**Learning Improvement Service: Early Years**

**LISEY 3 – WELFARE / LEGAL REQUIREMENTS CHECKLIST April 2020**

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| Name of setting: | | |  | | | | Date of completion: | | |  | | |
| Setting Address: | | |  | | | | Setting email: | | |  | | |
| Setting telephone numbers: | | | Landline:  Mobile: | | |
| Opening times | | |  | | | | Public Liability Insurance – renewal date (3.63) | | |  | | |
| Days / hours | | |  | | | |
| Number of children accessing 2 year old funding | | |  | | | | Number of children accessing 3-4 year old funding | | |  | | |
| Number of: Children Looked After | | |  | | | | Number of Children with SEN | | |  | | |
| Registration Number | | | (Check Ofsted website for latest registration information) | | | | Ofsted Registers  Check Ofsted registration certificate | | | EYR CR VR | | |
| Last Ofsted Inspection Date | | |  | | | | Grade | | |  | | |
| Governance (tick relevant legal status and complete) | | | | | | | | | | | | |
| VMC | Private | | | Company limited by Guarante | | Governor Led | | | Other e.g. CI Co | | | Charity |
|  |  | | | Company number | |  | | |  | | | Charity number |
| Manager | | Deputy manager | | | Nominated person with OFSTED | | | Named persons | | | | |
| Name : | | Name: | | | Name: | | | Designated lead practitioner for safeguarding (3.5) | | | Behaviour management (Good Practice) | |
| SENCO (3.67) | | | Children Looked After (good practice) | |
| Chair person or owner | | Vice Chairperson | | | Secretary | | | Treasurer | | | Constitution | |
| Name:-  Telephone number:-  Email address:- | | Name:-  Telephone number:-  Email address:- | | | Name:-  Telephone number:-  Email address:- | | | Name:-  Telephone number:-  Email address:- | | | Date of Adoption:  Date of last review:  Number of Trustees / Committee members required:  Is this met? YES/NO | |
| Are all other committee members’ contact details on site? | | | | | | Are you a member of an organisation? If so which one? | | | | | | |

**If using this document for a LISEY3 audit (by CCC officers), please use V for evidence collected verbally, and S for evidence that has been seen.**

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| **Noticeboard or displayed** | | | |
| **Item** | **Reference** | **✓ or 🗶** | **Comments (V/S)** |
| No smoking sign? (*Must be in a prominent position – visible on entry to premises)* | H & S at W Act 1974 |  |  |
| Parents’ Noticeboard sign? | Good practice |  |  |
| Ofsted registration certificate? (*Original should be displayed in a prominent position)* | EYFS 3.76 |  |  |
| Public liability insurance? (*In date? Correct coverage? Changes to hours, health needs, shared building?)* | EYFS 3.63  Good practice to display this |  |  |
| Organisational Structure *(names/photos of staff, management/committee)* | Good practice  EYFS 3.73 |  |  |
| Most recent Ofsted report? | Good practice |  |  |
| Children Family Information Service (CFIS) contact details? | Good practice/ FE contract |  |  |
| Notice informing of designated first aider/s? | EYFS 3.25 |  |  |
| First Aid certificate/s displayed or available to parents? | EYFS 3.25 |  |  |
| Name of deputy manager displayed | EYFS 3.23 |  |  |
| Name of person in charge today displayed | Good practice |  |  |
| Name of lead practitioner for safeguarding displayed? | Good practice |  |  |
| Name of SENCO displayed? | Good practice |  |  |
| *Health & safety poster on premises, or leaflet to each member of staff?* | *H & S at W Act 1974* |  |  |
| Current SEND Information Advice and Support poster displayed (previously known as Parent Partnership) | Good practice |  |  |

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| Setting complaints procedure?  Complaint forms/record? - *Must be obvious.*  *Incl. Ofsted contact details;*  *The National Business Unit*  *Ofsted*  *Piccadilly Gate,*  *Store Street,*  *Manchester*  *M1 2WD*  *Tel: 0300 123 1231* | EYFS 3.74 + 3.75 |  | |  |
| Ofsted poster (tel: 0300 123 1231) displayed? | EYFS 3.75 |  | |  |
| Action | | | Date completed | |
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| **Child Protection** – **EYFS pages 16 – 17**  **Cumbria CSCP is now Cumbria Safeguarding Children Partnership (CSCP)** | | | | |
| **Point** | **Reference** | **✓ or 🗶** | **Comments (V/S)** | |
| Has the lead practitioner attended an appropriate CSCP Child Protection training course? ‘Working Together to Safeguard Children’ Multi-agency workshop (Safeguarding Intermediate – level 3) *(see CSCP training tab)* | EYFS 3.5 |  |  | |
| Have you got an appropriately trained (level 3 Safeguarding) member of staff available at all times? | Inspecting safeguarding in early years, education and skills (ISEYES) - Ofsted |  |  | |
| Have **all** staff members completed Safeguarding training?  *(Online – level 1 minimum, attended level 2 Good practice) Childminders must attend level 2* | EYFS 3.6 |  |  | |
| How does the lead practitioner provide support, advice and guidance to **all** staff? | EYFS 3.5, 3.6  ISEYES |  |  | |
| How do you ensure all staff have up to date knowledge of safeguarding issues? | EYFS 3.6 |  |  | |
| Does this include awareness of signs and symptoms as referenced in the Inspecting Safeguarding in early years, education and skill settings (ISEYES) p5/6 and the EYFS p17 3.6 | EYFS 3.6  ISEYES p5/6 |  |  | |
| How do you ensure all staff have a knowledge and understanding of your safeguarding policy and procedures? | EYFS 3.6 |  |  | |
| Have any staff members completed training on Prevent (terrorism, radicalisation)? E-learning or face to face? | Ofsted  CSCP |  |  | |
| Do staff have an awareness of the signs and symptoms of Female Genital Mutilation (FGM) | EYFS 3.6 note 13 |  |  | |
| Have any staff members completed training on the awareness of FGM? |  |  |  | |
| Do you actively promote equality, diversity and British values? | Cumbria CSCP and Ofsted |  |  | |
| Are you aware of the social context of your local community? Are you alert to children’s potential risks from radicalisation and extremism? | Cumbria CSCP and Ofsted |  |  | |
| Have any staff members had Early Help Assessment training? When was this completed? Does it need refreshed? | Good practice  CSCP |  |  | |
| Do all of your staff know and understand the procedures to follow if there is an allegation of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere)? | ISEYES  EYFS 3.8 |  |  | |
| Does your policy include reference and contact details for the LADO (Local Authority Designated Officer) (contact form on CSCP website or email: LADO@cumbria.gov.uk, tel: 03003033892) and does it explain that the LADO is to be contacted within **ONE** working day and Ofsted within 14 days? | EYFS 3.4 and 3.8 |  |  | |
| Does your policy make reference to the Cumbria Safeguarding Children Partnership (CSCP) guidelines and website? | EYFS 3.4 – 3.5 |  |  | |
| Does your policy state that you have regard for:-   * *‘Working Together to Safeguard Children”* * *“What to do if you’re worried a child is being abused”* * *the ‘Prevent duty guidance for England and Wales 2015’ and updates* * *“Keeping children safe in education”* * *“Inspecting safeguarding in early years, education and skills settings.”* | EYFS 3.7  Cumbria CSCP website |  |  | |
| Are all staff members **and** volunteers clear about the settings reporting procedures, and how to make a referral? *(Records of referrals?)* | EYFS 3.4 -3.8 |  |  | |
| Is the Safeguarding Hub phone number visible and accessible to staff? | Good practice |  |  | |
| What is your system to log concerns about a child? | EYFS 3.4-5  ISEYES |  |  | |
| Is the **flowchart** for the referral process and **The Wedge** from Multi Agency Threshold Guidance (MATG) available in your setting for reference? | Good practice  Cumbria CSCP website |  |  | |
| Is the **flowchart for** the ‘Summary of Allegations Management Procedures’ (LADO flowchart) available in your setting? | Good practice |  |  | |
| Do your policies and procedures also include:  Use of mobile phones; the use of cameras; social media; use of internet; use of IT filters to protect learners? | EYFS 3.4 ISEYES |  |  | |
| Do you have a Staff Behaviour Procedure/ Staff Code of Conduct/Whistle Blowing Procedure? | ISEYES |  |  | |
| Have you signed up to receive the Cumbria CSCP newsletters? | ISEYES |  |  | |
| Have you signed up to receive the Cumbria CSCP Tri.X policy and procedure update alerts? (see Quick Links on CSCP homepage) | ISEYES |  |  | |
| What is your procedure for following up children’s absences? Do all staff know and follow this procedure? | ISEYES  FE Contract |  |  | |
| Are all records being kept for the correct time periods? | EYFS 3.71 |  |  | |
| Action | | | | Date completed |
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| **Early Help Assessments (EHA)** | | | | |
| **Point** | **Reference** | **✓ or 🗶** | **Comments (V/S)** | |
| Do you know who your local Early Help Officer is and how to contact them? (Contact details: 03003033896, email: early.help@cumbria.gov.uk) |  |  |  | |
| Has anyone attended Early Help training? When? |  |  |  | |
| Has this been refreshed? |  |  |  | |
| Have you completed an EHA recently? |  |  |  | |
| Have you registered the EHA with the Early Help Area Officer (via the CSCP website)? | CSCP Early Help pages |  |  | |
| Is it regularly updated? |  |  |  | |
| Has there been a change of coordinator? If so have you completed and submitted the change of coordinator form? | CSCP Early Help |  |  | |
| Do you know about the Early Help and Family support panels and how to access these? | CSCP Early Help |  |  | |
| Do you know about the practitioner forums and have you attended any? | CSCP |  |  | |
| Action | | | | Date completed |
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| **Suitable People – EYFS pages 17 – 20** | | | | |
| **Point** | **Reference** | **✓ or 🗶** | | **Comments (V/S)** |
| Are EY2s in place for the Registered Person (owner, management committee, directors)? | EYFS 3.10 |  | |  |
| Have you informed Ofsted of a new manager within 14 days? | EYFS 3.78 |  | |  |
| How do you ensure the new manager is suitable for the role? | EYFS 3.23 |  | |  |
| Are all changes detailed above logged with Ofsted within 14 days?  (Telephone, email or EY3) | EYFS 3.77– 3.78 |  | |  |
| **Childminders** – have all assistants and persons over 16yrs living or working on the premises got an EY2? |  |  | |  |
| Are CRB/DBS checks in place for staff, committee, and any other necessary person? | EYFS 3.10, 3.12 |  | |  |
| Do you have a list of staff members and committee CRB /DBS reference numbers, the date of disclosure and who obtained it? | EYFS 3.12 |  | |  |
| Do you follow the Safer Recruitment guidelines and use a comprehensive application form that includes:   * Full contact details * Emergency contact details * Full Employment history *(accounting for any gaps in service)* * Proof of ID * Proof of qualifications * Right to work in UK * DBS number * Evidence of home address * Medical suitability * Disclosure of any convictions, cautions, court orders, warnings which affect their suitability to work with children * Record of interviews and questions | CSCP  EYFS 3.9 -3.18  Good practice |  | |  |
| Are two written references in place for all staff and staff records kept? (*Telephone calls followed up and recorded?)* | Good practice |  | |  |
| How do you ensure that your staff members inform the employer (owner/committee) of any convictions, cautions, court orders, reprimands, warnings or which may affect their suitability to work with children during their employment and is this reflected in your policies and procedures? | EYFS 3.11 – 3.18 |  | |  |
| **Childminders only** – are aware of your responsibilities regarding disqualifications by association. | Disqualification under the Childcare Act 2006 (Aug 2018) |  | |  |
| Are you aware of your responsibility under the Safeguarding Vulnerable Groups Act 2006? | EYFS 3.13 |  | |  |
| How do staff inform managers if they are taking medication initially and on an ongoing basis? | EYFS 3.19 |  | |  |
| If staff are taking medication, do you ensure that they seek medical advice to confirm their ability to look after children? | EYFS 3.19 |  | |  |
| Is there appropriate and secure storage for staff medications? | EYFS 3.19 |  | |  |
| Action | | | Date completed | |
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| **Staff Qualifications, training, support and skills – EYFS pages 20 – 21** | | | | |
| **Point** | **Reference** | **✓ or 🗶** | | **Comments (V/S)** |
| Do you have induction training and procedures for all new staff/volunteers/students and are these recorded?  Including:   * Roles and responsibilities * Emergency evacuation procedures * Safeguarding * Child Protection * Health and Safety Issues | EYFS 3.20 |  | |  |
| Do you support **all** staff to undertake appropriate training and professional development (*courses, internet research, other CPD)?* | EYFS 3.20 |  | |  |
| How do you record staff CPD and the impact on teaching and learning? |  |  | |  |
| How is the CPD cascaded to other staff members? |  |  | |  |
| Do you have appropriate arrangements for the supervision of staff who have contact with children and families, and is this recorded? | EYFS 3.21 -3.22 |  | |  |
| How regular do your staff members have supervision and is this documented? | EYFS 3.21 – 3.22 |  | |  |
| What are your arrangements for the supervision of the manager? | EYFS 3.21 – 3.22 |  | |  |
| Does the manager hold a full and relevant level 3 qualification with 2 years’ suitable experience as defined by the *Department for Education on the Early Years Qualifications List published on GOV.UK*? | EYFS 3.23 |  | |  |
| For children under 2 years have staff received training that specifically addresses the care of babies? What? | EYFS 3.31 |  | |  |
| Does the member of staff in charge of the under two’s room have suitable experience? | EYFS 3.31 |  | |  |
| Does the setting have a named deputy who is capable and qualified to take charge in the manager’s absence? | EYFS 3.23 |  | |  |
| Is there a regular appraisal system in place for staff?  Is this recorded? | Good practice |  | |  |
| Is at least one staff member with a current paediatric first aid certificate on the premises and available at all times?  (*NB –see footnote 30 – 33, p22 for full details, and Annex A p36 for Criteria for effective PFA training. This must be renewed every 3 years)* | EYFS 3.25 |  | |  |
| Do staff undertake annual refresher training for Paediatric First aid during any 3yr certification period? | EYFS Annex A  p 36 point 7 |  | |  |
| Do you ensure all newly qualified L2 or L3 staff have either a full paediatric first aid or an emergency paediatric first aid certificate within 3 months of starting work to be counted staff: child ratios? | EYFS 3.25 |  | |  |
| Do you ensure that staff have sufficient understanding and use of English to keep records, to liaise with other agencies, to summon emergency help and to understand instructions for key tasks? | EYFS 3.26 |  | |  |
| Action | | | Date completed | |
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| **Key Person / Staff: child ratios – EYFS page 21 – 25** | | | | |
| **Point** | **Reference** | **✓ or 🗶** | | **Comments (V/S)** |
| Has each child been assigned a key person, and is this displayed? | EYFS 3.27 |  | |  |
| Do parents know the name of their child’s Key Person, and their role? | EYFS 3.73  EYFS 1.10 |  | |  |
| Are all key persons aware of their specific roles? | EYFS 1.10 |  | |  |
| Do you meet the legal requirements for ratios of adults to children in all rooms? | EYFS 3.28 – 3.43 |  | |  |
| Action | | | Date completed | |
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| **Health / Medicines – EYFS page 25** | | | | |
| **Point** | **Reference** | **✓ or 🗶** | | **Comments (V/S)** |
| Are records kept where medicines are administered by staff? | EYFS 3.46 |  | |  |
| Do you record staff training for specific health/medical issues (e.g. use of epipen)? | EYFS 3.45 |  | |  |
| Is written permission requested at the time of the child’s admission, to seek any necessary emergency medical advice or treatment in the future? | Good practice |  | |  |
| Is prior written permission for each and every medicine obtained before any medication is given?  *Do you record the time the previous dose was given?* | EYFS 3.45 - 3.46 |  | |  |
| Have parents/carers signed the record of entry to acknowledge that the medication has been given? |  |  | |  |
| Do you have appropriate and safe storage for medicines? | Good practice |  | |  |
| Do you use Health Care Plans where needed? |  |  | |  |
| Is a list of notifiable diseases/illnesses and guidance on infection control kept on site?  *“Guidance on infection control in schools and other childcare settings can be found at*  <https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report> | EYFS 3.44 |  | |  |
| Action | | | Date completed | |
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| **Food & Drink** – **EYFS page 26** | | | | |
| **Point** | **Referenced** | **✓ or 🗶** | | **Comments (V/S)** |
| Do you know about the Healthy Families Cumbria Pledge? Have you signed up to the pledge? | Good Practice |  | |  |
| Is drinking water available and accessible at all times? | EYFS 3.47 |  | |  |
| Do you ensure the meals, snacks and drinks that you provide are healthy, balanced and nutritious? | EYFS 3.47  Eat Better Start Better guidelines (EBSB) |  | |  |
| How do you support parents to provide healthy packed lunches? | Good practice  EBSB |  | |  |
| Do you have an area which is adequately equipped to provide healthy meals, snacks and drinks? | EYFS 3.48 |  | |  |
| How do you promote children’s independence skills during meal and snack times? |  |  | |  |
| Is your snack routine flexible to meet the needs of all your children? |  |  | |  |
| Have those handling food have received training in food hygiene? | EYFS 3.48 |  | |  |
| Do you notify Ofsted in cases of food poisoning, affecting two or more children? *(Within 14 days)* | EYFS 3.49 |  | |  |
| Action | | | Date completed | |
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| **Accident or Injury** – **Safety and Suitability of Premise**s, **Environment and Equipment EYFS page 26, 27 & 28** | | | | |
| **Point** | **Reference** | **✓ or 🗶** | | **Comments (V/S)** |
| Do you keep a written record of accident or injuries and first aid treatment? Consider confidentiality. | EYFS 3.50 |  | |  |
| Are parents/carers informed of accident/injury? | EYFS 3.50 |  | |  |
| Do you inform Ofsted in the event of any serious accident, illness or injury to, or death of any child while in your care, and of the action taken, within **14** **days**? Do you inform the **Safeguarding Hub** of such an incident? Do you inform **RIDDOR**? | EYFS 3.51  CSCP  RIDDOR |  | |  |
| Do you have a first aid box? Are the contents in date? | EYFS 3.50 |  | |  |
| Are your premises fit for purpose? (including fire safety and hygiene requirements) | EYFS 3.54 |  | |  |
| Do you have security systems in place to prevent intruders? | EYFS 3.62 |  | |  |
| Do you have a visitor’s book in place and in use? (*Check ID?)* | EYFS 3.62 |  | |  |
| Are arrival and departures of children closely supervised? | Good practice |  | |  |
| Does your register show children’s arrival and departure times? | EYFS 3.76 |  | |  |
| Are all staff hours of attendance recorded? | EYFS 3.76 |  | |  |
| Is a daily safety sweep carried out and recorded/initialled? | EYFS 3.64 |  | |  |
| Does the setting carry out regular emergency evacuation procedures? (*Half termly and when new children are admitted is recommended)* | EYFS 3.55 |  | |  |
| Are these recorded in a fire log book? | Good practice |  | |  |
| Are emergency evacuation procedures displayed in each room? e.g. fire plan /details | Good practice |  | |  |
| Do you have smoke detectors and fire extinguishers? | EYFS 3.55 |  | |  |
| Does the setting have a Fire Safety Risk Assessment in place, and record equipment checks? | Good practice EYFS 3.55 |  | |  |
| Action | | | Date completed | |
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| **Risk Assessments and Outings – EYFS page 28 – 29** | | | | |
| **Point** | **Reference** | **✓ or 🗶** | | **Comments (V/S)** |
| Can you demonstrate how you are managing risks? (*Indoors, outdoors)* How do you evidence this? | EYFS 3.64 |  | |  |
| Are any written risk assessments reviewed regularly? (*At least annually, more if required)* | Good practice |  | |  |
| Are all written risk assessments signed and dated by the person carrying out the risk assessments? | Good practice |  | |  |
| Do you assess the risks for outings? | EYFS 3.65 |  | |  |
| Do you transport children in your own vehicles? | EYFS 3.66 |  | |  |
| Are records kept about vehicles in which children are transported? (Copy of insurance with business use, MOT, copy of driving licence) | EYFS 3.66 |  | |  |
| Action | | | Date completed | |
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| **Information and Records – EYFS pages 29 – 30** | | | | | | |
| **Point** | **Reference** | | **✓ or 🗶** | | | **Comments (V/S)** |
| Are you fulfilling your responsibilities under the GDPR? (General Data Protection Regulation – from 25.5.2018) | EYFS 3.69 | |  | | |  |
| Have you appointed a person to be the lead on Data Protection within your setting? | GDPR | |  | | |  |
| Is the setting registered with the ICO (Information Commissioners Office)? | EYFS 3.69 | |  | | |  |
| Are you aware of your responsibilities where relevant under the Freedom of information act 2000? | EYFS 3.69 | |  | | |  |
| Are confidential records kept in a suitable secure area?  Children?  Staff? | EYFS 3.69 | |  | | |  |
| **Information about the Child (Registration form) – EYFS page 3.62, 3.72** | | | | | | |
| Does your registration form include the following:   * Child’s full name * Date of birth * Name and address of every parent/carer known to provider * Name of parent/carer the child normally lives with * Name/s of everybody who has parental responsibility for the child * Emergency contact details for parents and/or carers (names, addresses and tel. nos.) * Names of person/s authorised to collect child * Child’s special health requirements * Child’s special dietary requirements / allergies * Any other allergies * Do you ask for the name of the child’s Health Visitor? (for integrated 2 year health checks) | | EYFS page 3.62, 3.72  Good Practice | |  |  | |
| Action | | | | | Date completed | |
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| **Information for parents and carers** **and complaints – EYFS page 32 and 33** | | | | |
| **Point** | **Reference** | **✓ or 🗶** | | **Comments (V/S)** |
| Do you inform parents and /or carers, how the EYFS is delivered in the setting and how they can access more information? | EYFS 3.73 |  | |  |
| Are parents and/or carers informed on the day-to-day activities, experiences, food and drink provided, and routines of the setting? | EYFS 3.73 |  | |  |
| Are parent and/or carers made aware of the procedure the setting follows in the event of a parent and/or carer failing to collect a child at the appointed time? | EYFS 3.73 |  | |  |
| Are parent and/or carers made aware of the procedure the setting follows in the event of a child going missing? | EYFS 3.73 |  | |  |
| In the event of a child going missing do you inform Ofsted? | EYFS 3.73 |  | |  |
| How do you provide information for parents on the range and type of activities and the daily routine? | EYFS 3.73 |  | |  |
| How do you support parents to extend their child’s learning at home including how to encourage a love of reading? | EYFS 3.73 EY inspection handbook p.35 |  | |  |
| Do you state how individuals can make a complaint? | EYFS 3.74 |  | |  |
| Do you have a written record of any complaints and their outcome? | EYFS 3.74 |  | |  |
| Does your policy state that providers must notify complainants of the outcome of any written complaints within 28 days? | EYFS 3.74 |  | |  |
| Does your procedure state how parents can contact Ofsted? | EYFS 3.75 |  | |  |
| Action | | | Date completed | |
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| **Changes that must be notified to Ofsted - EYFS pages - 34 and 35** | | | | |
| **Point** | **Reference** | **✓ or 🗶** | | **Comments (V/S)** |
| Do you log **all** contact with Ofsted? | Good practice |  | |  |
| Do you notify Ofsted of all the relevant changes as listed in bullet points? | EYFS 3.77 |  | |  |
| Action | | | Date completed | |
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| **Recommended policies/procedures** | | | |
|  | **Referenced in** | **✓ or 🗶** | **Comments (V/S)** |
| Administering medicines policy and procedure | EYFS 3.44 – 3.46 |  |  |
| Admissions and attendance policy including procedure for non-attendance | Good practice  FE contract |  |  |
| Appraisal / supervision policy | Good practice |  |  |
| Behaviour management policy | Good practice  EYFS 3.52 – 3.53 |  |  |
| Child Protection Policy and Procedures | EYFS 3.4 |  |  |
| Complaints procedure | EYFS 3.74 – 3.75 |  |  |
| Confidentiality and client access to records  *Including your procedure to meet the requirements of GDPR* | EYFS 3.69  Data Protection 1998 & Human Rights Act 1998  GDPR 2018 |  |  |
| Fire safety and emergency evacuation procedure | EYFS 3.55  Regulatory reform (fire safety) order 2005 |  |  |
| Fee paying policy including none payment of fees | Good practice |  |  |
| Food and drink (Inc. healthy eating, packed lunch guidelines) | EYFS 3.47 and 3.73 |  |  |
| Health & Safety policy and procedure | EYFS 3.55 and 3.54  H & S at Work Act 1974,  COSHH 2002 etc. |  |  |
| Key Person policy (to explain role) | EYFS 1.10, 3.27 + 3.73 |  |  |
| Missing child procedure | EYFS 3.73 |  |  |
| No smoking policy | Good practice |  |  |
| Partnership with parents/other agencies | Good practice |  |  |
| Nappy changing/intimate care | Good practice |  |  |
| Risk Assessment policy | Good practice |  |  |
| Sick / Infectious illness procedure | EYFS 3.44 |  |  |
| Special Educational Needs | EYFS 3.67  Equality Act 2010 |  |  |
| Staffing, students, volunteers | Good practice |  |  |
| Transitions policy | Good practice |  |  |
| Uncollected child policy | EYFS 3.73 |  |  |
| Outings – assess risks | EYFS 3.65 |  |  |
| Are all policies and procedures reviewed at least annually?  *(More if required)* | Good practice |  |  |
| Do all policies/procedures have a section for the Chairperson/owner to sign and date to show that this has taken place? | Good practice |  |  |
| Are policies shared with all staff/ volunteers/parents and all committee members? How? | EYFS 3.73 |  |  |
| Action | | | Date completed |
|  | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Self-evaluation** | | | |
| **Point:** | **Reference** | **✓ or 🗶** | **Comments (V/S)** |
| Do you have an accurate view of the quality of your provision and know what to improve? | Early years inspection handbook for Ofsted registered provision p.15 and p.20  Good Practice |  |  |
| How do know and monitor this?   * Staff * CPD * Environment * Wellbeing (staff and children) | Early years inspection handbook for Ofsted registered provision p.15 and p.20  Good Practice |  |  |
| Do you have an Improvement Plan in place?  Does this address all previous Ofsted Inspection recommendations? | Early years inspection handbook for Ofsted registered provision p.15 and p.20  Good Practice |  |  |
| Is it regularly updated? |  |  |  |
| Are management, staff, children and parents all involved | Early years inspection handbook for Ofsted registered provision p.15 and p.20  Good Practice |  |  |
| Action | | | Date completed |
|  | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Voluntary Management Committees (VMC)** | | | |
| **Point** | **Reference** | **✓ or 🗶** | **Comments (V/S)** |
| Name of Ofsted nominated person | Ofsted |  |  |
| Are all members of VMC aware of their roles, responsibilities and liabilities? Are there role descriptions? | Ofsted  Good practice |  |  |
| Are all members of the VMC aware of and understand the EYFS framework and its implementation?  (*NB – see footnote on p7 for out of school provision)* | EYFS 1.1 – 1.12, 2.1 – 2.11, 3.1 – 3.78 |  |  |
| Does the number of committee meetings meet constitutional requirements? | Governance requirement |  |  |
| Agenda/minutes taken? Treasurer’s reports included? | Good practice |  |  |
| Do you have a hand over procedure in place if there is going to be a change to the nominated person and any members of the committee/trustees? This must be done before the existing nominated person/committee member/trustee resign. | Ofsted |  |  |
| Do you ensure new committee members have fully completed the Ofsted suitable checks (EY2) prior to taking on their role? |  |  |  |
| Do you inform Ofsted of changes to your committee / Trustees (EY3) |  |  |  |
| Action | | | Date completed |
|  | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sustainability issues in business planning** | | | |
| **Point** | **Reference** | **✓ or 🗶** | **Comments (V/S)** |
| Has the setting had a business health check? |  |  |  |
| Are occupancy levels monitored? Healthy? |  |  |  |
| Is regular financial forecasting taking place? |  |  |  |
| Are your staff receiving the correct levels of pay?  *(National minimum wage, national living wage, holiday pay)*  *(NB. These change every year – please see* [*www.gov.uk*](http://www.gov.uk) *for further guidance)* |  |  |  |
| Action | | | Date completed |
|  | | |  |

**Safeguarding and welfare requirement checklist**

I/we confirm the information I have completed in the checklist is an accurate and true reflection of the current welfare at our setting:

**Signed: Date: Role:**

**Signed: Date: Role:**

**Signed: Date: Role:**

(If using for LISEY 3 audit by CCC officer/s)

**Abbreviations used for reference:**

COSHH - Control of Substances Hazardous to Health Regulations

CPD – Continuous professional development

CSCP – Cumbria Safeguarding Children Partnership

EBSB – Eat Better Start Better

EHA – Early Help Assessment

EYFS – Early Years Foundation Stage

FE – Free entitlement

FGM – Female genital mutilation

GDPR – General data protection regulation

ISEYES – Inspecting safeguarding in early years, education and skills. (Ofsted publication)

LADO – Local authority designated officer

RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

SENCO – Special educational needs coordinator

VMC – Voluntary Management Committee