Informing Ofsted Policy

Aims

Alamiyah Montessori complies with statutory regulations by informing Ofsted of any changes to the organisation of the setting, or the setting staffing or premises. Where possible notification will be issued to Ofsted in advance, however if this is not possible then Ofsted will be informed within 14 days of the event occurring. Additionally, Alamiyah Montessori complies with the requirement to inform Ofsted of certain notifiable incidents as set out below.

Approach

Alamiyah Montessori will inform Ofsted and Local child protection agencies where necessary of the following incidents and any associated action taken:

- Official complaints; refer to Complaints Policy
- Any child at the setting suffering from a notifiable infectious disease as outlined in the Public Health (Infection Diseases) Regulations 1988; Refer to Health and Safety Policy
- Any child who has a serious illness, accident or injury which involves a GP or hospital, the death of any child in our care or any allegation of serious harm and abuse to safeguard our children; Refer to Health and Safety Policy.
- In the event that two or more children are struck with food poisoning; Refer to Health and Safety Policy.
- Any allegations of harm or abuse by anyone who is living with, working with volunteering or looking after children at the setting
- Any disqualification of a staff member.

Changes which the setting will notify Ofsted about will be:

- Significant changes to premises including structural alterations or extensions
- Changes which adversely affect the quality of childcare or smooth running of the provision over a sustained period of time.
- Changes to the outside of the premises including taking down fencing or adding any new large equipment or a pond.
- Change of address of premises
- Name or address of the provider

- Provider's contact information
- Change in name or registered number of company/charity
- Change to partnership, corporate body, unincorporated association, nominated individual, partners, director, secretary, officers or members of the Trustee Board.
- Change of manager or management of the provision
- There is any significant event that is likely to affect the suitability of the early years provider or any persons to look after children.
- Proposed changes to operating hours

Review

This policy will be reviewed annually or sooner or if there is any change in statutory guidance or legislation. See 'Policy Review Schedule'.

Adopted in a meeting at Alamiyah Montessori on 28/08/2025

Last Reviewed: 01/09/2026

Signed: N Bobat (Manager) and S Motara (Nominated person)

On behalf of Alamiyah Montessori