

Safeguarding Self-Assessment for Out of School Clubs (Academic year 2018/19)

Out of school provision forms part of the Government's extended schools agenda, and includes after-school clubs, breakfast clubs and holiday clubs or play schemes.

This Self-Assessment is to be completed by Providers who are registered on the Ofsted Early Years Register.

Other Early Years Providers who are not registered with Ofsted can also complete as part of their ongoing self- evaluation.

It should be used to monitor, review and evaluate safeguarding policies and procedures, to ensure the maximum effectiveness of safeguarding of the children in your care.

This Self - Assessment:

- will support you to meet the safeguarding and welfare requirements of the Early Years Foundation Stage (EYFS)
- will help you to assess the quality of your safeguarding practice in order to create a robust culture of safeguarding
- will help to ensure that gaps in safeguarding are identified and prompt action is taken to address these areas
- will help you keep you up to date with current legislation
- should be reviewed at least twice a year
- can be included as evidence for Ofsted

It is the responsibility of the owner / manager / management committee to ensure that all staff **understand** their safeguarding responsibilities, have completed recent training, and that arrangements for safeguarding children comply with current guidance from government and the [Oxfordshire Safeguarding Children Board](#).

Managers/Designated Leads are strongly advised to check local and national websites for the most up-to-date guidance and documentation. [OSCB Newsletters and Bulletins](#)

Safeguarding children is **EVERYONE'S** business and a shared responsibility. Safeguarding children is not just about maltreatment but ensuring children are brought up in circumstances that prevent impairment and offer opportunities that optimise children's life chances.

Name of Setting:	Address:
Name of registered person/body:	Postcode:
Name of Manager:	Ofsted URN:
Name(s) of person(s) completing form:	Role(s) of person(s) completing form:
Date of last inspection:	Email Address:

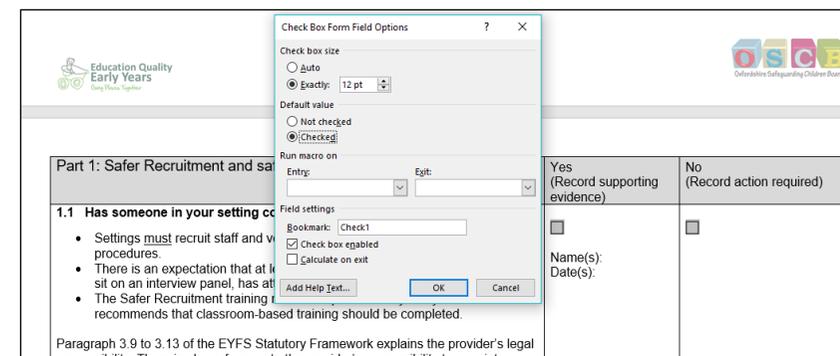
A Self -Assessment must be completed for each setting within an organisation.

This is a Word document and can be completed electronically by downloading and saving it (you may have to rename it at this stage in order to work on it electronically). You can also print it and complete by hand.

Before starting to complete the Self - Assessment you may find it useful to have the following information to hand: staff files, training records, and policies and procedures including your safeguarding policy.

Instructions for completing the Self – Assessment electronically:

- When completing each question, you should be able to double click on the small blue ‘yes’, ‘no’ or ‘N/A’ box.
- A 'Check Box Form Field Options' will appear (see image); under default value click on 'checked'. This will put a x in the box. Then click ok.
- If you answer yes you can record where the evidence is kept to help you locate it at a further date
- If you answer ‘no’ please record the actions required to help you address the action. An example of an action plan can be found at the end of this document.



	Part 1: Safer Recruitment and safer working practices	Yes	No (Record action required)	Partly Met
1.1	<p>Has someone in your setting completed training in ‘Safer Recruitment’?</p> <ul style="list-style-type: none"> • Settings <u>must</u> recruit staff and volunteers following ‘safer recruitment’ procedures. • There is an expectation that at least one member of staff/committee that would sit on an interview panel, has attended the required safer recruitment training. • The Safer Recruitment training must be repeated every five years. OSCB recommends that classroom-based training should be completed. <p>Paragraph 3.9 to 3.13 of the EYFS Statutory Framework explains the provider’s legal responsibility. There is also reference to the provider’s responsibility to appoint suitable people in the Ofsted document Register as a childminder or childcare provider (England)</p>	<input type="checkbox"/> Name(s): Date(s):	<input type="checkbox"/>	<input type="checkbox"/>
1.2	<p>Do job descriptions and person specifications include safeguarding responsibilities?</p> <ul style="list-style-type: none"> • Ensure that you have an up to date job description and person specification for the role(s) you wish to recruit to. • These should specify the individual’s responsibilities in regard to safeguarding. <p>Statutory Framework for EYFS - suitable people 3.9 ‘Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles’.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	<p>Is induction training available for all staff?</p> <p>Induction training must include:</p> <ul style="list-style-type: none"> • Information about emergency evacuation procedures • Safeguarding • Child protection • Providers equality policy • Health and safety issues 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	(EYFS 3.20) And also: <ul style="list-style-type: none"> • Code of conduct • Whistleblowing • Allegations 			
1.4	<p>Does your setting have a record and evidence of all recruitment checks?</p> <p>Providers other than childminders must record information about staff qualifications and the identity checks and vetting processes have been completed (including the Criminal Disclosure reference number, the date the disclosure was obtained and details of who obtained it). (EYFS paragraph 3.12)</p> <p>Records must be easily accessible and available (with prior agreement from Ofsted these may be kept off the premises). (EYFS paragraph 3.69)</p> <p>References should be obtained before an interview where possible. If a person has worked previously with children at least one reference should be obtained from the person or organisation that employed the applicant in work with children.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Good Practice: Ensure that if you have a single central record this is updated regularly and especially if new staff have started to work with you</p>				
1.5	<p>Have all staff who have regular, unsupervised contact with children in the setting had an Enhanced DBS check with Children’s barred list checks?</p> <p>Providers must not allow people whose suitability has not been checked, including through a criminal record check to have unsupervised contact with children being cared for.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Have you encouraged all staff to join the DBS update service?			

	https://www.gov.uk/dbs-update-service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	<p>If you are a voluntary group, have all management committee members had Enhanced DBS checks?</p> <p>It is a requirement for all management committee members of settings on the Ofsted Early Years Register and the compulsory part of the Ofsted Childcare Register to have Enhanced DBS checks.</p> <p>If a committee member is going to work once a week or more in the setting they will be involved in ‘a regulated activity’ and have to have had an enhanced DBS check with children’s barred list check.</p> <p>All new committee members must complete an EY2 form https://online.ofsted.gov.uk/onlineofsted/Default.aspx</p> <p>Committee members can be encouraged to join the update service. Volunteer subscriptions are free of charge but if you move from a volunteer position to a paid position you will need to apply for a new DBS check, rejoin the update service and pay the annual fee of £13 by credit or debit card.</p>	<input type="checkbox"/>	N/A <input type="checkbox"/>	<input type="checkbox"/>
1.8	<p>Have Ofsted been informed of changes to the Registered Person using the EY3a form?</p> <p>EY3 form for childminders and other childcare providers to tell Ofsted about changes to childminding assistants, household members or certain people in organisations.</p> <p>Form EY3a is the specific form to complete for childcare on non-domestic premises.</p> <p>https://www.gov.uk/government/publications/early-years-and-childcare-providers-ey3-changes-to-individuals</p> <p>This includes changes to names and addresses and any start and leave dates for:</p> <ul style="list-style-type: none"> everyone making up an organisation (registered person) whose sole purpose is to provide early years childcare, including committee members, partners and directors 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<ul style="list-style-type: none"> the nominated individual who will represent the organisation in its dealings with Ofsted. This person cannot be the appointed manager unless the manager is also a member of the governing body <p>your selected additional contacts</p>			
1.9	<p>Have parents/carers who regularly support their children or Volunteers who come into the setting had an Enhanced DBS check?</p> <p>All parents/carers who regularly support their children or volunteers in the setting who may have regular, unsupervised contact with children should hold a satisfactory Enhanced DBS Disclosure with Children's barred list check. However, this is not a specific requirement for parents/carers settling their children at the start of a session.</p>	<input type="checkbox"/>	<input type="checkbox"/> N/A <input type="checkbox"/>	<input type="checkbox"/>
1.10	<p>Do you have up to date risk assessments on any staff where there has been information released on their DBS?</p> <p>Disclosure and Barring Service (DBS) checks for those providers who register with Ofsted</p>	<input type="checkbox"/>	<input type="checkbox"/> N/A	<input type="checkbox"/>
1.11	<p>Has the 'suitability' under the Childcare Act 2006 been recorded for each members of staff?</p> <p>Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles. Providers must have effective systems in place to ensure that practitioners, and any other person who is likely to have regular contact with children (including those living or working on the premises), are suitable. (EYFS paragraph 3.9)</p> <p>Providers must tell staff that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting). Providers must not allow people, whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with children being cared for. (EYFS paragraph 3.11)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1.12	<p>Have additional criminal record checks been made for anyone who has lived or worked abroad?</p> <p>https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants https://www.gov.uk/legal-right-work-uk https://www.naric.org.uk https://www.gov.uk/government/publications/acceptable-right-to-work-documents-an-employers-guide</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	<p>Does the setting inform parents and/or carers about staff deployment?</p> <p>Staffing arrangements must meet the needs of all children and ensure their safety.</p> <p>Providers must ensure all children are adequately supervised and decide how to deploy staff to ensure children’s needs are met.</p> <p>The ratio requirements of the EYFS apply to the total number of staff available to work directly with the children.</p> <p>Children must usually be within sight and hearing of staff and always within sight or hearing.</p> <p>Ofsted may determine that providers must observe a higher staff ratio than outlined in the EYFS to ensure the safety and welfare of children</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Creating a strong safeguarding culture Record here any additional Good Practice regarding safer recruitment and safer working practices you do</p>				

	Part 2: Temporary staff and students	Yes	No (Record action required)	Partly Met
2.1	<p>Are recruitment checks carried out on any temporary/ supply staff and details recorded?</p> <p>Temporary/supply staff employed directly by the setting must have had recruitment checks and their details recorded.</p> <p>When employing staff from an agency, the setting must have written confirmation from the agency that all recruitment checks have been undertaken, including Children’s barred list checks in the event of ‘regulated’ activities and a DBS check has been carried out within the last 12 months to show that a person is suitable/fit. (Disclosure and barring Service checks for those providers who register with Ofsted)</p>	<input type="checkbox"/>	<input type="checkbox"/> N/A <input type="checkbox"/>	<input type="checkbox"/>
2.2	<p>Does your setting have written confirmation from training providers that Students hold Enhanced DBS check with Children’s barred list checks included?</p> <p>It is the responsibility of the training provider to ensure that all students visiting settings hold a satisfactory Enhanced DBS Disclosure, including Children’s barred list if involved in ‘regulated’ activities. Settings are strongly advised to seek written confirmation of this from the training provider, and to record this.</p> <p>Secondary school/ 6th form students on work experience do not need to be DBS checked. In these cases the school placing the student should ensure that the young person is suitable for the placement.</p>	<input type="checkbox"/>	<input type="checkbox"/> N/A <input type="checkbox"/>	<input type="checkbox"/>

	Part 3: Visitors and contracted staff	Yes	No (Record action required)	Partly Met
3.1	<p>Does your setting have a signing-in system for visitors?</p> <p>Any visitor entering the setting must be asked to prove their identity and to sign in and out, however familiar they may be with the children or staff.</p> <p>Visitors must not be left unsupervised with children in the setting.</p> <p>Reasonable steps must be taken to prevent access to buildings and outdoor play areas by unauthorised persons.</p> <p>It is the manager's job to ensure that all staff are adhering to the system for signing in visitors.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Good Practice: Record that ID has been checked, the visitor's name, their organisation, their reason for visit and who they are visiting, the date and time of arrival and departure, their car registration details if applicable. Ensure visitors are provided with a visitor's badge or sticker. Provide visitors with a safeguarding leaflet which explains about safeguarding in your setting and has photographs of the Designated Leads. Direct them to the safeguarding Information board. Point out the Health and safety information and mobile phone policy. It is a good idea to have a copy of this in the front of your signing in book or folder.</p>				
3.2	<p>Does your setting have written confirmation of recruitment and DBS checks on professionals who regularly visit the setting?</p> <p>This could include:</p> <ul style="list-style-type: none"> • Early Years Advisory Teachers and Officers • Health Visitors • Assessors <p>These visitors should have their DBS disclosures checked by their employing organisation e.g. Oxfordshire County Council, Oxford Health NHS Foundation Trust.</p> <p>Some settings have asked if they should request to see the DBS disclosures of visiting staff. It is sufficient for settings to seek written</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	confirmation and keep this on file to show that the appropriate checks have been undertaken by their employing organisation.			
Good practice: A letter confirming this for the Children, Education & Families Directorate of Oxfordshire County Council was circulated to group settings.				

	Part 4: Designated Person	Yes	No (Record action required)	Partly Met
4.1	<p>Does your setting have a Designated Lead person for safeguarding who has been trained in the last 2 years?</p> <ul style="list-style-type: none"> • Each setting must have a designated lead person for safeguarding, who is appropriately trained and known to all staff and parents. • This person must attend Oxfordshire Safeguarding Children's Boards (OSCB) Designated Lead training every two years. • They must provide support, advice and guidance to any other staff on an ongoing basis and on any specific safeguarding issue as required. • It is necessary to have at least two people in this role, to cover staff absence, or where the designated person does not work every day. (See 4.2). • This person cannot be a member of the committee although it is recommended that someone from the committee attends the Designated Lead training. This will help the committee to understand the role and responsibilities of the Designated Lead. 	<input type="checkbox"/> Name: Date:	<input type="checkbox"/>	<input type="checkbox"/>
Good practice: Keeping training records will help you to identify when training is due and ensure dates are booked well in advance.				
4.2	<p>Do you have contingency plans in place to ensure there is always a named Safeguarding Lead on duty to cover arrangements such as annual leave or sickness?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<ul style="list-style-type: none"> This person must have completed the Designated Lead Safeguarding training. 	Name(s):		
		Date(s):		
4.3	Are all staff, visitors and parents made aware of who the Designated Lead on duty is? E.g. on website, noticeboard, leaflet for visitors with photos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4	Has the Designated Lead/Deputy DL attended Early Help Assessment (EHA) Training? This training will explain about how to use the Threshold of Needs This can be booked through Step into Training A full day course on Early Help Assessments can be booked through OSCB.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Part 5: Staff training and supervision	Yes	No (Record action required)	Partly Met
5.1	<p>Have all other staff attended face to face generalist training as approved by the OSCB every three years?</p> <p>Contact: Oxfordshire Safeguarding Children Board www.oscb.org.uk / 01865 815843</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good practice: Keeping training records will help you to identify when training is due, ensure dates are booked well in advance.				
5.2	<p>Are all staff given the opportunity to receive regular updates on safeguarding and child protection at least annually?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good practice: Staff meetings, notice boards, newsletters, emails, safeguarding audit, additional online training, input at staff meetings through a Safeguarding Quiz are all ways staff can be kept up to date				
5.3	<p>Is there at least one person who holds a current paediatric first aid certificate on the premises at all times, when children are present and who accompanies children on outings?</p> <p>The certificate must be for the full course consistent with the criteria set out in Annex A of the EYFS, must be renewed every three years and be relevant for workers caring for young children and where relevant babies.</p> <p>Providers should take into account the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.</p> <p>Providers should display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4	<p>Have ALL staff completed PREVENT training?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>ALL staff should complete online training https://www.elearning.prevent.homeoffice.gov.uk/</p> <p>http://course.ncalt.com/Channel_General_Awareness/01/index.html</p> <p>For face to face 'WRAP' (Workshop to raise awareness of prevent) training contact the Fire Service directly to enquire about availability email commercial.training@oxfordshire.gov.uk or complete a booking form to secure their place https://www.oxfordshire.gov.uk/residents/fire-and-public-safety/fire-and-rescue-service/fire-safety-training/booking-form</p> <p>Managers must ensure that staff have a good understanding of British Values and the risks and threats of radicalisation and extremism.</p> <p>From Ofsted's Inspecting safeguarding in Early Years education and skills:</p> <ul style="list-style-type: none"> • <i>There is a clear approach to implementing the Prevent Duty and keeping children and learners safe from the dangers of radicalisation and extremism.</i> 			
5.5	<p>Has the Designated Lead received training to understand about Female Genital Mutilation (FGM) and shared this information with staff?</p> <p>Fact sheet on mandatory reporting of female genital mutilation https://www.oxfordagainstcutting.org/ You can download posters from here https://www.fgmelearning.co.uk/ e-learning course</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6	<p>Are all staff familiar with the Neglect Practitioner portal?</p> <p>In Oxfordshire, neglect is the most common reason for children becoming subject to a child protection plan. It is a common feature in the county's recent serious case reviews.</p> <p>http://www.oscb.org.uk/themes-tools/neglect/neglect-toolkit-home-page/</p> <p>Effectively tackling neglect requires curiosity, persistence, determination and a focus on the lived experience of the child.</p> <p>In this 17 minute video, Oxfordshire professionals discuss the impact and</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	effects of neglect and talk about how to bring it to light and successfully support the child. http://www.oscb.org.uk/themes-tools/neglect/neglect-practitioner-portal-videos/			
5.7	<p>Do all staff have regular supervision meetings?</p> <p>The EYFS requires that all staff must have regular individual supervision meetings with their manager to:</p> <ul style="list-style-type: none"> • discuss any issues, particularly concerning children’s development or well-being. • identify solutions to address issues as they arise (including ‘safeguarding’ as a routine item for discussion). • receive coaching to improve their personal effectiveness 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Good practice: Hold annual appraisal meetings and ask all employees if there are any changes in their circumstances that would mean their current DBS check is no longer accurate and valid.</p>				

	Part 6: Policies and procedures	Yes	No (Record action required)	Partly met
6.1	<p>Do you have a child protection/safeguarding policy in place which is in line with the OSCB policy?</p> <ul style="list-style-type: none"> • Responsibility for the policy rests with the provider (owner/committee). • The provider should ensure a review of the policy at least annually. • The policy must be available to and understood by all staff, and available to parents. <p>The policy should include reference to:</p> <ul style="list-style-type: none"> • Whistle blowing • Physical intervention • Positive handling 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<ul style="list-style-type: none"> • Anti-bullying • Health and Safety • Acceptable ICT user policy and online safety • Categories of abuse • Child Sexual Exploitation (CSE) • Child criminal exploitation • Forced Marriage (FM) • Domestic Abuse • Sexting • Female Genital mutilation (FGM) • PREVENT • Children missing from education • Peer on peer abuse • Clear protocol for dealing with concerns/disclosures • Clear protocol for dealing with allegations against a member of staff, volunteer, manager and/or proprietor • Reference to safeguarding children with special educational needs and disabilities • Clear protocols for information sharing (taking into account requirements of the GDPR and Data Protection Act 2018) <p>Individual policies will also refer to the list above.</p> <p>See example policy for settings in toolkit.</p>			
6.2	<p>Is the flowchart for referral, where there are concerns about a child, readily available in the setting?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3	<p>Is the telephone number for the Multi Agency Safeguarding Hub (MASH) readily available in the setting?</p> <p>All staff must know who to contact if they have concerns about a child or family. See the OSCB reporting concerns page.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6.4	Are all staff aware of the Locality & Community Support Service? http://www.oscb.org.uk/professionals/early-help-locality-community-support-service/	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5	Do you keep confidential records in accordance with the requirements of the GDPR and the Data Protection Act 2018? nspcc advice on child protection records retention and storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.6	Do your policies and procedures refer to all aspects of personal care? This will include: <ul style="list-style-type: none"> • sleep • nappy changing • managing children who are sick and or infectious • managing children with allergies • food and drink • dental hygiene Resources for personal care policy procedures can be found in the Oxfordshire County Council's Early Years Toolkit https://www.oxfordshire.gov.uk/cms/content/early-education-toolkit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.7	Does your setting have a Staff Behaviour/Code of Conduct policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.8	Does your setting have a whistle-blowing policy/procedure? If staff or volunteers have genuine concerns about malpractice, unsafe or unlawful activities in the setting, they can report this by following the correct procedures and their employment rights are protected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.9	Is information about referral processes where there are concerns about a member of staff readily available in your setting? This should include the contact details for the LA Designated Officer (LADO) These can be found under Allegation Processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	at http://schools.oxfordshire.gov.uk/cms/content/safeguarding Designated Officer Poster , Leaflet , Processes for reporting and managing allegations			
6.10	<p>Does your setting have a policy on the use of mobile phones and cameras?</p> <ul style="list-style-type: none"> You must ensure that staff do not carry or use personal mobile phones and cameras while working in the setting. The setting should have its own mobile phone or landline and use only the settings camera. Visitors must not use mobile phones in the setting. Visitors use of cameras to be in line with settings policy. Staff, visitors and parents must abide by the Acceptable User Policy. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.11	<p>Do you have an Acceptable use of Technology (ICT) policy which is suitable for adults and children?</p> <p>As Children and adults increasingly work, play and communicate online, it is essential that children are safeguarded from potentially harmful and inappropriate online material. As such, the provider should ensure appropriate filters and appropriate monitoring systems are in place.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.12	<p>Does your setting have an administration of medication policy/procedure?</p> <p>Providers must have and implement a policy, and procedures, for administering medicines.(EYFS statutory Framework paragraph 3.45)</p> <ul style="list-style-type: none"> It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up-to-date. Medicines must not usually 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). Providers must only administer medicines to a child where written 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>permission for that particular medicine has been obtained from the child's parents and/or carer.</p> <ul style="list-style-type: none"> • Training must be provided for staff where the administration of medicine requires medical or technical knowledge. • Providers must keep a written record each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable. (EYFS 3.46) 			
6.13	<p>Does your setting have a procedure to be followed in the event of a parent failing to collect a child at the appointed time? (EYFS paragraph 3.73).</p> <p>Providers must only release children into the care of individuals who have been notified to the provider by the parent (EYFS paragraph 3.62)</p> <p>http://schools.oxfordshire.gov.uk/cms/content/safeguarding</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.14	<p>Does your setting have a procedure to be followed in the event of a child going missing at, or away from the setting? (EYFS paragraph 3.73)</p> <p>Providers must ensure that children do not leave the premises unsupervised. (EYFS paragraph 3.62)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.15	<p>Does your setting have an accident or injury procedure?</p> <ul style="list-style-type: none"> • Providers must ensure that there is a first aid box accessible at all times with appropriate content for use with children. • Items must be in date. • Providers must keep <u>a written record of accidents or injuries and first aid treatment.</u> • Providers <u>must inform parents and/or carers of any accident or injury sustained by the child on the same day or as soon as reasonably practicable.</u> 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<ul style="list-style-type: none"> • Providers must inform parents and/or carers of any first aid treatment given. • Providers <u>must inform Ofsted of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken.</u> Notification must be made as soon as is reasonably practicable and at least within 14 days. • Providers must notify local child protection agencies of any serious accident or injury to, or death of, any child while in their care, and must act on any advice from those agencies. <p>For more information on serious notifiable injuries see page 20 of Ofsted's early Years Compliance handbook Ofsted Notification Form https://ofstedonline.ofsted.gov.uk/ofsted/Ofsted_Early_Years_Notification.o_fm/</p>			
Good practice: Review First Aid box items every 3 months to ensure they are in date and record that this has been done.				
6.16	Is there evidence that the accident book is regularly monitored and issues addressed? This will help you to identify patterns and trends which can be addressed through risk assessments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.17	Are Risk Assessments in place? Providers must ensure that they take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risks (EYFS 3.64)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good practice: These should be done indoors and outdoors daily.				

<p>6.18</p>	<p>Does your setting have an emergency evacuation procedure?</p> <p>Providers must have an emergency evacuation procedure.</p> <p>You should complete a fire log as evidence of fire evacuation drill, and have appropriate fire detection and control equipment. Fire exits must be clearly identifiable and fire doors free from obstructions.</p> <p>https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-and-evacuation-plans</p> <p>https://www.oxfordshire.gov.uk/cms/public-site/fire-and-public-safety</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Good practice: It is advisable to develop a locked down/critical incident plan, and for your staff to understand the reasons for this: reported incidents/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the setting), intruders, warning of air pollution (smoke plume, gas cloud etc.) or chemical, biological or radiological contaminants, fire, dangerous dog roaming loose. For more information see the Early Years Toolkit Planning for Emergency Situations in Early Years Settings</p>				
<p>6.19</p>	<p>Does your setting have a named practitioner responsible for Behaviour Management?</p> <p>This is not a statutory requirement but can support staff and children in promoting good behaviour, develop self-discipline, respect and self - regulation and prevent bullying.</p> <p>Remember it is the practitioner's role to:</p> <ul style="list-style-type: none"> • think about what stressors the child might be dealing with • work alongside young children to help them understand their emotions/feelings and • give them the language to name their feelings and understand their behaviour. <p>https://www2.oxfordshire.gov.uk/cms/content/early-years-sen-toolkit-social-</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Part 7: Information for parents/carers	Yes	No (Record action required)	Partly Met
7.1	<p>Does the information you provide for new parents/carers explain who owns or runs the setting?</p> <p>You can demonstrate this through your leaflet, prospectus or website.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2	<p>Are registration/permission forms completed by parents?</p> <p>Include:</p> <ul style="list-style-type: none"> • List of child's parents/carers/emergency contact details. • Child's DOB, address, parental responsibility. • Name of person allowed to collect child? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.3	<p>Does your information tell parents/carers how to make a complaint about the setting, or who to contact if they have a concern about it?</p> <ul style="list-style-type: none"> • You should make parents aware of your complaints procedure • If your setting is Ofsted-registered you should display this poster for parents with their complaints telephone number. It tells parents about Ofsted's responsibilities. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.4	<p>Does your information tell parents/carers about your safeguarding responsibilities?</p> <p>It is important to make them aware that you have a duty to report safeguarding concerns about children in the setting. You can include a statement in your registration document.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7.5	<p>Does your information tell parents/carers how to report a safeguarding concern about a child?</p> <p>https://www.nspcc.org.uk/what-you-can-do/report-abuse/</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.6	<p>Do you have accident and incident reporting forms to share with parents?</p> <p>You will need to keep a chronology of significant of events.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.7	<p>Do you have parental permission forms to transport children by car/mini bus?</p> <p>Ensure you have business insurance</p>	<input type="checkbox"/>	<input type="checkbox"/> N/A <input type="checkbox"/>	<input type="checkbox"/>
7.8	<p>Do you provide parents with a contact number to ensure you can be contacted in an emergency?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Part 8: Play work and the Voice of the Child	Yes	No (Record action required)	Partly Met
8.1	Do children know who to tell if they have a concern or worry?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2	Is 'keeping yourself safe' included in your planning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3	Are there appropriate activities for different ages?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8.4	Are staff aware of additional vulnerabilities children may face? e.g. Children from minority ethnic backgrounds, military families, Children with English as an Additional Language (EAL), Children who are young carers, children who are privately fostered, children whose parent or close family member in prison, children with medical issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.5	Does the setting have a range of resources to support children and staff to understand about children's rights? e.g. UN convention on the rights of the child Poster in Child friendly language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.6	Is your setting Inclusive? <i>Inclusion is about treating everyone as an individual, and as such seeking to meet their individual needs. These needs may be varied and can be related to age, gender, ethnicity, culture, religion, family background, sexuality, physical and mental ability. Inclusive settings should aim to remove all physical and social barriers to participation, in order to meet the needs of all children.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.7	Are children and staff encouraged to challenge discriminatory behaviours and language? https://www.anti-bullyingalliance.org.uk/tools-information/all-about-bullying/early-years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I agree that the information in this audit is correct and the actions have been agreed.

Signature of Head of Organisation / Chair of Committee/owner/:

Print Name: Date:

Useful safeguarding publications

- [Statutory Framework for the Early Years Foundation Stage](#) (2017)
- [Recruiting Safely: safer recruitment guidance helping to keep children and young people safe](#)
- [Oxfordshire Safeguarding Children Board website](#)
- [Safeguarding practitioners: information sharing advice](#) (July 2018)
- [What to do if you're worried a child is being abused](#) (March 2015)
- Keeping children safe in education: for schools and colleges 2018
- [Working together to safeguard children](#) (July 2018) Statutory guidance
- [Ofsted Inspecting safeguarding in early years, education and skills](#)

September 2018

Safeguarding Action Plan

Question number	Action Needed	By whom	Target date for completion	Completed/impact