# Changes to the Cambridge Early Years Handbook 2027 since first publication

We have made changes to some of our regulations and procedures for 2027 since first publishing the Early Years Handbook for 2027 in September 2026. The table below lists the changes and where you can find more information in the handbook.

| Subject | Changes | Page/Section |
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| Important information | Any fees referred to in this handbook are in our fees list, which is published in the 'My Messages' section of Direct, or listed as paid-for services available through any password-protected Cambridge websites.<br>Fees may be updated from time to time. You should always refer to the updated fees list on Direct. We send the fees list to you. If you are an Early Years only centre/school you will receive your fees lists by email. | Page 2 |
| Important information | Direct is a secure website for the direct submission and transfer of data and other information between centres and Cambridge. | Page 2 |
| Centre responsibilities | A4 **NEW** Every member of a centre's staff, and any volunteer or contractor working for the centre, who has contact with learners must be a suitable person to be working with children and, where relevant, adults at risk. | Page 3 |
| | A4.1 **NEW** You must take all reasonable steps to satisfy yourself of each person's suitability before they have unsupervised contact with learners and on an ongoing basis. The steps you take must be proportionate to the person's role and the nature, frequency and degree of their contact with the learners. | Page 3 |
| | A4.2 **NEW** You must keep and maintain up-to-date records demonstrating the checks and steps you have taken. | Page 3 |
| | A4.3 **NEW** You must comply with all local laws and employment regulations that apply to you. | Page 3 |

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| | A5 You must provide a safe environment for your learners. This includes while they are on your premises, as well as promoting online safety and wellbeing where applicable. You can find more guidance on our website: www.cambridgeinternational.org/about-us/our-standards/safeguarding. If we have concerns about the wellbeing of a learner or receive an allegation of a safeguarding nature, we may contact you about this. We may also contact you about how you are meeting your safeguarding responsibilities. **NEW** If we do this, you must promptly respond to the concerns raised and cooperate with us. Any retaliatory action by you towards a learner or their family or friends following any concerns raised to or by Cambridge will be considered a significant breach of your safeguarding responsibilities. | Page 3 |
| | A5.1 **NEW** If we determine that a centre has not responded appropriately or sufficiently to a safeguarding or wellbeing concern, or where we are concerned there is a conflict of interest with senior centre staff due to the content of the concern, we may escalate the matter where necessary. This may include raising the concern with the relevant school group, trust, parent organisation or other appropriate authority where the centre is part of a wider organisation. | Page 3 |
| | A12. **NEW** You must tell us immediately about the following changes at your centre. We will not accept notification by telephone or email.<br>• Use Change of school name or address: Preparation – Form 4, available from the 'My centre details' section of Direct, to tell us about a change to your centre name, location, secure storage facilities or if the ownership or legal identity of your centre changes. If you are an Early Years only school/centre, | Page 3 |

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| | contact our Customer Support team by emailing info@cambridgeinternational.org<br>• Use Change of school contact details: Preparation – Form 6, available from the 'My centre details' section of Direct, to tell us about changes to staff members' email addresses and telephone numbers. If you are an Early Years only school/centre, contact our Customer Support team by emailing info@cambridgeinternational.org | |
| Copyright in our material | H5. **NEW** Intellectual property rights in Cambridge materials, including, but not limited to, question papers, exam materials, textbooks and all materials available on or through any of our websites, continue to apply in respect of any use by you, your staff and your learners and candidates, including any artificial intelligence (AI) use. | Page 7 |
| | H6. **NEW** If you, your staff or your learners and candidates wish to use any Cambridge materials for any AI use, you must first obtain our permission. | Page 7 |
| | H7. **NEW** You must follow any guidance or communications that we issue in respect of AI use. | Page 7 |
| | H8. **NEW** Misuse of AI in any examined works, outside of any express permission granted by us, may constitute malpractice. | Page 7 |
| Glossary | Direct is a secure website for the direct submission and transfer of data and other information between centres and Cambridge. | Page 21 |
| Communicating with us | There are several ways to communicate with us. You might find it helpful to first check our frequently asked questions (FAQs) and our Guide to Cambridge Early Years support sites. You can find both in the 'Ask Cambridge for help' section of the Cambridge Early Years section of the School Support Hub. These are in the 'Help' section. You can also: | Last page |

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| | • Use our online forum to ask questions about implementing the programme in the 'Help' section of the Cambridge Early Years section of the School Support Hub.<br><br>• Ask administrative questions by emailing us on info@cambridgeinternational.org or contacting us by filling in the online feedback form which is also available in the 'Help' section of the School Support Hub.<br><br>• Write to us using the following address:<br>Customer Support<br>Cambridge University Press & Assessment<br>Cambridge International Education<br>Shaftesbury Road<br>Cambridge CB2 8EA<br>United Kingdom<br><br>• Call us on +44 1223 553554 | |



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