

## Business Health Check for School-age Childcare RAG Questionnaire

Name of setting:		Business/contact email address:	
Completed by:		Date completed:	
Position:		Date of review:	

RED not met / AMBER partially met / GREEN fully met.

Governance		
Question	Evidence/Actions	RAG
<p>Is the school-age childcare run by the school or a third party?</p> <p>Who oversees the school age childcare? What is the staffing structure?</p> <p>Ofsted Unique Reference Number (URN):</p> <p>Charity/Companies House numbers, where applicable:</p>		

<p>Do Governors/Directors demonstrate their understanding of their roles and responsibilities with regards to the early years foundation stage (EYFS) statutory framework (Section 3 Safeguarding and Welfare Requirements) and in accordance with charity/company law?</p>		
<p>Has everyone who makes up the registered provider completed the Disclosure and Barring Service (DBS)/Ofsted EY2 process? Do you keep a record of this?</p> <p>Who is the Nominated Individual (NI)?</p> <p>Charity Commission/Companies House updated with regards to trustee/director information?</p>		
<p>Are you registered with the Information Commissioner's Office (ICO)?</p> <p>How do you maintain records / personal data in line with General Data Protection Regulation (GDPR) principles and Ofsted requirements?</p>		

Premises		
Question	Evidence/Actions	RAG
Who owns the premises/land?  Is a lease/licence/rental agreement in place?		
Do you share the premises?  If so, do you have a user agreement?		
Is the building in good condition?  Who is responsible for the maintenance of the building? If applicable, do you have a building maintenance fund? Is this adequate?		
Are you able to expand if required?		
Health and Safety, and Appliance certificates check where applicable Gas, Portable Appliance Testing (PAT), Fire risk assessments and emergency evacuation and invacuation procedures, Fire extinguishers/alarms tests/smoke detectors/blankets, 1974 Health and safety poster.		

Finance		
Question	Evidence/Actions	RAG
<p>Does income meet expenditure? <a href="#">Sustainability / Legal &gt; Sustainability tool</a>.</p> <p>Do you have a reserves/contingency fund? If so, how much? Is this adequate to cover statutory redundancy costs? <a href="#">Calculate your employee's statutory redundancy pay - GOV.UK</a> And any other closure costs?</p> <p>What is your proportion of total staff costs to income (%)? Staff costs, including NI/ pension, ÷ income x 100.</p> <p>What ratios do you use in school-age childcare? <a href="#">EYFS statutory framework for group and school-based providers</a>* 3.57. *Size: 711KB File format: PDF</p> <p>Are any of your staff supernumerary? If yes, please state.</p> <p>What is your maximum capacity for all school age childcare offered, for example, breakfast club, after-school club, holiday club?</p> <p>How many children do you have on average for all school-age childcare offered?</p> <p>Do you have a waiting list? If yes, please give details.</p>		

<p>Fees hourly rate - when were fees last increased?</p> <p>Do you know your break-even point? <a href="#">Break-even calculator April 2026 - March 2027*</a> If so, please state. *Size: 91KB File format:</p>		
<p>What financial policies and procedures do you have in place?</p> <p>How do you manage parental debt?</p> <p>Do you currently have unpaid/late payment fees outstanding?</p> <p>Do you set financial forecasts/annual budgets?</p>		
<p>What are your internal financial controls?</p> <p>Are accounts independently examined and submitted by annual return to charity commission/companies house?</p> <p>Who sets and monitors the school age childcare financial forecasts/budgets?</p>		

Marketing		
Question	Evidence/Actions	RAG
<p>How do you market the school age childcare provision?</p> <p>Is the school age childcare on the school website and in the school newsletter? Do you promote activities?</p> <p>Do you have a banner or sign to advertise the school age childcare?</p>		
<p>Do you carry out parent surveys to ascertain the childcare needs of parents? How often?</p> <p>Does the SAC lead attend parent evening for new Reception parents?</p>		

Employment		
Question	Evidence/Actions	RAG
How many staff do you employ?		
Do your staff have up-to-date contracts and job descriptions?		
Explain your safer recruitment practice?		
Has a member of your management team/committee attending safer recruitment training?		
Explain your staff induction procedure?		
What is the supervision process in your setting?		
How often are individual supervision meetings?		
Do staff have access to employment policies and procedures?		
Do staff have opportunities to undertake regular continuing professional development (CPD)?		
Do you have a record of staff training?		
Do staff have up-to-date training for designated person roles (Designated Safeguarding Lead (DSL), Special Educational Needs Coordinator (SENCo), Equalities Named Coordinator (ENCo)? Do staff have up-to-date training in Paediatric First Aid and Food hygiene?		

Action Plan				
Action plan completed by:		Action plan agreed by:		
Summary of Actions	List of actions	By when?	By who?	Date completed
Governance				
Premises				
Finance				
Marketing				
Employment				

## Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis for consideration

A SWOT is a simple strategic planning tool used to understand your organisation. It helps people in the organisation to think clearly about what is going well, what needs improvement, and what is happening around them that could help or hinder their success.

Strengths	Weaknesses
Opportunities	Threats