BEACON HELP · GUIDE

Compliance and certificates

Premises checks and staff certificates



BEACON VERSION
2026.11

PUBLISHED
25 November 2026

FOR
Nursery managers, maintenance managers and area support

ONLINE
help.beacon.earlytree.co.uk

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Screenshots show a fictional nursery group and people.

Contents

Compliance and certificates: premises checks and staff certificates. These steps match Beacon 2026.11; for another version, see help.beacon.earlytree.co.uk. Beacon runs at your organisation's own address.

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Reading the screenshots. The orange numbers 1 on a picture match the numbers in the step text, and an orange box marks the part of the screen a step is about. Every guide is also online, with search, at help.beacon.earlytree.co.uk.

COMPLIANCE AND CERTIFICATES

About compliance and certificates

Beacon keeps two registers alongside inspections:

- the **compliance calendar**: the premises checks each nursery needs, such as the gas safety check, fixed wiring (EICR), fire alarm service and legionella risk assessment, with when each was last done and when it's next due; and
- **staff certificates**: qualifications and training that expire, such as paediatric first aid, safeguarding and food hygiene, for each nursery's staff.

Both feed the nursery's figures that area support see, and the questions in a nursery's self-assessment.

You'll find both in the menu under **Nurseries & compliance**: **Compliance** for everyone, and **Staff certificates** for area support and nursery managers.

Who can do what

	Compliance calendar	Staff certificates
See it	Everyone, for their nurseries	Area support, and each nursery's manager
Record checks or certificates	Area support managers, the nursery's manager, and anyone with maintenance access of Contributor or Manager	Area support, and each nursery's manager

Staff names on certificates are only shown to area support and the nursery's own manager.

Guides

- Compliance checks
- Staff certificates

COMPLIANCE AND CERTIFICATES

Compliance: premises checks

WHO IT'S FOR
- Area support manager
- Nursery manager
- Maintenance manager

WHERE TO FIND IT
Nurseries & compliance › Compliance

TIME
A few minutes per check

Purpose

Keep every nursery's statutory and good-practice premises checks in date, with a record of who did each one and the certificate reference, so you can show an inspector or insurer at any time.

The checks and how often they're due:

Check	Every	Statutory
Gas safety check	12 months	Yes
Boiler service	12 months	Good practice
Electrical installation condition report (EICR)	60 months	Yes
Portable appliance testing (PAT)	12 months	Good practice
Fire risk assessment review	12 months	Yes
Fire alarm system service	6 months	Yes
Emergency lighting annual test	12 months	Yes
Fire extinguisher service	12 months	Yes
Legionella risk assessment review	24 months	Yes
Outdoor play equipment inspection	12 months	Good practice
Asbestos management plan review	12 months	Yes
Kitchen extraction clean	12 months	Good practice

These intervals are sensible defaults, not legal advice. Check the current requirement for your buildings with a competent person if you're unsure.

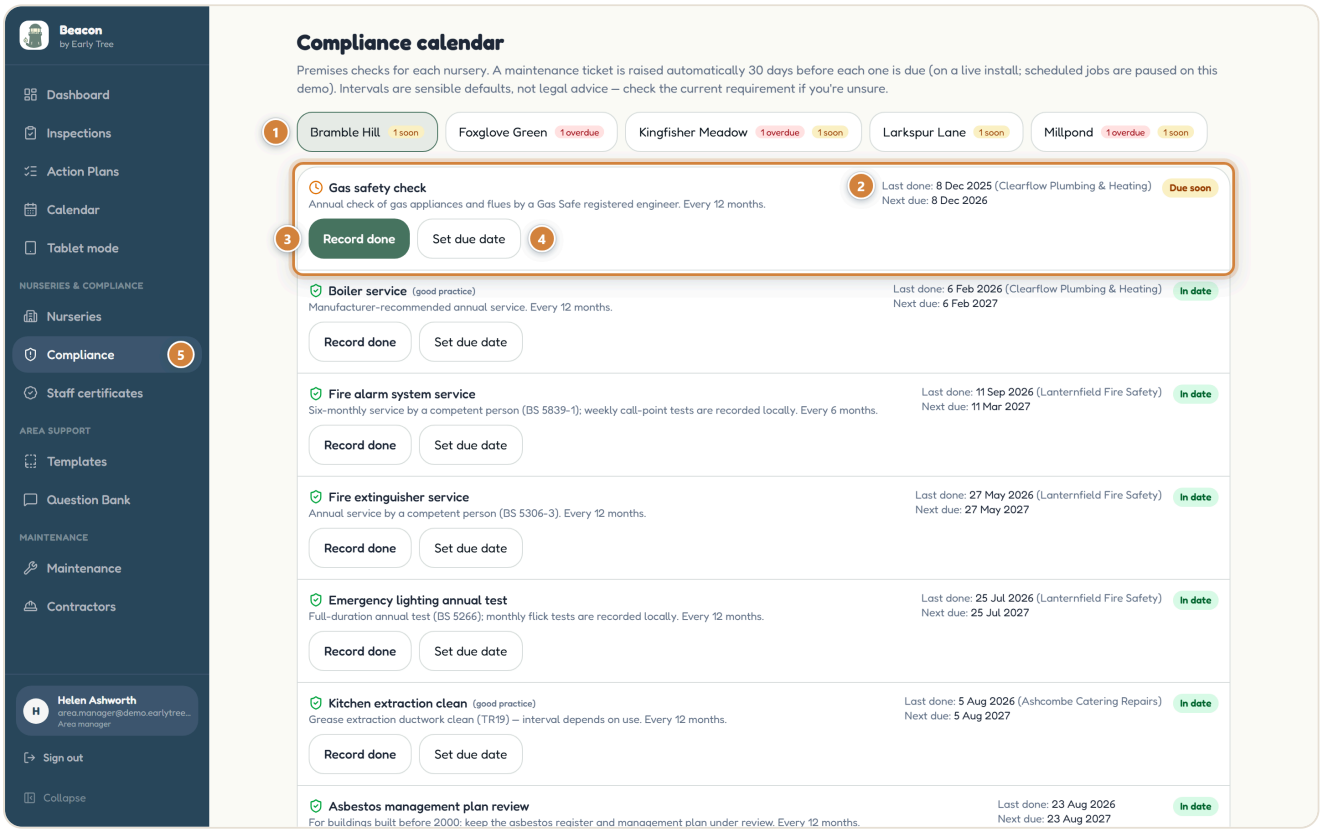
Before you start

- To record a check, you need to be an area support manager, the nursery's manager, or have maintenance access of Contributor or Manager.
- Have the date the check was done, who did it and the certificate or report reference.

Check a nursery's status

1. In the menu, under **Nurseries & compliance**, select **Compliance** 5. Choose the nursery 1. Each nursery shows how many checks are **overdue** or due **soon** (within 30 days); **not set up** means none have been recorded yet.

2. Each check shows what it is, how often it's due, **Last done** and **Next due** 2, and a status: **In date**, **Due soon**, **Overdue** or **No date recorded**. Good-practice checks are marked **(good practice)**. The most urgent checks are at the top: overdue first, then due soon.



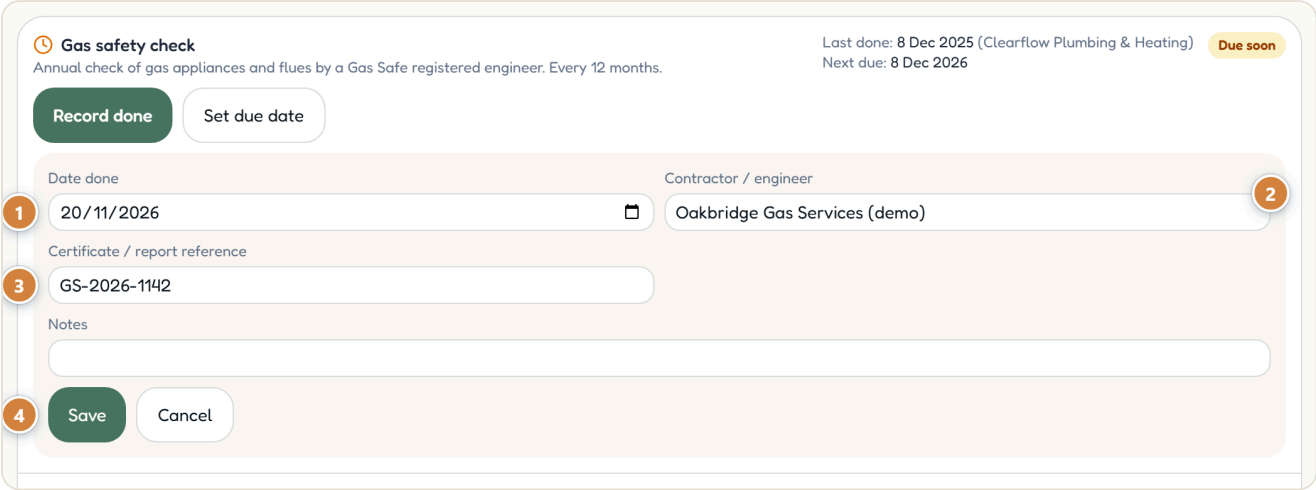
The compliance calendar for one nursery.

Record a check as done

1. On the check, select **Record done** 3.

2. Enter the **Date done** 1.

3. Under **Contractor / engineer** 2, type who did it.
4. Under **Certificate / report reference** 3, type the certificate number. Add any **Notes**.
5. Select **Save** 4.



Recording a gas safety check.

What you should see

> **Check recorded — next due date updated** appears. **Last done** shows your date and contractor, and **Next due** moves on by the check's interval (for example 12 months). If a maintenance job was open for this check, Beacon adds a note to it that the check has been recorded.

Set a due date without recording a check

If a check has never been recorded in Beacon, or you know it's due on a particular date, select **Set due date** on the check (marked 4 on the first picture), choose the **Next due date** and select **Save**. **Due date saved** appears.

Maintenance jobs for checks

Every day, Beacon raises a maintenance job 30 days before each check is due. It goes into **Triage** (marked **OVERDUE** if the check is already late) so the maintenance team can book the contractor, and the check shows **Reminder ticket** while the job is open. This doesn't need Nina. When you record the check as done, the next job is raised 30 days before the new due date. See Maintenance.

On the public demo the daily jobs don't run, so no new reminder jobs appear there.

Common problems

I can't see Record done or Set due date.

You can look at the calendar but not change it. Ask your nursery manager or area support.

Save is greyed out.

Enter the date the check was done first.

A check we don't need is listed (for example asbestos in a new building).

Every nursery gets every check type. Use the notes to record why it doesn't apply, and set a due date far ahead.

Related guides

- About compliance and certificates
- Staff certificates
- Maintenance

COMPLIANCE AND CERTIFICATES

Compliance: staff certificates

WHO IT'S FOR	WHERE TO FIND IT	TIME	YOU NEED
Nursery manager Area support	**Nurseries & compliance** › **Staff certificates**	A minute per certificate	Nursery manager for the nursery, or area support

Purpose

Know at a glance that you have enough paediatric first aiders and that everyone's safeguarding, food hygiene and other training is in date, and renew certificates before they lapse. Certificates that expire within 60 days are flagged.

The certificates Beacon knows about, and how long each lasts by default:

Certificate	Default validity
Paediatric First Aid (12-hour)	3 years
Emergency Paediatric First Aid (6-hour)	3 years
Enhanced DBS check	No expiry
Safeguarding training	2 years
Designated Safeguarding Lead training	2 years
Food hygiene (Level 2)	3 years
Fire marshal / warden	3 years
SENCo training	No expiry

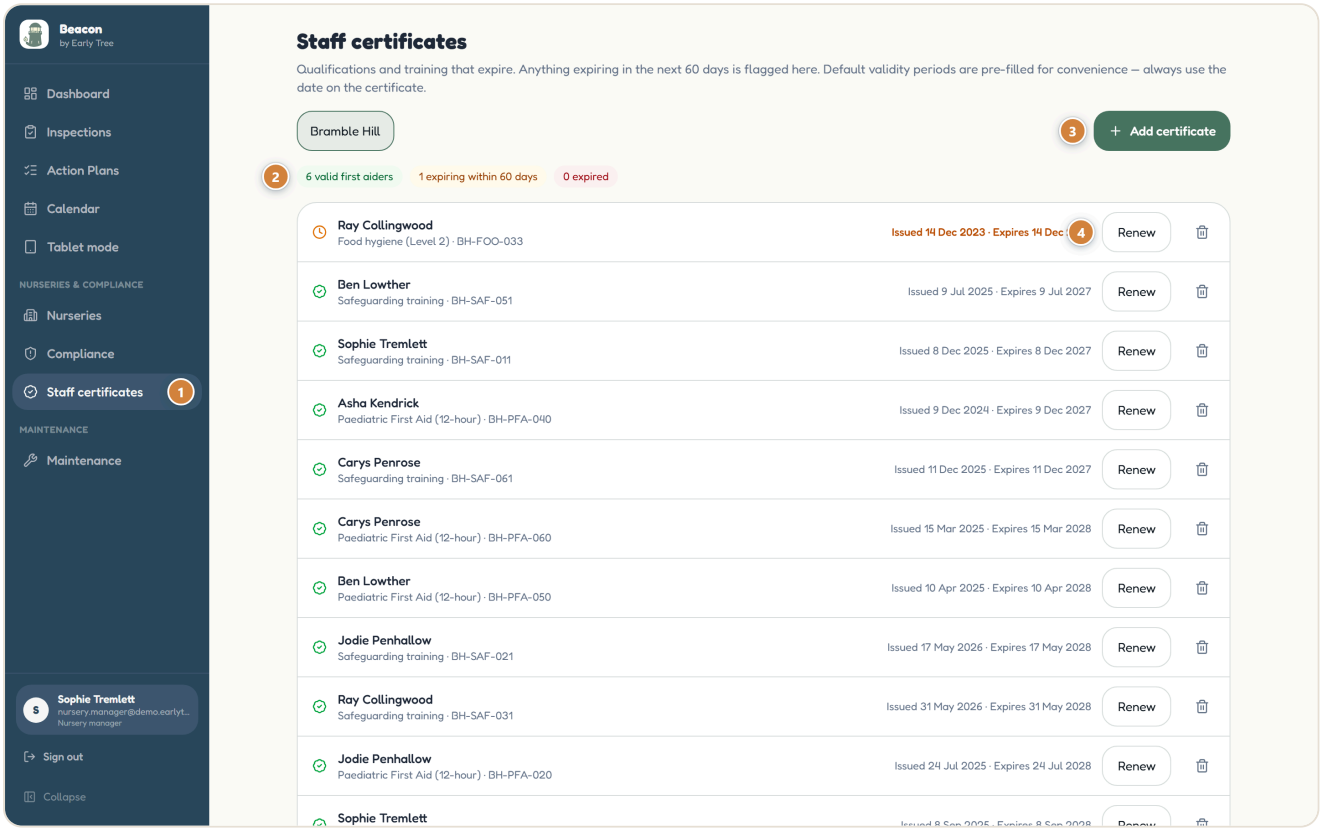
There are also **Early years Level 3 qualification** and **Other**. Defaults are only there for convenience: always use the expiry date on the certificate.

Before you start

- You're the nursery's manager, or area support.
- Have the certificate: who it's for, the issue date, the expiry date and its reference number.

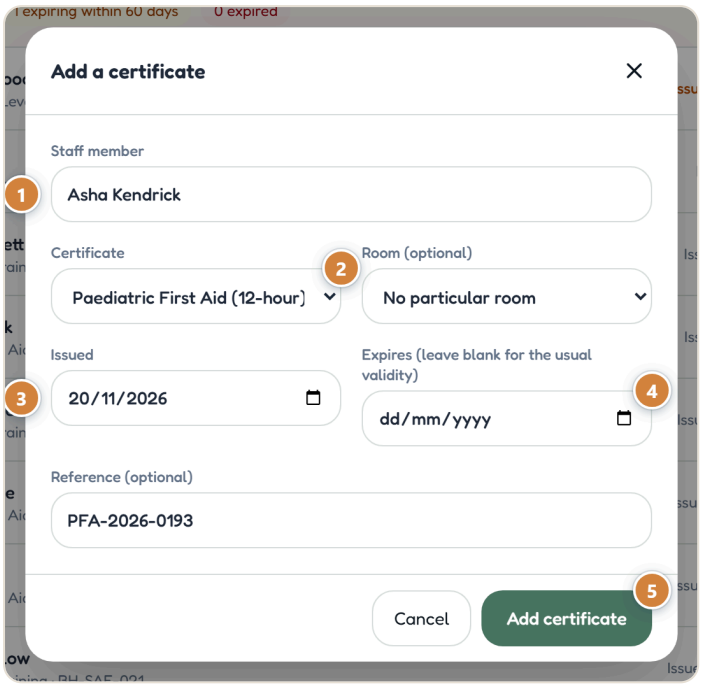
Add a certificate

1. In the menu, under **Nurseries & compliance**, select **Staff certificates** 1. If you look after more than one nursery, choose the nursery at the top.
2. The counts 2 show how many valid first aiders there are, how many certificates expire within 60 days and how many have expired.
3. Select **Add certificate** 3. The **Add a certificate** window opens.



Staff certificates for one nursery.

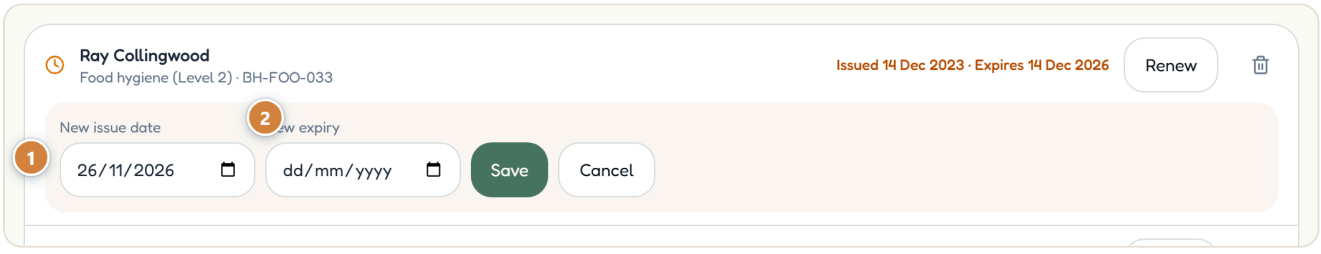
1. Type the **Staff member**'s name 1 and choose the **Certificate** type 2.
2. Choose a **Room (optional)** if it helps (for example, which room a first aider works in).
3. Enter the **Issued** date 3, and the expiry date from the certificate under **Expires** 4. Leave it blank to use the usual validity.
4. Type the certificate's **Reference (optional)** and select **Add certificate** 5.



Adding a certificate.

Renew a certificate

1. Find the certificate. A green tick means it's in date, an amber clock means it expires within 60 days, and red means it has expired.
2. Select **Renew** (4 on the first picture).
3. Enter the **New issue date** 1 and the **New expiry** 2 (leave it blank for the default), then select **Save**.



Renewing a certificate.

What you should see

Certificate added or **Certificate updated** appears, and the list and counts update.

Remove a certificate

Select the bin next to a certificate to remove it, for example when someone leaves. Beacon asks **Remove this certificate?**; select **Remove** to confirm. **Certificate removed** appears, and it no longer counts towards first aid cover or expiry alerts.

Common problems

"Staff certificates are managed by Area Support and each nursery's manager."
Your role can't see certificates. Ask your nursery manager.

Add certificate is greyed out.
Type the staff member's name and the issued date first.

Do staff get reminders?
Where your organisation has email switched on, each nursery manager is emailed on Mondays about anything at their nursery that has expired or expires in the next 60 days. This doesn't need Nina. Otherwise, check the amber and red certificates here regularly.

Related guides

- About compliance and certificates
- Compliance checks
- Self-assessment