

Self-Assessment for Early Years and Childcare Settings (Academic year 2017/18)

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

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.

To meet the requirements of the [Early Education Funding \(EEF\)](#) agreement providers shall annually complete an OSCB early years' safeguarding audit in line with the requirements of the Children Act 2004 and return if/when requested by the Council without delay.

Other Early Years Providers who are not registered with Ofsted and/or receiving EEF can also complete as part of their ongoing self- evaluation. This audit:

- 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
- will help to ensure that gaps in safeguarding are identified and prompt action is taken to address these areas
- should be reviewed 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 are strongly advised to check local and national websites for the most up-to-date guidance and documentation.

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:

Instructions for completing the audit by computer:

- **This audit is no longer completed by e-consult, however the Early Years Team/Safeguarding team may request to see it as part of ongoing monitoring.**
- When completing each question double click either the yes, no or N/A box.
- The 'Check Box Form Field Options' will appear; under default value click on 'checked'
- If answered 'yes' record supporting evidence
- If answered 'no' record action required
- An audit must be completed for each setting within an organisation.

***This can also be completed by hand.**

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

Part 1: Safer Recruitment and safer working practices	Yes (Record supporting evidence)	No (Record action required)
<p>1.1 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"/>
<p>1.2 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"/>
<p>1.3 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 Health and safety issues 	<input type="checkbox"/>	<input type="checkbox"/>

<p>(EYFS 3.20)</p> <p>And also:</p> <ul style="list-style-type: none"> • Code of conduct/staff behaviour policy • Whistleblowing • Allegations <p>*An induction checklist can be found in the Oxfordshire County Council's Early Years Toolkit https://www.oxfordshire.gov.uk/cms/content/early-education-toolkit</p>		
<p>1.4 Does your setting have a record and evidence of all recruitment checks?</p> <p>EYFS paragraph 3.12 says that 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).</p> <p>EYFS paragraph 3.69 says that records must be easily accessible and available (with prior agreement from Ofsted these may be kept off the premises).</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Good Practice: See Central Record for safeguarding.</p>		
<p>1.5 Have all staff in the setting had an Enhanced DBS check with barred list checks?</p> <p>Do all staff who have regular, unsupervised contact with children hold a satisfactory Enhanced DBS/CRB Disclosure with Children's barred list check?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>1.6 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</p>	<input type="checkbox"/>	<input type="checkbox"/> N/A <input type="checkbox"/>

<p>with children's barred list check. *All new committee members must complete an EY2 form https://online.ofsted.gov.uk/onlineofsted/Default.aspx</p>		
<p>1.7 Have parents/carers who regularly support their children or Volunteers who come into the setting had an Enhanced DBS check?</p> <p>Any adults (parents/carers/volunteers) 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"/>
<p>1.8 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"/>
<p>1.9 Has the 'suitability' under the Childcare Act 2006 been recorded for each member of staff?</p> <p>See Early Years toolkit for clarification of staff disqualification requirements. Providers have a legal responsibility to ensure that each member of their staff team is suitable to work with children and is not disqualified from working with children.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Good practice: This sample central record has a column for you to record this.</p>		

Part 2: Temporary staff and students	Yes (Please record supporting evidence)	No (Record action required)
<p>2.1 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"/>
<p>2.2 Does your setting have written confirmation from training providers that Students hold Enhanced DBS check with 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 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"/>

Part 3: Visitors and contracted staff	Yes (Please record supporting evidence)	No (Record action required)
<p>3.1 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>	<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.</p>		
<p>3.2 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 confirmation and keep this on file to show that the appropriate checks have been undertaken by their employing organisation.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Good practice: A letter confirming this for the Children, Education & Families Directorate of Oxfordshire County Council was circulated to group settings.</p>		

Part 4: Designated Person	Yes (Please record supporting evidence)	No (Record action required)
<p>4.1 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. 	<input type="checkbox"/> Name: Date:	<input type="checkbox"/>
<p>Good practice: Keeping training records will help you to identify when training is due and ensure dates are booked well in advance. Top tips on booking Safeguarding Training Courses can be found here.</p>		
<p>4.2 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> <ul style="list-style-type: none"> • This person must have completed the Designated Lead Safeguarding training. 	<input type="checkbox"/> Name(s): Date(s):	<input type="checkbox"/>

Part 5: Staff training and supervision	Yes (Please record supporting evidence)	No (Record action required)
<p>5.1 Have all other staff attended face to face generalist training as approved by the OSCB every three years?</p> <p>See OSCB training brochure for details http://www.oscb.org.uk/booking-training/ Contact: Oxfordshire Safeguarding Children Board www.oscb.org.uk / 01865 815843</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Good practice: Keeping training records will help you to identify when training is due, ensure dates are booked well in advance. Top tips on booking Safeguarding Training Courses can be found here.</p>		
<p>5.2 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"/>
<p>Good practice: Staff meetings, notice boards, newsletters, emails, safeguarding audit</p>		
<p>5.3 Is there at least one person who holds a current pediatric first aid certificate on the premises at all times, when children are present and who accompanies children on outings?</p> <p>The training must cover the course content as for St John Ambulance or Red Cross paediatric first aid training and needs to be renewed every three years.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Good practice: Keeping training records will help you to identify when training is due, ensure dates are booked well in advance.</p>		
<p>5.4 Have ALL staff completed PREVENT training?</p> <p>ALL staff should complete online training https://www.elearning.prevent.homeoffice.gov.uk/ (new package) http://course.ncalt.com/Channel_General_Awareness/01/index.html</p> <p>Managers are advised to complete the face to face 'WRAP' training in addition to</p>	<input type="checkbox"/>	<input type="checkbox"/>

<p>online awareness training. fire.service@oxfordshire.gov.uk</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> 		
<p>5.5 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"/>
<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> <p>*Resources for supervision and appraisal can be found in the Oxfordshire County Council's Early Years Toolkit https://www.oxfordshire.gov.uk/cms/content/early-education-toolkit</p>		

Part 6: Policies and procedures	Yes (Please record supporting evidence)	No (Record action required)
<p>6.1 Do you have a child protection/safeguarding policy in place which is in line with the OSCB policy?</p> <p>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 read and understood by all staff, and available to parents.</p> <p>The policy must include:</p> <ul style="list-style-type: none"> • Whistle blowing • Physical intervention/Positive handling • Anti-bullying • Health and Safety • The use of mobile phones and camera • Acceptable ICT user • Categories of abuse • Child Sexual Exploitation (CSE) • Forced Marriage (FM) • Female Genital mutilation (FGM) • PREVENT • Clear protocol for dealing with concerns/disclosures • Clear protocol for dealing with allegations against a member of staff, volunteer, manager and/or proprietor • Peer on peer abuse • Reference to safeguarding children with special educational needs. <p>Individual policies will also refer to the list above.</p> <p>See example policy in toolkit</p>	<input type="checkbox"/>	<input type="checkbox"/>

<p>6.2 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"/>
<p>6.3 Are all staff aware of the Locality & Community Support Service? http://www.oscb.org.uk/professionals/early-help-locality-community-support-service/</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>6.4 Do your policies and procedures refer to all aspects of personal care?</p> <p>This will include:</p> <ul style="list-style-type: none"> • sleep • nappy changing • managing children who are sick and or infectious • managing children with allergies • food and drink <p>*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</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>6.5 Does your setting have a whistle-blowing policy/procedure?</p> <p>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.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>6.6 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. 	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> • Visitors use of cameras to be in line with settings policy. • Staff, visitors and parents must abide by the Acceptable User Policy. 		
Good Practice:		
<p>6.7 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 permission for that particular medicine has been obtained from the child’s parents and/or carer. • 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) 	<input type="checkbox"/>	<input type="checkbox"/>
<p>6.8 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"/>

<p>6.9 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"/>
<p>6.10 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 a written record of accidents or injuries and first aid treatment. • Providers 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. • Providers must inform parents and/or carers of any first aid treatment given. • Providers 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. 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. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Good practice: Review First Aid box items every 3 months to ensure they are in date and record that this has been done.</p>		
<p>6.11 Are Risk Assessments in place?</p> <p>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</p>	<input type="checkbox"/>	<input type="checkbox"/>

how they are managing risks (EYFS 3.64)		
Good practice: These should be done indoors and outdoors daily.		
<p>6.12 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"/>
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..		
<p>6.13 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>	<input type="checkbox"/>	<input type="checkbox"/>

Part 7: Information for parents/carers	Yes (Please record supporting evidence)	No (Record action required)
<p>7.1 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"/>
<p>7.2 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"/>
<p>7.3 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.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>7.4 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"/>

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, Department for Education [DfE])
- [Recruiting Safely: safer recruitment guidance helping to keep children and young people safe](#)
- [Oxfordshire Safeguarding Children Board website](#)
- [Safeguarding practitioners: information sharing advice](#) (26 March 2015, DfE)
- [What to do if you're worried a child is being abused](#) (26 March 2015 DfE)
- [Keeping children safe in education: for schools and colleges - guidance from 5 September 2016](#)
- [Working together to safeguard children](#) (26 March 2015, DfE) Statutory guidance

September 2017