



Pre-assessment checklist

As part of the overall assessment, copies of the documents listed below must be sent to Play England prior to the assessor's visit. This will cut down on time needed to go through the portfolio during the visit and will allow more time to review how policies are put into practice on site.

The assessor will phone the provider before their visit to confirm the date and time and to go over any questions that may arise from the checklist materials sent by the provider. It will take about 10 to 15 minutes and will give the provider and assessor a chance to get to know one another and to clarify any confusion either might have before the visit.

The assessor will return the pre-assessment documentation to the provider on the day of the visit.

Please send pre-assessment documents to Play England by registered or recorded delivery.

1. The play environment

Quality area 1 – Children's freedom and control

- Copy of policy or other statement
- Copy of most recent annual report or review
- Briefly describe your play setting what you do and why you do it (page or less)

Quality area 2 – The physical play environment

- Evaluation or review based on Playwork Principles 5 & 6

Quality area 3 – The human play environment

- Staff handbook or information provided to staff and management, the induction process and the behaviour policy (for everyone)

2. The organisational framework

Quality area 4 – Reflective playwork practice

- Copy of policy or other statement

Quality area 5 – Workforce development

- Recruitment and suitable person check policy/procedure
- Copies of job descriptions
- Training, qualifications and professional development policy statement

Quality area 6 – The Law and regulation

- Health and safety, safeguarding children (child protection) and benefit/risk assessment policies
- Ofsted report (if applicable)
- Copy of employers and public liability insurance certificate(s) or letter of cover from local authority)

Quality area 7 – Project and resource management

- Constitution/service terms of reference or similar
- Management structure chart, job descriptions
- Annual accounts/audit and current budget

3. The Wider context

Quality area 8 – Clear play aims and values

- Equal opportunities policy statement
- Brochure/leaflet explaining service provided to users

QA 9 – Communicating effectively

- Data protection if not covered in safeguarding policy
- Comments, suggestions and complaints policy and procedures

Quality area 10 – Working in the community

- Copy of details held by the Families Information Service
- Complaints/suggestions policy and procedures

Quality area 11 – The bigger picture

- Year or other forward plan
- List of key agencies engaged with



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