



QUALITY IN PLAY

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 so we can focus on 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.

THE PLAY ENVIRONMENT

Quality Area 1 – Children's freedom and control

- Copy of policy or other statement
- Briefly describe your play setting: what you do and why you do it (one side of A4 maximum)

Quality Area 2 – The physical play environment

- Evaluation or review based on Playwork Principles 5 & 6

Quality Area 3 – The human play environment

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

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 risk-benefit assessment policies
- Most recent 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

THE WIDER CONTEXT

Quality Area 8 – Clear play aims and values

- Statement showing how you work to the Playwork Principles
- Equal opportunities policy statement
- Brochure/leaflet explaining service provided to users

Quality Area 9 – Communicating effectively

- Link(s) to your website/social media
- 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/Local Offer or equivalent

Quality Area 11 – The bigger picture

- Most recent annual review, business or other forward plan
- Links with other play and children's services

Please email the pre-assessment documents to Play England by the required deadline. Scan any that are not on your computer system.

Email: QiP@playengland.net

If this is not possible, post them by recorded or registered mail to **Play England, 129 Lancaster Road, Barnet EN4 8AJ**