|  |  |  |  |
| --- | --- | --- | --- |
| Evaluation  | Score 1-5 | Action Points | Date for Completion |
| Timetables allow time for dialogue with parents on a regular basis |  |  |  |
| Staff are welcoming to parents and children |  |  |  |
| Parents are comfortable in communicating with staff |  |  |  |
| There are a range of strategies in place for communicating with parents |  |  |  |
| The needs of all parents are taken into account when communicating with parents |  |  |  |
| An effective induction process is in place to ensure positive relationships are made |  |  |  |
| The surroundings are in a good state of repair |  |  |  |
| Surroundings are safe and secure with appropriate safety procedures in place  |  |  |  |
| Effective use is made of the whole learning environment – including outdoors |  |  |  |
| The service conforms to all relevant legislation on accommodationand facilities |  |  |  |
| Staff take measures to control the spread of infection |  |  |  |
| Staff keep all play equipment clean and well maintained |  |  |  |
| Staff make sure that children do not have access to inappropriate materials, including screening access to the internet. |  |  |  |



Checklist Title: **Being Welcomed and Cared for – Standards 1-2**

**Setting: Manager:**

**Date:**