

Observations Pack

This pack contains 2 types of forms – Observations and Cause for Concern. Each form type should be inserted into the relevant section and binder of your ChildMinder Organiser.

By using these forms you will be able to demonstrate that you comply with your legal requirements with regard to safeguarding and promoting children's welfare. At inspection you will be able to show that you have recorded any observations made for a particular child that you mind and that you have the tool to record any Safeguarding Children issues that arise, and that these records are kept confidential.

Observations

These forms can be used on a systematic and regular basis or for you to record when a child has reached a particular milestone, e.g. taking their first steps, catching a ball, counting to 10, as well as noting a child's achievements, interests and preferred ways of learning. Each record allows you to record the date, the observation, confirm who has made the observation and also shows that you have discussed it with the child's parent/guardian by having them sign the record and add any comments. At inspection, by using these forms, you will be able to demonstrate that you observe the child/ren that you mind and you communicate with the child's parent/guardian. It will also help you to demonstrate you are complying with EYFS requirements for ongoing assessment and helping children to progress towards the Early Learning Goals. You may find it useful to make a note of the relevant Early Learning Goals in the 'follow up' section of the forms.

Notes on Use of Observations forms:

- Use a separate sheet for each child and make sure every record is accurately dated
- You may wish to include photos to support the record
- It is important that all sections are completed and signed. This is so that you can evidence that you are working in partnership with the parents by sharing their child's milestones and your observations and taking note of parental feedback when planning appropriate activities to aid the child's learning and development.

Cause for Concern Records

You should record any cause for concern you may have about a child in your care. This could be, say, a rash that you feel needs to be kept an eye on for further signs of infection. You should also watch out for any signs of physical abuse, physical neglect, emotional abuse or sexual abuse. Such signs can present themselves as changes in the child's behaviour or deterioration of the child's appearance or general wellbeing, unexplained bruises or marks or by something that the child says or does.

In addition to maintaining Cause for Concern Records, your inspection officer will request to see a written statement on your approach to Safeguarding Children issues. This should include how you would respond if you suspect abuse or if an allegation of abuse is made against you or a member of staff, in accordance with your local Safeguarding Children Board (LSCB) procedures. Your Safeguarding Children policy can be held in the Policies and Procedures section of your ChildMinder Organiser. You will find help notes on how to prepare your statement in the ChildMinder Organiser **Policies and Procedures** pack.

Ofsted state that registered providers must advise them of any allegations of serious harm or abuse against a child as soon as reasonably practicable but at the latest within 14 days. Other registering authorities' requirements may differ. Please check with your registering authority (if not Ofsted) with regards to their notification procedures.

Notes on Use of Cause for Concern Records

- Use a separate sheet for each child and enter his/her name at the top of the page.
- Each sheet can contain up to three records.
- Complete form as soon as you can after the concern has been noted. This will help to ensure accuracy.
- Each record should be completed in full to contain the date plus a full description of the concern. If there are any physical indications, these should be recorded on the body map.

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Observations Pack

Observations

Child's name:

Child's age:

Date	Observations	Parental feedback & follow up ideas
	Observed by: Signed by:	Parent's signature:

Date	Observations	Parental feedback & follow up ideas
	Observed by: Signed by:	Parent's signature:

Date	Observations	Parental feedback & follow up ideas
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Observations Pack

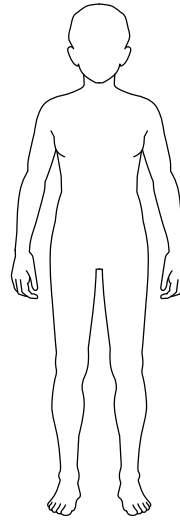
Cause for Concern Records

Child's name: _____

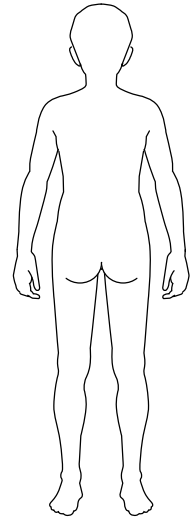
Date of concern noted: _____

Details of concern: _____

FRONT



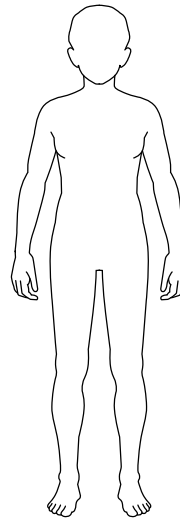
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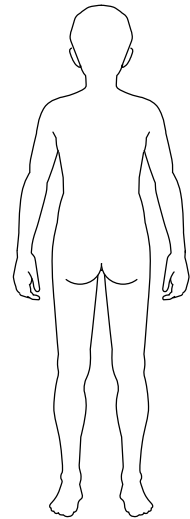
Date of concern noted: _____

Details of concern: _____

FRONT



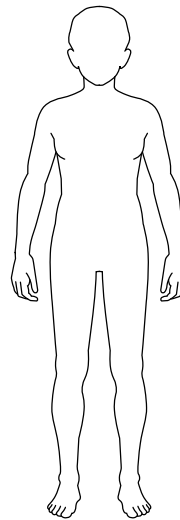
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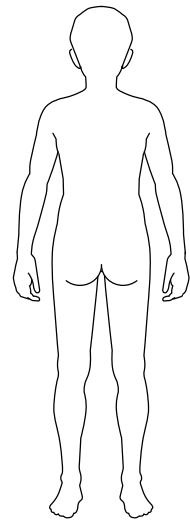
Date of concern noted: _____

Details of concern: _____

FRONT



BACK



Observations Pack

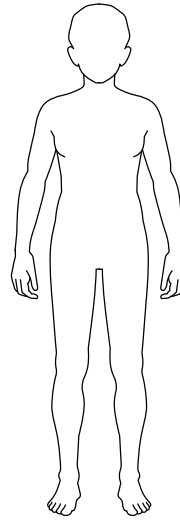
Cause for Concern Records

Child's name: _____

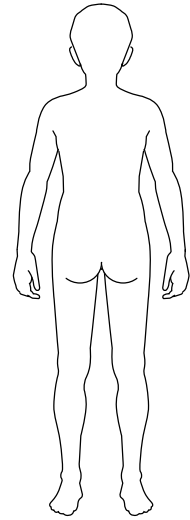
Date of concern noted: _____

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FRONT



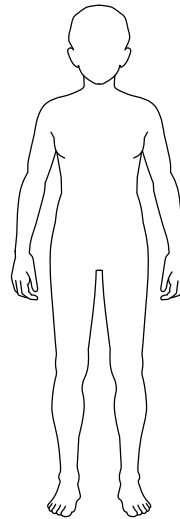
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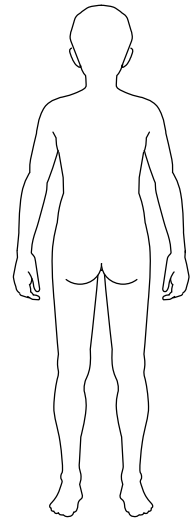
Date of concern noted: _____

Details of concern: _____

FRONT



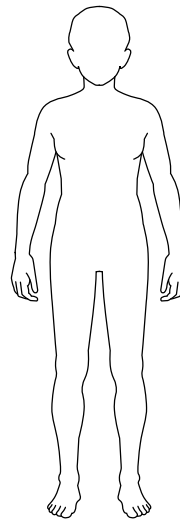
BACK



Date of concern noted: _____

Details of concern: _____

FRONT



BACK

