a child's learning and development probably wasn't that high on their list of things to do (if at all). I presume they spent most of the day playing with the children and having fun - imagine that!

In 2000 the UK government introduced the Foundation Stage and a few other derivatives of this appeared over the next few years, it was re-launched again in 2012 with the new revised EYFS, this was supposed to reduce the paperwork required to be completed by childcare settings across England – Clearly that didn't happen - And then, you're never going to believe this, in 2014 they revised it again!

In the 1990's something amazing was created and it was known as..... The internet, and this was going to revolutionise the world, we just didn't know it then, in March 1992 the Internet was available to everyone in the UK, the only problem was that it was only available via a dial up modem plugged in to your telephone line, it was very expensive, unreliable, slow and grandma always seemed to want to phone Auntie Edith when I wanted to download exotic wildlife pictures!

Around 2007 things started getting much better for the internet, we could now purchase a semi-reliable internet connection with speeds of up to 5Mb per second, and with this we could do things on the internet that had never been possible before, for example grandma could now Skype and Instant Message Auntie Edith instead of hogging the phone line and I could download more exotic wildlife photographs than my hard drive could handle and..... we could both do this at the same time!

From 2007 companies and organisations started to realise that the internet was our future, they could now do things much quicker, they could save themselves money in communication costs, they could save themselves money in paper costs, they could even save themselves money in labour costs, they didn't need to write a letter and post it by Royal Mail to communicate with a customer, they could simply send an email and know that their client could read it within a few seconds of it being sent.

When The Foundation Stage was launched in 2000, you had no option but to complete the required paperwork on paper or on a PC, there was no alternative! There was no reliable internet! Therefore, there was no Baby's Days to make your job easier, more efficient and quicker, but in 2009 when Baby's Days was developed and launched in 2010 you did have an alternative and now things are different.

So, why am I waffling on about the history of the internet and not telling you what you really want to know, well this is actually one very important history lesson that everyone needs to be aware of, and that is that we're moving with the times, we're not stuck in the 1980's 90's or 00's, we're in the 10's now and technology is here to help us and change our lives for the better, so if anyone looks at your childcare setting's paperwork and says to you:

"Oh I don't use computers, I want to see it all on paper".

"I don't know how to use this system, I want to see it all on paper". "You have to have it hand written on paper".

"You will have to print it all for me".

Then you need to let them know that this is how you run your business, you use the Baby's Days system to follow the guidelines set out within the 2014 EYFS and nowhere within the 2014 EYFS does it state that you must hand write or print anything, it simply indicates the guidelines that you must follow and meet.

Now that we have the history lesson out of the way, let's talk about what we recommend you do during your inspection when using the Baby's Days system.....

Your inspector should call you before your inspection advising you of the approximate date and time they will be arriving at your setting, during this call we advise you to inform the inspector that you use the Baby's Days system, ask them if they have seen the system before and if they know how to use it, ask them if there is anything in particular they would like to see printed from the system, yes I know I said you don't have to print anything, but let's work with the inspector and not against them, if they would like to see something printed from the system, let's go ahead and print it for them, this way they can read your printed paperwork giving you time to work, rest and play with the children!

If you have written a SEF on your Baby's Days system ask the inspector for their email address so that you can print to .pdf and email your SEF to them to read before they carry out your inspection.

Before your inspection ensure that you have a complete understanding of how the Baby's Days system works, because they will ask you to show them how you do X, Y and Z on the system and you need to be able to confidently show them.

Note.... The inspector does not need to see your bookkeeping, if this concerns you and you would rather they did not accidentally access your bookkeeping section then we advise creating a super admin on the system and logging in as this super admin, super admins do not have access to the bookkeeping section, but do have access to all other areas of the system just as a master admin does.

Inspectors have the right to view all children's data on the system including names, addresses etc, there is nothing you need to hide from the inspector on your system.

If the inspector would like to see some printed sheets from your system, we recommend you print the following areas of your Baby's Days system, when printing child related information from your system ensure you print information for a child who will be at the setting on the day of your inspection, there is no point in printing and learning and developmental records for a child who is not in the setting on the day of your inspection.

Why not pop down to Staples (Other stationary stores are available!) - and purchase some cheap A4 folders so that you can display the printed information in, you will need about 10.

1. Visitor – Add the inspector to your regular visitor list

The Setting > Visitors > Add a Regular Visitor

When the inspector telephones you they will give you their name, you can now add the inspector to your regular visitors section so that when they do arrive for your inspection you can quickly go to:

The Setting > Visitors > Add a Visitor on your system, select them from the regular visitors list and quickly add them to the system as a visitor, in addition if you want them to, and you use a tablet or smart phone, you can also ask them to digitally sign their arrival at the setting.

2. The children in your setting

Manage > Children > View Children.

Ensure that for every Active child on your system their personal details are 100% complete and accurate, this includes emergency contact details, doctors, parent's telephone numbers, work telephone numbers, immunisations etc, if there are any empty fields on this page – fill them in with accurate and up to date information.

Print the view page for every Active child on your system (in your setting) and place them together in a folder. Once you have done this you do NOT need to show the inspector your contracts.

3. Policies and Permissions Policies > View Policies Permissions > View Permissions.

Read through every Policy and Permission on your system and ensure that they are 100% relative to your childcare setting, for example some policies and permissions will state EDIT THIS POLICY – ensure that you have done this.

Print every Policy and Permission on your system individually and place them in to two separate folders, one for Policies and one for Permissions.

Ensure that ALL the children's parents have digitally signed your policies and permissions on your system, if they haven't done this then you are taking a big risk, it is a legal requirement, you MUST get your policies and permissions signed by parents before your inspection.

If the inspector would like to see that your parents have signed your policies and permissions you can show them on your system by going to:

Policies > Assign Policies, and clicking on the view icon for each child. Permissions > Assign Permissions, and clicking on the view icon for each child.

4. Risk Assessments

The Setting > Risk Assessments > View Risk Assessments

Print all of your Risk Assessments and place them in a separate folder.

5. Fire Drills

The Setting > Fire Drills and Plans > View Fire Drills

Print all of your Fire Drills and place them in a separate folder, ensure you do Fire Drills at least every 6 months, we recommend a winter and a summer fire drill with the fire starting in different locations of your setting each time, if you have not done your fire drills on the system, transfer the data you have for your fire drills onto the system and print them.

6. Fire Plan

The Setting > Fire Drills and Plans > View Fire Plans

Print the Fire Plan of your property and place this in multiple visible locations around your setting.

7. Attendance Register

Register > This week

The day before your inspection ensure that this week's register is 100% up to date, so if your inspection is on Friday ensure that the week's arrival and departure times for the children are entered up until Thursday evening, once they are up to date print out the week's register and place it by your front door with a pen or pencil, the morning of your inspection as the children arrive, hand write their arrival times (to the minute) alongside their name on the printed register, leave the register by the front door.

When the inspector wants to see your paperwork, do not forget to say "I will just get the attendance register from the front door" You can then explain to the inspector that you will be updating the data onto the system that evening once all the children have left, as you do every day.

Remember there is no requirement for parents to sign the register you can NOT get downgraded for the register not being signed by parents.

8. Short Term / Weekly Planning

Planning > Short Term

Ensure your planning is up to date including past planning, create your planning for the week the inspector is arriving and print it out, (see more info regarding activities not to do during your inspection below) Try to link children's next steps into your weekly planning so that you can show the inspector how you work on the children's next steps.

9. Next Steps

Next Steps > Next Steps and ILP's

Ensure you have lots of next steps on the system for every child, then select one child in particular (a child who is in the setting on the day of your inspection) and print off their next steps, in addition, create individual learning plans for the children and print some samples of these plans.

10. Progress

Progress Overview > Learning Journey

Ensure that children's progress is up to date and as complete as possible, make sure you have uploaded photographs to the progress section too, now select one child (a child who is in the setting on the day of your inspection) and print every area of learning for the child – Sorry this will take a lot of paper and ink but it is necessary.

11. Progress Statistics

Progress > Progress Statistics > Statistics by Child
Progress > Progress Statistics > Statistics by Area of Learning

Ensure that children's progress is up to date and as complete as possible, the progress statistics page displays in a statistical graph format a single child's achievements for all areas of learning, and a group of children's statistics within all areas of learning, these statistics provide the inspector with a good overview of how and what the children are achieving in your setting.

When choosing to print the statistics by child page ensure you print the statistics for a child who is in the setting on the day of your inspection, print a good selection of different statistics for the inspector to see, ensure you use the zoom function on the graph before printing, watch the help video at the top of this page if you are unsure how to use this section.

12. Progress Trackers

Progress > Progress Tracker > Individual Child
Progress > Progress Tracker > Multiple Children

Ensure that children's progress is up to date and as complete as possible, the progress trackers are system generated and display for all Areas of Learning within the EYFS. Each time an achievement date is added to an Early Years Outcome for a child within the progress section, this achievement will count towards the child's progress and contribute towards the generation of each child's tracker, these trackers provide the inspector with a good overview of how the children within your setting are progressing through the EYFS

13. 2 Year Progress Check

Progress > 2 Year Progress Check

If you have completed a child's 2 Year Progress check on the system print one off, there are two print options in the 2 year progress check section, print the more enhanced version that includes achievements and photographs etc.

14. Medical

Medical > Various

With a bit of luck you won't have too much completed in the medical section, for this reason we recommend printing everything within the medical section for every child, if you do have a lot then just print a selection for the inspector to see.

15. Diaries

Diaries > Diary Overview

If you complete diaries in your setting print off one or more of the most recent diaries for the children in your setting, try to choose some that have photographs uploaded to them.

16. Newsletters

Communicate > Communicate Overview

If you have created newsletters on your system then print a couple off to show the inspector.

17. Questionnaires

Questions > Assigned

If you have created questionnaires for parents to complete and they have completed them, print them off for the inspector to see during your inspection, why not create a questionnaire for parents to complete relative to how they feel their child is achieving whilst in your care and their opinion of the care you are providing their child.

The above is a non exhaustive list of what we recommend you need to print from your Baby's Days system to show your inspector, remember, if they would like to see more you can show them on your system, however, this should be

more than enough for them to see exactly how you follow the EYFS within your setting and how you care for the children in your setting.

What we think you should and should not do during your inspection..... Please do not think we are trying to teach you how to suck eggs or how to do your job, as for some this information may be useful.

Do NOT carry out a play dough activity with the children during your inspection, it is boring and I am sure your inspector has seen many play dough activities during their life time as an experienced inspector.

Select an activity that you have never done with the children before, that way it will be fun and exciting for the children and for you! Take a look through the planning activities on the Baby's Days system and choose one of those, we recommend the messier the better! For example why not try a messy corn flour activity, corn flour is great, it still amazes me now!

Do NOT sit on chairs, get down to the same level as the children whilst playing with them, lie on the floor with the children and let them crawl all over you, interact with them, have fun.

DO make a mess, children love mess, remember you run a childcare setting not a designer shoe shop!

DO think safety first, walk around your setting the night before your inspection, if there is ANYTHING that you think the inspector may not be happy about, no matter how small, just remove it for, why risk the inspector raising an unnecessary concern, just remove it and remove the risk.

DO ensure that your radiators are NOT too hot!

DO ensure that you have books available at low level accessible by all the children in your care, if you do not have a book case in your setting we would recommend popping down to Ikea and purchasing one, if you do not have space, find space - seriously FIND space and make sure you have a bookshelf with books accessible by all the children in your care.

DO ensure that you have plenty of engaging material on the walls at low level for the children to look at, this could include alphabet posters, animals and more, why not place some mirrors at low level too for the children.

DO ensure that toys and games are accessible to all the children in your care.

DO ensure that all the children have access to water at all times, we would recommend ensuring that they each have their own beakers and can easily fill these up themselves.

DO let the children show their independence; do not try to do everything for them during your inspection.

You do NOT need to have a SEF completed, however, you need to be confident that you can explain to the inspector how you evaluate both yourself and your setting, if you do not feel that you can do this, ensure that you have completed your SEF, be positive when completing this.

DO look at other recent inspections that have been carried out by your inspector in your local area, you can do this by going to the OFSTED website and searching for inspection reports. When looking at these reports you will see exactly what your inspector picked up on during their recent inspections, ensure you don't make the same mistakes they did!

DO ensure you know the 2014 EYFS inside and out, read it and learn it, this is your bible and you must be following the guidelines set out within this document at all times.

We hope that the above information will help you during your Inspection, but please remember, Baby's Days is a tool to help you run your childcare business, it's an amazing system but it will not do the work for you, if you want to receive an Outstanding grade during your inspection it is only your hard work and dedication that will achieve this and of course you need to be Outstanding!

We wish you all the best during your inspection.

Baby's Days
www.babysdays.com