

06 October 2023

Our Reference 2639531

Dear Hayley Spence

Orchard Setting  
Emerson College  
Hartfield Road  
Forest Row  
RH18 5JX

Setting reference number: 2639531

**The Childcare Register: inspection outcome - non-compliant**

I inspected your childcare provision on 14 September 2023.

I found that you were not meeting all of the requirements for registration on the Childcare Register and I discussed the reason(s) for this during the visit.

We have therefore set the following actions:

**ACTIONS**

<b>The following actions are to be completed by the date shown</b>	<b>Date</b>
■ update knowledge on local safeguarding procedures to ensure any concerns about the welfare of children are referred in a timely manner	16/10/2023
■ ensure staff with first aid are deployed effectively to ensure the safety and welfare of all children	16/10/2023
■ ensure a record is kept of the days and hours in which children attend.	21/09/2023

You must complete the actions by the dates shown.

Please read carefully the registration requirements for the Childcare Register which are described in the early years and childcare guide to registration, which you can find on our website at <https://www.gov.uk/government/publications/become-a-registered-early-years-or-childcare-provider-in-england> as you must meet these requirements in order to remain registered on the Childcare Register.

If you have any questions please contact us on 0300 123 1231 quoting the reference number at the top of this letter.

Yours sincerely

Pippa Clark

Early Years Inspection Team