

Early Start and Family Services – Quality Improvement Team

**Meeting the
Statutory framework for the early year's foundation stage (2021)
Section 3 – The safeguarding & welfare requirements**

Name of Setting/Provider	
Name of setting representative completing audit	
Position of setting representative completing audit	
Date audit Started	

The Barnsley Safeguarding audit tool enables you to:

- assess your safeguarding and welfare practice, identifying strengths and gaps in practice against Section 3 of the 'Statutory framework for the EYFS (2021)' and to ensure you meet your registration requirements on the Ofsted Early Years Register and Childcare Register.
- ensure that the provision (including the proprietor or management committee, if relevant) are aware of their responsibilities and how the provision is working to safeguard children and promote their welfare.
- can be included as part of your self evaluation processes alongside the Early Start and Family Services Evaluation and Improvement Toolkit
- support yearly updates to policies and procedures

We recommend that, where possible, you **work together on this audit**, e.g. with members of the management team (including the voluntary management committee/proprietor if relevant), senior members of staff and/or the designated safeguarding practitioner, co-minder or childminding assistant.

When completing each question, the question will indicate whether it applied to ALL settings, or CM - childminder, GCM - Group Childminders, GS - Group Settings, OOSC - Out of School Clubs only.

We have also produced a supporting document which includes an example safeguarding staff quiz and links to additional supporting guidance.

Any actions that arise from this audit need to be added to your Improvement Plan (IP).

Should you have any queries regarding this audit, please contact your Quality Improvement Officer - details below, or the general team email QitsupportSCP@barnsley.gov.uk or QITsupportNNED@barnsley.gov.uk

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Covid 19

It is widely recognised that the pandemic has increased safeguarding risks. Record below what changes you have made to continue to safeguard children during this time.

	Action taken
How have you encouraged attendance especially for vulnerable children, including those with SEND?	
Did you have children who stopped attending during Covid who did not return? If so did you check why they stopped and if they were Child In Need (CIN) or on Child Protection(CP) Plans or were on Early Help did you inform the social worker or lead Practitioner?	
What changes to safeguarding procedures have you made including how you have monitored children who remained at home during parts of the pandemic and those who attended throughout?	
Have you regularly reviewed your Covid risk assessment, outbreak management plan/contingency framework?	
How did you support children's learning and development whilst they were at home?	
How did you keep in touch with families during the pandemic?	

To help support settings in ensuring that you meet the Statutory Framework of the EYFS please complete the grid below **including owners, directors, committee members, governors, management, staff, apprentices, childminding assistants, volunteers, administrative and domestic staff.**

Name & Role	DBS date obtained	Highest level childcare qualification & date completed	Food Hygiene training date completed if applicable	Paediatric First Aid completed (Date)	Title of safeguarding training (basic/on line / designated lead etc.)	Date completed	Named SENCO- SENCO training date completed if applicable

Name & Role	DBS date obtained	Highest level childcare qualification & date completed	Food Hygiene training date completed if applicable	Paediatric First Aid completed (Date)	Title of safeguarding training (basic/on line / designated lead etc.)	Date Completed	Named SENCO - SENCO training date completed if applicable

Information required to prepare for Ofsted Inspection and to be available for Ofsted should they request it.			
Date last inspected		Outcome	
Recommendations in last inspection		Actions to address recommendations	
Age range of children on roll		Number on roll	
Setting opening times		No. of children on TYE	
No. of children on 3 & 4 year funding		No. of EYPP children	
No. of Children in Need (CIN)		No. of Children on Child Protection Plan (CP)	
No. of children with an Early Help Assessment (EHA)		No. of children with an Education, Health and Care Plan (EHCP)	
No. of children on a SEN Support plan		No. of children you are claiming Inclusion Grant for	
No. of children with English as additional language (EAL)		No. of staff fluent in an additional language	
Children's languages spoken		Staff languages spoken	

Please complete the table below with the total number of children on roll that are on SEN Support plans and indicate which column is their area of most need.

Broad area of SEND Need of children in your setting. Please only count a child once choosing only the area of most need	Social, Emotional and Mental Health	Communication and Interaction	Sensory and or Physical needs	Cognition and Learning
Birth to 2 nd Birthday				
2 year old				
3 year old				
4 year old				
5 year old				
6 & over				
See SEND Code of Practice Chapter 6 paragraph 6.28 onwards for a full explanation https://www.gov.uk/government/publications/send-code-of-practice-0-to-25				

Please detail the ethnicity of all children on roll.	No. of children
White	
British, English, Scottish, Welsh, or Northern Irish	
Irish	
Gypsy or Irish Traveller	
Any other white background please specify	
Mixed multiple ethnic groups	*****
White and Black Caribbean	
White and Black African	
White and Asian	
Any other mixed background <i>Please specify</i>	
Asian or Asian British	
Indian	
Pakistani	
Bangladeshi	
Chinese	
Any other Asian background <i>please specify</i>	
Black or Black British	
Caribbean	
African	
Any other Black, African or Caribbean <i>please specify</i>	
Other Ethnic groups	*****
Arab	
Any other Ethnic Group <i>please specify</i>	

Policies & Procedures checklist	<i>Read and understood by appropriate staff and available to parents/carers</i> Y/N	Policies & Procedures checklist	<i>Read and understood by appropriate staff and available to parents/carers</i> Y/N
In case of childminders these policies do not have to be written. Some policies may be amalgamated under one policy heading.		In case of childminders these policies do not have to be written. Some policies may be amalgamated under one policy heading.	
Child Protection & Safeguarding Policy To include: Allegations against staff, attendance/nonattendance, peer on peer, FGM, County Lines, barriers for children with SEND, Prevent and wider safeguarding issues see staff quiz		Emergency evacuation procedure	
Accident/Incident/ Emergency		Administering Medication	
Illness/Sick child policy		Complaints Procedure	
Missing/lost Child/Uncollected Child		Confidentiality	
Inclusion, Equality & Diversity		Mobile phone/camera/Internet security	
Whistle blowing		Health & Safety	
Staff code of conduct - Discipline, Conduct and Grievance Policy		Behaviour Management Policy, including exclusions	
Existing injuries & Cause for concern		Parent Partnership	

All policies and procedures should be reviewed at least yearly and shared with parents /carers and there is a procedure in place to determine the most up to date version.

		Fully in place Y/N	Comments / Actions if not fully in place	Action Added to Improv. Plan Y/N
Applies to	Child Protection			
ALL	Staff can identify the signs and symptoms of abuse. Including wider safeguarding issues (see example staff quiz in supporting document) .			
ALL	All staff should be aware of the additional barriers that exist when recognising the signs of abuse and neglect of children who have special educational needs and/or disabilities and this is covered in your safeguarding policy?			
ALL	Practitioners are aware of recording procedures for existing injuries and appreciate the need for summary records for each child, including monitoring the day of the week when EI occur, as a way of early identification.			
ALL	Cause for concern forms are completed (no informal recording in notebooks etc) and CFC forms shared with parents/carers unless to do so may put a child at risk. Staff appreciate the need for summary records for each child as a way of early identification.			
ALL	Are you displaying the current Safeguarding Poster (Green) where staff can easily see it?			
ALL	Are you aware of the new 2021 version of the BSCP Thresholds for Intervention document? https://www.barnsley.gov.uk/media/20098/barnsley-thresholds-for-intervention-2021-09.pdf			
ALL	All staff, volunteers, students etc know how to respond to child protection concerns, who to refer to, how to record and that referrals are made, or support has been sought in a timely manner.			
ALL	All staff volunteers, students etc know how to refer to social care directly if they feel their concerns are not being taken seriously by the Safeguarding Designated Lead (DSL) or management.			
ALL	Records of referrals to social care are kept (even if response was NFA - no further action) .			
ALL	The setting has records of every child with an open case to social care and multiagency involvement including keeping a copy of any child protection plans.			
ALL	The setting identifies children or learners who may be at risk of abuse or neglect, or who may need support with their mental health.			
ALL	Practitioners understand their mandatory duty to report to police any known case of FGM and this is reflected in your safeguarding policy.			
ALL	The provider monitors attendance patterns and has a nonattendance procedure that staff are aware of and use and seek explanation for the absence and follow up if concerned. Are links made between non-attendance and potential cause for concerns?			

		Fully in place Y/N	Comments / Actions if not fully in place	Action Added to Improv. Plan Y/N
ALL	Do staff understand the importance of considering wider environmental factors in a child's life and how do you remain alert to these? (Risk outside the home/contextual safeguarding).			
ALL	Do you encourage your staff to show professional curiosity and are they able to ask appropriate questions around safeguarding concerns?			
ALL	Can practitioners recognised disguised compliance which involves parents and carers appearing to co-operate with professionals in order to allay concerns and stop professional engagement. https://learning.nspcc.org.uk/research-resources/learning-from-case-reviews/disguised-compliance			
ALL	Children are supported (in an age/stage appropriate way) to gain an effective understanding of when they might be at risk, Including: <ul style="list-style-type: none"> • What is unacceptable behaviour towards them • Safe use of the internet, digital technology and social media • Underwear rule • where to get support if they need it. Know how/who they can share concerns with. 			
ALL	Practitioners understand the importance of challenging inappropriate and abusive behaviours between children both face to face and online and not allowing these to become normalised.			
ALL	Children are supported to keep themselves safe from discriminatory abuse including bullying, homophobic behaviour, racism, sexism, and other forms of discrimination.			
ALL	Appropriate filters and monitoring systems are in place to protect children from potentially harmful online material and to protect systems from cyber security risks.			
ALL	Does the provider seek the views of children in matters of their care and safety and is the voice of the child heard in matters regarding their care? And how do you know this?			
ALL	Are you aware that the <u>Brook Traffic Light System</u> has changed and a fee is now attached for the poster/training? Do you use the free NSPCC Healthy sexual development of children and young people instead? https://learning.nspcc.org.uk/child-health-development/sexual-behaviour			

		Fully in place Y/N	Comments / Actions if not fully in place	Action Added to Improv. Plan Y/N												
ALL	Are you aware of the Barnsley Social Care Escalation policy? https://www.proceduresonline.com/barnsley/scb/files/resolve_prof_diffs.pdf															
ALL	Early Help Are all staff aware of when Early Help should be instigated and the categories of potential need of families as defined in Keeping Children Safe in Education 2021 pages 9/10? https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1021914/KCSIE_2021_September_guidance.pdf															
ALL	If you have families in your setting that fall under the categories above have you instigated an early help assessment which covers the whole family's needs?															
ALL	Do you share/display the following leaflet for families? https://www.barnsley.gov.uk/media/15648/early-help-for-families.pdf															
ALL	Do you use the early Help information pages on the BMBC website? https://www.barnsley.gov.uk/services/children-families-and-education/early-help-for-families/															
ALL	Can you complete the table below to indicate which Family Centre groups and/or activities you have signposted families to?															
	<table><tr><td></td><td>Have you signposted families to the following Y/N</td></tr><tr><td>Family/parenting programmes eg Solihull, Webster Stratton/Incredible Years, Talking Teens</td><td></td></tr><tr><td>Citizens advice</td><td></td></tr><tr><td>Benefit rights</td><td></td></tr><tr><td>Health services</td><td></td></tr><tr><td>Outreach groups e.g. baby massage</td><td></td></tr></table>		Have you signposted families to the following Y/N	Family/parenting programmes eg Solihull, Webster Stratton/Incredible Years, Talking Teens		Citizens advice		Benefit rights		Health services		Outreach groups e.g. baby massage				
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ALL	How many Early Help Assessments have you instigated over the last 12 months?															
ALL	Are you aware of the "helping you with Early Help" training on POD? A Lite bite online seminar 2-hour free session available to upskill staff.															
ALL	Have you accessed the Early Help Surgeries for support? https://www.barnsley.gov.uk/services/children-families-and-education/early-help-for-families/early-help-toolkit-for-practitioners/early-help-surgery/															

		Fully in place Y/N	Comments / Actions if not fully in place	Action Added to Improv. Plan Y/N
ALL	Does your registration form ask if the family have an open Early Help Assessment? If not is this something you can change?			
ALL	Do you contribute to Team Around the Family (TAF) meetings? If you are not able to attend (childminder working with other children) do you still contribute?			
ALL	If you have families that would fall under the categories of needing an early help assessment what are/were the barriers to you starting an early help assessment:			
	<div>Refusal of parental consent<ul style="list-style-type: none">- not wanting formal BMBC involvement- don't feel any intervention is needed- disagreement within family about completing EHA</div>			
	Assessment Form is too lengthy			
	Not wishing to be lead practitioner incl lack of time to coordinate meetings			
	Unable to attend Team Around the Family (TAF) meetings			
	No families requiring this support			
	Other reason please state.			
ALL	What would make it easier for you to instigate more Early Help Assessments?			
ALL	How do you record your interventions that you provide to families if you don't use a formal Early Help Assessment?			
	What interventions/support do you undertake with families?			

		Fully in place Y/N	Comments / Actions if not fully in place	Action Added to Improv. Plan Y/N
GS	All group settings will have a named link Family Centre Outreach worker. What is the name of your Family Centre linked Outreach Worker? How often are you contacted by them?			
GCM GS OOSC	Designated Safeguarding Lead There is a named designated lead on site or able to be contacted at all times.			
ALL	All DSL's should have completed a Barnsley LA Early Years Designated Safeguarding Lead Training course followed by a Refresher course every <u>two years</u> .			
GS OOSC	Everyone associated with the setting is aware of who the DSL is?			
GCM GS OOSC	Do you have a deputy safeguarding lead? If not, what contingency plan is there for when DSL is not available?			
GCM GS OOSC	Does the DSL cascade information to the staff team to ensure their knowledge is updated?			
GCM GS OOSC	Staff's safeguarding knowledge is checked regularly. (See Safeguarding quiz in the Guidance Document).			
ALL	Staff are aware of their responsibilities incl; DSL as detailed in ' <u>Keeping Children Safe in Education</u> ' and Working Together to Safeguard Children.			
ALL	Does the DSL keep up to date with current safeguarding issues, safeguarding legislation updates and learning from safeguarding practice reviews? E.g. accessing BSCP Lite bite Safeguarding sessions available on POD.			
GS GCM	Are DSLs aware of recent relevant case reviews and share findings from them? https://learning.nspcc.org.uk/research-resources/learning-from-case-reviews/early-years-sector			
ALL	Do you keep parents/carers and staff up to date with potential safety concerns e.g. safe sleeping recommendation, danger of button batteries, car safety/ road safety, online safeguarding issues including sexual grooming, exploitation, radicalisation and bullying?			
ALL	Can you and your staff explain how the 'Prevent' duty is relevant to early years and is it referenced in your safeguarding policy?			
ALL	Practitioners understand the link between teaching the fundamental British Values and preventing radicalisation.			

		Fully in place Y/N	Comments / Actions if not fully in place	Action Added to Improv. Plan Y/N
ALL	Have staff renewed Prevent awareness in the last 2 years? https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html			
ALL	Are staff aware of the local prevent picture?			
ALL	Do staff know how to report any concerns about radicalisation and or terrorism? See Safeguarding poster.			
GS OOSC	There is a Prevent Risk Assessment – ensure this is linked to your Safeguarding policy, e-Safety, Social Networking, Mobile Phone, Camera & Internet Policies (or the policies that cover these areas). See guidance document for example Prevent Risk Assessment			
	Suitable People			
GS OOSC	The organisation has accessible written safer recruitment policy / procedure / practices which covers how they recruit safely all adults that have contact with children, including what checks need to be undertaken to determine suitability. This must cover: All childcare staff including managers, domestic staff and administrative staff, students, apprentices and volunteers.			
CM GCM	Childminders are aware of their responsibilities to undertake safer recruitment of assistants even if they currently work alone.			
GS OOSC	The setting has a recruitment panel who are aware of the safer recruitment policy / procedure / practices and how to access them. Best practice would suggest that at least 1 person should have completed safer recruitment training. See Pod for available training.			
GS OOSC	Do you regularly update interview questions and agree appropriate / expected answers? Do they cover safeguarding and EYFS knowledge?			
GS OOSC GCM	During your interview procedure do you have the opportunity to check the candidates basic English and mathematical knowledge?			
GS OOSC	Do you regularly update your job descriptions?			
GS OOSC GCM	As part of your interviewing procedure do you have an element of observing candidates practice which can be taken into account when making your recruitment decisions?			
GS OOSC GCM	Do you pose scenarios during interviewing to check understanding e.g., Safeguarding?			

		Fully in place Y/N	Comments / Actions if not fully in place	Action Added to Improv. Plan Y/N
All	<p>When checking references for potentially appointed candidates do you:</p> <ul style="list-style-type: none"> • check gaps in employment and follow these up • check they are from the correct employer and completed by a senior individual from the previous company • ensure they are not open references e.g. To whom it may concern • obtain a reference from the most recent employer if not currently employed • obtain a reference from the last employer when they worked with children if not currently working with children • always verify any information that you are not sure about direct with the provider of the reference • ensure electronic references are received from reputable sources and appear to be who you are expecting them from • ensure that there are no discrepancies with information given on the application form, take up any discrepancies with the candidate • establish the reason for the candidate leaving their current employment <p>Do not rely on candidates to obtain their own references they must be requested by yourselves.</p>			
All	Are all offers of employment conditional until satisfactory completion of mandatory pre-employment checks?			
All	Do you verify a candidate's identity and keep a record of the documents seen (but not a copy)?			
All	Do you complete an enhanced DBS check including children's barred list?			
All	Are you aware that if the candidate is on the DBS update service, you still need to see the original certificate and record this?			
All	The organisation is aware of how to obtain criminal records checks for overseas applicants and for British Citizens that have lived abroad within the last 5 years?			
All	Do you verify the candidates right to work in the UK. Further details can be obtained from the Gov.uk website if you are unsure of a candidates right to work in UK?			
All	Do you verify the candidates mental and physical capacity to undertake the role and responsibilities?			
All	Do you receive copies of relevant qualifications and check them against the Early years Qualification finder to make sure you are working to required ratio regulations?			
All	Do you have a probationary period for new starters which you review when required?			

		Fully in place Y/N	Comments / Actions if not fully in place	Action Added to Improv. Plan Y/N
All	<p>The setting has details of all of the items below for summary of DBS records (Single Central Record) for <u>staff, committee members, volunteers, students:</u></p> <ul style="list-style-type: none"> • Individual's name • URN • Date obtained and • Who obtained the check and confirmation of seeing the original physical certificate? • Any other checks that have been carried out i.e., if a barred list check was carried out prior to the DBS being received • Further checks on people who have lived or worked outside the UK and/or • A check to establish the persons right to work in the UK • It is also ideal/advised to have qualifications verified as checked, on this list • In the case of supply/agency staff, it should also detail the written confirmation that must be received, confirming that the business supplying the staff member has carried out the relevant checks, has obtained the appropriate certificates within the last 3 months (unless they are on the update service) and the date that confirmation was received • If you use agency staff /students do you get their DBS details and an assurance from the agency/training provider that relevant employment checks have been completed and do you undertake your own induction process? <p><i>Ofsted Inspectors must not make allowances for any errors in the Single Central Record unless these are minor administrative errors.</i></p>			
All	Are arrangements in place to comply with the legal duty to make a referral to the DBS when required? i.e. If a staff member would have been dismissed re safeguarding concerns even if they resign before dismissal or investigation is completed?			
CM GCM	All childminders and childcare on domestic premises settings, inform Ofsted of all changes to those living or working within the premises where childcare is taking place this includes the birth of a new baby, or someone turning 16 years of age.			
All	<p>The setting is aware that Ofsted now strongly suggests that people be on the update service but this is not a requirement i.e. all those over 16 years of age, living and/or working on the premises:</p> <p>You must register at one of 2 points:</p>			

		Fully in place Y/N	Comments / Actions if not fully in place	Action Added to Improv. Plan Y/N
	<ul style="list-style-type: none"> when applying for your DBS, you can use the application reference number on the form to register (the application must be received within 28 days of registering for the update service) If you have already applied for the DBS, you can use the certificate number when the DBS certificate arrives to register for the update service (you have 30 days from the date of the certificate being issued). 			
All	If an early years setting allows an individual to start work in a regulated activity before their DBS certificate is available, they should ensure that the person is never left in unsupervised contact with children, and that they are in the process of obtaining a DBS certificate for that individual.			
All	Provider must tell staff that they are expected to declare any reprimands, convictions or situation that may affect their suitability to care for children as soon as an issue arises.			
All	The organisation keeps copies of relevant qualifications of staff (remember that all newly qualified staff after 2016 must hold a paediatric first aid certificate or Emergency First Aid certificate within 3 months of qualifying to be counted in ratios).			
All	<p>The organisation inducts new managers, leaders, committee members, trustees, staff, students, volunteers and apprentices etc, and this includes:</p> <ul style="list-style-type: none"> Safeguarding and child protection training The settings and LA's processes and protocols for safeguarding All policies and procedures Emergency evacuation procedures Early Help 			
	Allegations against staff			
All	The setting knows that any allegations about someone working with children must be reported to Ofsted (as soon as possible but within 14 days maximum) and LADO as soon as practicably possible (usually within 24 hours).			
All	You keep a list of any referrals made to LADO which is made available on request by Ofsted.			
All	Managers are aware of the requirements to not commence an investigation until the LADO is informed and take guidance from the LADO on next steps. Initial actions to verify the allegation can be completed eg. Checking the staff member was in work on said day or that the child attended on the said day.			
All	Staff know how to make a complaint and understand policies on whistle-blowing including how to manage concerns about the practice of adults.			

		Fully in place Y/N	Comments / Actions if not fully in place	Action Added to Improv. Plan Y/N
GS OOSC	<p><u>Dedicated question to Management Committees, Partners and Trustees only!</u></p> <ul style="list-style-type: none"> Does your management group, have a responsible person for safeguarding? Have they completed DSL training? Do all members of your management group hold a DBS completed by the setting? Is the committee fully aware of their responsibilities? <p><i>For example: Should an adult be dismissed from the setting due to an allegation being made or they leave during an investigation following an allegation, the management must make a referral to DBS.</i></p>			
	Staff Disqualification			
ALL	Are you aware that a provider or a childcare worker may be disqualified from registration and therefore must not be employed in connection with early years provision?			
ALL	Are you aware that in the event of the disqualification of a provider, the provider must not continue as an early years provider – nor be directly concerned in the management of such provision?			
GCM GS OOSC	Are you aware that where an employer becomes aware of relevant information that may lead to disqualification of an employee, the provider must take appropriate action to ensure the safety of children and refer onto relevant agencies including DBS?			
CM GCM	Are you aware that a childminder, childminder assistant or a childcare practitioner working on domestic premises may also be disqualified because they live in the same household as someone who is disqualified, or they live in the same household where a disqualified person is employed? Do you ask this question of assistants on at least a yearly basis or at every supervision meeting?			
ALL	Are you aware in some circumstances that you may be able to obtain a waiver from Ofsted if the individual is disqualified from working in childcare ?			
ALL	Are you aware that a registered provider must notify Ofsted of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided within a maximum of 14 days? The disqualification of an assistant could be an instance of a significant event.			
ALL	In the event of a positive declaration about changes in someone's suitability refer to section 3:17 and 3:18 of the Statutory Framework.			
GS OOSC	Do you regularly (e.g. at every supervision) request a declaration about anything that may affect the practitioners ongoing suitability to work in childcare?			

		Fully in place Y/N	Comments / Actions if not fully in place	Action Added to Improv. Plan Y/N
	Staff taking medication / other substances			
GCM GS OOSC	All staff members understand they have a duty of care to report any changes to their medical needs, including medication to their manager as soon as prescribed and returning to work. Providers must ensure that the staff member has sought medical advice to be able to return to work while taking this medication.			
ALL	Staff must not be under the influence of alcohol or other substances while working with children in the setting.			
CM	Childminders taking long term medication or medication that may affect their ability to care for children have informed Ofsted of any changes since registration.			
	Staff Qualification, training Support and Skills			
GS GCM OOSC	Managers (where appropriate), leaders, staff, students, volunteers and apprentices are able to access a supervision / support structure whilst working with children and young people at regular intervals e.g. every 6-8 weeks.			
GCM	Childminders are accountable for the quality of work and safeguarding knowledge of any assistants and must be satisfied that assistants are competent in the areas of work that they undertake.			
ALL	At least one person who has a current paediatric first aid certificate must be on the premises and available at all times when children are present and must accompany children on outings.			
CM GCM	Childminders and any assistants who might be in sole charge of the children for any period of time must hold a full current paediatric first aid certificate.			
ALL	Providers must ensure that staff have sufficient understanding and use of English to ensure the wellbeing of children in their care. To summon emergency help and to be able to understand the instructions such as those as for the safety of medicines or food hygiene.			
	Key Person			
GS GCM	Each child must be assigned a key person who knows the family well and is in a good position to notice anything of concern and builds up a good professional relationship with the parents/carers.			
	Staff: Child Ratios			
GS	All group settings on the Early Years Register must have a manager that holds an approved level 3 qualification and at least half of all other staff must hold at least an approved level 2 qualification.			

		Fully in place Y/N	Comments / Actions if not fully in place	Action Added to Improv. Plan Y/N
GS	All group settings must ensure that there is a named deputy manager who in their judgement is capable to take charge in the managers absence.			
ALL	Staffing arrangements must meet the needs of all children and ensure their safety. Providers must ensure that children are adequately supervised including whilst eating.			
ALL	All providers/practitioners are aware of EYFS ratios – refer to Statutory Framework https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/974907/EYFS_framework_-_March_2021.pdf			
ALL	Only those aged 17 and over may be included in ratios if they are suitable (staff under 17 should be supervised at all times). Refer to the Statutory Framework.			
	Before/after school care and holiday provision			
OOSC	It is for the provider to determine how many staff are needed to ensure safety and welfare, bearing in mind the activities, age and needs of the children.			
OOSC	It is the providers decision to determine the qualifications required of managers/staff.			
	Health: Medicine			
ALL	Good health including good oral health is promoted with children and parents/carers.			
ALL	There is a policy in place for dealing with ill/infectious children (incl covid procedures).			
ALL	Administering medication policy is followed and records are kept that are accurate and fully completed.			
ALL	Medication administration is observed by a second practitioner in a group setting.			
ALL	Medicines for children and staff are stored safely and out of reach of children.			
ALL	Prescriptions medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).			
ALL	Prescription labels should be checked for: <ul style="list-style-type: none"> • Label on bottle or inhaler etc not on outer container • Prescribed for correct child (e.g. not a sibling) • In Date/expiry date • Dosage • Frequency of administering • Length of treatment • Method of delivery 			

		Fully in place Y/N	Comments / Actions if not fully in place	Action Added to Improv. Plan Y/N
ALL	Prior written permission to administer medication is in place and checked before dose given.			
ALL	Care plans (written and signed off by medical professionals) are in place for children with specific needs before the child starts at the setting.			
ALL	Staff receive relevant training for specific medical needs of children before the children start at the setting.			
ALL	Risk assessments for children or staff with medical conditions are in place.			
	Health; Food & Drink			
ALL	Before a child is admitted to a setting the provider must also obtain information about any special dietary requirements, preferences and food allergies. Allergies are recorded and all staff are aware e.g., photo displays as required. https://www.food.gov.uk/safety-hygiene/food-allergy-and-intolerance			
ALL	Settings are compliant with Environmental Health. Both childminders and group providers refer to Safer Food Better Business documents for their setting type. https://www.food.gov.uk/business-guidance/safer-food-better-business https://www.food.gov.uk/business-guidance/safer-food-better-business-for-childminders			
ALL	Providers must be confident that those responsible for preparing and handling food are competent to do so. In group provision all staff involved in preparing and handling food must receive training in food hygiene.			
ALL	Are you aware of where to research about Healthy menus? Healthy Eating in Early years – Example menus and recipes https://www.gov.uk/government/publications/example-menus-for-early-years-settings-in-england			
ALL	Setting know that more than 2 cases of food poisoning need to be reported to Ofsted within a maximum of 14 days.			
	Health: Accident & Injury			
ALL	First aid boxes are available checked and replenished regularly.			
ALL	A risk assessment for first aid must be carried out and include: <ul style="list-style-type: none"> • first aid kits • number of staff with Paediatric First Aid on site at all times 			

		Fully in place Y/N	Comments / Actions if not fully in place	Action Added to Improv. Plan Y/N
ALL	Providers inform parents/carers of any accidents or injuries sustained by their child and any first aid treatment on the same day or as soon as reasonably practicable. Parents/carers need to sign relevant documents to evidence notification.			
ALL	Procedures are in place for the reporting and recording of any accidents or injuries to staff or visitors on the premises.			
ALL	Written permission to deliver first aid and seek emergency medical treatment is requested from parents/carers.			
ALL	Provider knows to notify Ofsted/LADO and other relevant agencies e.g., RIDDOR of any serious accidents, incident or death of a child as soon as is practicable but within 14 days.			
ALL	Providers review risk assessments after serious accidents/injuries and if multiple accidents/incidents occur in a particular area of provision or with particular resources or if it is deemed an incident that could have been avoided?			
ALL	Does the provider have clear guidance to ensure children remain safe from the harmful effects of exposure to sun and extreme weather?			
	Managing Children's Behaviour			
ALL	Providers are responsible for managing the behaviour of children in their settings. Does your behaviour policy state that practitioner must not use or threaten corporal punishment and does the policy include the procedure of recording and reporting to parents/carers any use of physical intervention/restraint?			
ALL	Do children experiencing behavioural issues have a behaviour plan in place, and have you created it alongside parents to offer a consistent approach?			
All	Emotional and Mental Wellbeing Staff identify if a child or adult is in need of emotional/mental health support.			
ALL	Children are encouraged to share their feelings/emotions e.g. whether they feel safe, secure and happy giving them emotional literacy.			
ALL	Staff teach children the language of feelings so they can understand their own emotions and start to understand other people's emotions. Staff support children to build their resilience.			
ALL	Children can communicate their concerns to a trusting adult and know they will be listened to.			
ALL	Staff are able to decode behaviour that may be a child's way of communicating a safeguarding concern?			

		Fully in place Y/N	Comments / Actions if not fully in place	Action Added to Improv. Plan Y/N
ALL	Are staff trained to recognise the signs of emotional or mental health needs in adults? (staff or parents/carers).			
ALL	Do you have an adult mental health first aider in the setting?			
ALL	Do you share information with parents/carers about understanding emotions/behaviour?			
	Safety and suitability of premises, environment and equipment.			
	All settings with 5 or more people/partners/employees etc. must by law, have <u>written</u> risk assessments; this includes if 3 childminders are working together and have 2 students/apprentices etc. Childminders still need to carry out risk assessments but these do not need to be in a written down.			
ALL	Risk assessments are reviewed every year but are updated more often if there are changes in children's needs, staff needs, building, resources and/or furniture or other significant changes including local and national developments.			
ALL	The physical environment for children is safe and secure and protects them from harm or the risk of harm.			
ALL	Daily environmental risk assessments covering all areas that the children and staff access including outdoors are completed.			
ALL	Visits risk assessments are in place including procedures, protocols and appropriate transport. Any vehicles carrying children must have sufficient insurance in place.			
ALL	Security risk assessments are in place– which must include the building and perimeter, access to the site, secure access to the children and secure data/records.			
ALL	Providers need to check the identity of any visitors and to keep a record of any visitors			
ALL	An emergency evacuation risk assessment is in place which includes the evacuation of children/staff with additional needs, contents needed for an 'Evac pack' and a plan B evacuation location if you cannot re-enter the building due to emergency services instruction. And an evacuation site further away in case of exclusion zones			
ALL	Providers must comply with the requirements of health and safety legislation including fire safety and Adult first aid requirements. "An employer should make an assessment of first-aid needs appropriate to the circumstances (hazards and risks) of each workplace. If an employer, after carrying out a needs assessment, decides an adult first-aider is not required in the workplace, a person should be appointed to take charge of the first-aid arrangements". https://www.hse.gov.uk/pubns/priced/l74.pdf . Providers must have appropriate fire detection and control equipment (e.g., fire alarms, smoke detectors, fire blankets and, or fire extinguishers) which is in working order.			
ALL	Fire exits must be free of obstruction and easily opened from the inside.			

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ALL	Do you conduct regular fire evacuation drills and keep a record of drills?			
ALL	Do you conduct Lockdown drills and a keep a record of drills?			
ALL	Providers must not allow staff or parents/carers to smoke or vape in or on the premises when children are present.			
ALL	You have a procedure in place to check identity of people collecting children and to prevent unauthorised people entering the premises.			
ALL	Sleeping children must be frequently checked to ensure they are safe. Children should be placed down to sleep safely in line with government guidelines. Safer sleep guidance http://www.lullabytrust.org.uk/safer-sleep			
ALL	Providers must ensure there are suitable hygienic changing facilities for changing any children who are in nappies. Settings need to consider safeguarding when deciding on location of nappy changing areas to protect the child and staff from allegations.			
	Information and Records			
ALL	All notifiable Incidents are reported to Ofsted ASAP or within relevant timescales see EYFS Statutory Framework.			
ALL	All settings are registered with the Information Commissioner's Office (ICO) and registration is up to date. You have completed the self-assessment after 25th May 2018 and can evidence if you are not required to be registered.			
ALL	General Data Protection Regulations 2018 are adhered to including having a setting Privacy Statement			
ALL	You inform parents/carers about your responsibilities to share information relevant to the safeguarding of children.			
ALL	Information is shared between agencies/other shared settings in a secure manner. This may be detailed in your confidentiality / Data Protection Policy concerning the use of secure email etc. Parental/carer consent is sought if appropriate and safe to do so.			
ALL	Your information sharing policy or other relevant policy includes reference to sharing information with other settings/schools who share care for the same child(ren)... <ul style="list-style-type: none"> Are child protection records passed to other providers when the child moves setting or to school? A record is kept of when information has been shared and with whom.			
ALL	Robust security procedures are in place where it is deemed necessary to transport confidential information (i.e. When attending TAF meetings etc). Before transporting documents (taking documents off site), do you consider...			

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	<ul style="list-style-type: none"> Is it necessary? Is it secure and safe ? Can it be anonymised Do you keep a record of the date and of what information is removed from site and of when it was/is returned? Do you place the documents in a sealed folder or envelope marked with your settings contact details, so if a person finds it, they can return it without opening it and seeing the confidential information? Do you consider whether risks could be reduced by sending the information securely via email? E.g., Egress 			
ALL	All sensitive information is securely kept and retained in accordance with legal requirements.			
All	All staff are aware of any Private Fostering (a casual arrangement, where a person, who is not a close blood relative and has no legal order in place, authorising the care of a child, under 16 (18 with a disability) for whom they provide care for an uninterrupted period of 28 days (S. 66 Children Act 1989)) and know their legal duty to report any known Private Fostering arrangements to the Barnsley Fostering Team on (01226) 775876 and ask to speak to the Private Fostering Social Worker.			
	Information and Records: Information about a child			
ALL	Providers must record the following information for each child in their care: <ul style="list-style-type: none"> Full name DOB Name of address of every parent who is known to the provider (and information about any other person who has parental responsibility) Which parent the child normally lives with Emergency contact details (updated regularly) 			
	Information and records: Complaints			
ALL	A complaints log must be kept and be available to inspectors.			
	Providers must make available to parents details about how to contact Ofsted if they believe the provider is not meeting the EYFS requirements including any safeguarding issues. Check that you have the current Ofsted parent's poster. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1020350/Poster_for_parents_childcare.pdf			

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	Information and records: Information about the Provider			
ALL	<p>The following information is held:</p> <ul style="list-style-type: none"> • Name/address/telephone number of provider and anyone living or employed on premises (not childminders) • Name/home address and telephone number of anyone who will regularly be in unsupervised contact with the children. • Record of children's name, • and their key person. • Certificate of registration is displayed 			
All	<p>Information and records: Changes that must be notified to Ofsted</p> <p>Ofsted is informed of any changes as per the Statutory Framework.</p>			

Further action

Review guidance document and complete quiz with staff.

Please return your completed Safeguarding Audit to QITsupportSCP@barnsley.gov.uk or QITsupportNNED@barnsley.gov.uk