**Audit to support implementation of the safeguarding and welfare requirements of the EYFS statutory framework**

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| --- | --- | --- | --- |
| **Setting name:**  |  | **Date of completion:** |  |
| **Setting email:**  |  | **Setting Contact number:**  |  |
| **Manager:**  |  | **Deputy:** |  |
| **Nominated person with Ofsted:** |  | **Designated safeguarding lead:** |  |
| **SENCO:** |  | **Number of children with SEN:** |  |
| **Ofsted registration number:** |  | **Number of cared for children:** |  |
| **Last Ofsted inspection date:** |  | **Current Ofsted inspection grade:** |  |
| **Governance of setting (circle)** | Private  | Voluntary | Independent  | **Ofsted registers (circle)**  | Early years  | Childcare  | voluntary |

This self-assessment audit contains the following sections for completion, prior to the review visit between the Early Years Provider and the Council Early Years Team Representative(s):

* Information for display
* Assessment & Progress Check at age two
* Safeguarding policies & procedures
* Concerns about children’s safety & welfare
* Suitable People; disqualification, staffing taking medication/other substances, smoking & vaping
* Qualifications, training, support & skills; safeguarding training, supervision of staff, paediatric first aid, English language skills
* Key Person
* Staff: child ratios
* Health; Medicines, Food & drink, food & drink facilities, food poisoning.
* Supporting and understanding children’s behaviour; Special Educational Needs.
* Safety & suitability of premises, environment & equipment; accident or injury, safety of premises, indoor space requirements, outdoor access, sleeping arrangements, baby room, toilets & intimate hygiene, organising premises for confidentiality & safeguarding, insurance, safety on outings, risk assessment.
* Information and Record Keeping; information about the child, information for parents and carers, complaints, inspection & quality assurance visits, information about the provider, changes that must be notified to Ofsted, other legal duties.
* Cumbria Safeguarding Childrens Partnership (CSCP) additional statutory requirements
* Voluntary Management Committees/CIOs/Co. Ltd By Guarantee

Please add any impact/comments/next steps **if you wish**. Please note this must be returned to your EY link adviser before the Welfare Requirement visit can take place.

| **Information for display**  |
| --- |
| **Requirements** | **Emerging** | **Developing** | **Established** | **EYFS reference and prompts** | **Comments / identified actions** |
| No smoking/vaping sign |  |  |  | H & S at W Act 1974 -Must be in a prominent position – visible on entry to premises |  |
| Ofsted registration certificate  |  |  |  | **EYFS 3.86**The original should be displayed in a prominent position |  |
| Public liability insurance |  |  |  | **EYFS 3.73**Good practice to display this or to be available if asked for. Is it in date? Correct coverage? Have you notified them of any changes to hours, health needs, shared building? |  |
| Organisational Structure |  |  |  | **EYFS 3.83/3.32**Names/photos of staff and what role they have within the organisationinclude* Manager/Deputy Manger
* Designated first aiders
* Designated Safeguarding Lead
* SENCo
 |  |
| Children and Families Information Service (CFIS) contact details and funding information  |  |  |  | Good practice/ FE contractInclude CFIS contact details and information about 2 year old, 3 and 4 year old free entitlement funding and Childcare Choices website - [Families Information | Family Finance (westmorlandandfurness.gov.uk)](https://fid.westmorlandandfurness.gov.uk/kb5/westmorlandandfurness/directory/family.page?familychannel=8)[Child Care Choices website](https://www.childcarechoices.gov.uk/)  |  |
| Health & safety poster on premises, or leaflet to each member of staff |  |  |  | H & S at W Act 1974 –[Health and safety law poster](https://www.hse.gov.uk/pubns/books/lawposter.htm)  |  |
| Current SEND Information Advice and Support poster  |  |  |  | Good practice |  |
| Setting complaints procedure |  |  |  | **EYFS 3.83/3.84**Is this easily available for parents to access? |  |
| Up to date Ofsted poster for Parents displaying Ofsted phone number - Tel: 0300 123 1231 |  |  |  | **EYFS 3.84**[Ofsted poster for parents childcare](https://www.gov.uk/government/publications/poster-for-parents-childcare) |  |

| **Assessment & Progress check at age two**  |
| --- |
| **Criteria** | **Emerging** | **Developing** | **Established** | **EYFS reference and prompts** | **Comments / identified actions** |
| Do you keep parent and/or carers informed about their child’s progress and development? |  |  |  | **EYFS 2.3** |  |
| Do you review each child’s progress between the age of 2 and 3? |  |  |  | **EYFS 2.6** |  |
| Does the progress check include reporting on * Prime areas and beyond
* Highlight areas the child is progressing well in
* Highlight any areas where additional support maybe needed
* Focus on any areas that may indicate any areas of SEND
* Strategies already used to address any issues or concerns
 |  |  |  | **EYFS 2.7/2.8** |  |
| Do you share this with parents and get their input? |  |  |  | **EYFS 2.6** |  |
| Do you use this summary to encourage parents to support learning at home? |  |  |  | **EYFS 2.9** |  |
| Do you share the summary with other professionals as needed? |  |  |  | **EYFS 2.10** |  |

| **Safeguarding policies and procedures**  |
| --- |
| **Criteria** | **Emerging** | **Developing** | **Established** | **EYFS reference and prompts** | **Comments / identified actions** |
| Do you have a named practitioner designated to take lead responsibility for safeguarding children? (Designated Safeguarding Lead DSL) |  |  |  | **EYFS 3.4** |  |
| Have you got an up-to-date child protection policy and procedure?  |  |  |  | **EYFS 3.25** |  |
| Does the policy include the signs of abuse and neglect and how to respond to them? |  |  |  | **EYFS 3.26** |  |
| Does your policy make reference to the Cumbria Safeguarding Children Partnership (CSCP) guidelines and website? |  |  |  | **EYFS 3.4 / 3.5** |  |
| Does your policy make reference to the Cumbria Threshold Guidance? |  |  |  | **CSCP website**[Cumbria Threshold Guidance](https://www.cumbria.gov.uk/eLibrary/Content/Internet/537/6683/6687/6698/17145/42632155941.pdf) |  |
| Does your policy include * The action taken when there are safeguarding concerns about a child,
* The action to be taken in the event of an allegation being made against a member of staff,
* How mobile phones, cameras and other electronic devices with imaging and sharing capabilities are used in the setting
 |  |  |  | [Safeguarding children and protecting professionals in early years settings: online safety considerations - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations) |  |
| Does your policy state that you have regard to* Working together to safeguard children
* What to do if you’re worried a child is being abused: Advice for practitioners
* The ‘Prevent duty guidance for England and Wales
 |  |  |  | **EYFS 3.7- 3.8 & Cumbria CSCP** [Working together to safeguard children 2023 statutory\_guidance.pdf](https://assets.publishing.service.gov.uk/media/65803fe31c0c2a000d18cf40/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf)[What to do if you're worried a child is being abused](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf) [Revised prevent duty guidance for England and Wales](https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales) |  |
| Are you aware of the guidance on sharing information with relevant services when there are safeguarding concerns, and do you refer to this in your policy?  |  |  |  | **EYFS 3.78 and footnote 45**[Information sharing advice for safeguarding practitioners - GOV.UK](https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice)  |  |
| How do you and all staff members log concerns about a child?Does this system include a chronology?How do you record injuries including pre-existing injuries? |  |  |  | **EYFS 3.6-3.7**Are all staff members aware and confident in using this system? Link to Early Years log of concerns paperwork – [Westmorland and Furness, Support for Childminders and Early Years and Childcare](https://legacy.westmorlandandfurness.gov.uk/childrensservices/childrenandfamilies/cfis/earlyyearsandchildcare/supportforearlyyearsandchildcareprovision.asp)  |  |
| Do you have a social media policy for staff that includes appropriate use of personal social media accounts?  |  |  |  | [Safeguarding children and protecting professionals in early years settings: online safety considerations - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations) |  |
| What records do you keep once a child has left your setting and how long do you keep them for?  |  |  |  | **EYFS 3.81 note 49** |  |
| **POLICIES AND PROCEDURES** |
| Safeguarding/child protection  |  |  |  |  |  |
| Social Media policy  |  |  |  |  |  |

| **Concerns about children’s safety & welfare**  |
| --- |
| **Criteria** | **Emerging** | **Developing** | **Established** | **EYFS reference and prompts** | **Comments / identified actions** |
| Are you aware that if you or any staff members have any concerns about children’s safety or welfare you must immediately notify the safeguarding hub? Do you ensure staff are aware of the documents * Working together to safeguard children
* Prevent duty guidance
 |  |  |  | **EYFS 3.7** Westmorland Safeguarding hub number **0300 373 2724**[Cumbria Safeguarding Children Hub Westmorland and Furness](https://www.cumbriasafeguardingchildren.co.uk/westmorlandfurness/westmorlandprofessionals/default.asp)[Working together to safeguard children - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2)[Prevent duty guidance: England and Wales (2023) - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/prevent-duty-guidance) |  |
| Is the Safeguarding Hub phone number visible and accessible to staff? |  |  |  | **EYFS 3.7** Westmorland Safeguarding hub number **0300 373 2724**[Cumbria Safeguarding Children Hub Westmorland and Furness](https://www.cumbriasafeguardingchildren.co.uk/westmorlandfurness/westmorlandprofessionals/default.asp) |  |
| Does the procedure include what to do 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)?Does this include how and when to contact the Local Authority Designated Officer (LADO)? Does this include the LADO is to be contacted within ONE working day and Ofsted within 14 days |  |  |  | **3.8 CSCP**[Allegations against staff / LADO : Cumbria County Council (cumbriasafeguardingchildren.co.uk)](https://cumbriasafeguardingchildren.co.uk/professionals/lado.asp)**Contact details for the LADO - Westmorland & Furness** lado@westmorlandandfurness.gov.uk **0300 303 3897****Complete the LADO position of Trust Referral** [Allegations against staff / LADO : Cumbria County Council (cumbriasafeguardingchildren.co.uk)](https://cumbriasafeguardingchildren.co.uk/professionals/lado.asp)[Report a serious childcare incident - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/report-a-serious-childcare-incident) |  |
| **Childcare on domestic premises** must inform the agency you are registered with of any allegations of serious harm or abuse by anyone living, working, or looking after children at the premises. This must happen whether the allegations of harm or abuse are alleged to have been committed on the premises or elsewhere, for example, on a visit? |  |  |  | **EYFS 3.8**  |  |
| Are you aware you as a provider or Childcare on domestic premised must also notify Ofsted/ or your agency of the action they have taken in response to the allegations? |  |  |  | [Report a serious childcare incident - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/report-a-serious-childcare-incident) |  |
| **POLICIES AND PROCEDURES** |
| Allegations of staff (could be included in safeguarding policy) |  |  |  |  |  |

| **Suitable People**  |
| --- |
| **Criteria** | **Emerging** | **Developing** | **Established** | **EYFS reference and prompts** | **Comments / identified actions** |
| Are EY2s in place for the Registered Person (owner, management committee, directors)?  |  |  |  | **EYFS 3.9** **Ofsted** <https://www.gov.uk/guidance/apply-to-join-a-nursery-or-other-daycare-organisation-ey2> |  |
| Are CRB/DBS checks in place for staff, committee, and any other necessary person? |  |  |  | **EYFS 3.11** |  |
| Do you have a list of staff members and committee CRB /DBS reference numbers, the date of disclosure and who obtained it? |  |  |  | **EYFS 3.14** |  |
| Do you follow the CSCP 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
 |  |  |  | [Guidance for Safe Recruitment, Selection and Retention for Staff and Volunteers (proceduresonline.com)](https://cumbrialscb.proceduresonline.com/chapters/g_safe_rec.html#_4_5) |  |
| Are two written references in place for all staff and staff records kept? (*Telephone calls followed up and recorded?)* |  |  |  | [Guidance for Safe Recruitment, Selection and Retention for Staff and Volunteers (proceduresonline.com)](https://cumbrialscb.proceduresonline.com/chapters/g_safe_rec.html#_4_5) |  |
| 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 Recommended Policies and Procedures? |  |  |  | **EYFS 3.13** |  |
| Are you aware of your responsibility under section 35 of the Safeguarding Vulnerable Groups Act 2006? |  |  |  | **EYFS 3.15 note 15** [Safeguarding Vulnerable Groups Act 2006 (legislation.gov.uk)](https://www.legislation.gov.uk/ukpga/2006/47/contents) |  |
| **Disqualification**  |
| Do you understand that you must not employ someone who has been disqualified?  |  |  |  | **EYFS 3.16** |  |
| Are you aware as a registered provider you must notify Ofsted, (or if Childcare of domestic premises the agency with which you are registered, of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided. The disqualification of an employee could be an example of a significant event |  |  |  | **EYFS 3.17**  |  |
| Are you aware as a registered provider you must give Ofsted, (or if you are Childcare on domestic premise and registered with an agency) the following information about themselves or about any person who lives or is employed in the same household as the registered provider: * Details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006.
* The date of the order, determination or conviction, or the date when the other ground for disqualification arose.
* The body or court which made the order, determination or conviction, and the sentence (if any) imposed.
* • A certified copy of the relevant order (in relation to an order or conviction).
 |  |  |  | **EYFS 3.18**  |  |
| Are you aware that the settings registered person must provide this information to Ofsted/the agency as soon as reasonably practicable, but, in any event within 14 days of the date the provider became aware of the information or should have reasonably become aware of it if they had made reasonable enquiries |  |  |  | **EYFS 3.19** |  |
| Do you know, if you are made aware of relevant information that may lead to an employee being disqualified, you must take appropriate action to ensure the safety of children |  |  |  | **EYFS 3.20** |  |
| **Staff taking medication/other substances**  |
| Staff members must not be under the influence of alcohol or any other substance which may affect their ability to care for children. Do you ensure that if a practitioner is taking medication which may affect their ability to care for children, they seek medical advice to confirm the medication is unlikely to impair that person’s ability to look after children properly?  |  |  |  | **EYFS 3.21** |  |
| Do you ensure medication on the premises must be stored securely, and out of reach of children, at times?  |  |  |  | **EYFS 3.21** |  |
| **Smoking and vaping**  |
| Do you ensure smoking is not allowed in or on the premises when children are present or about to be present.  |  |  |  | **EYFS 3.22** |  |
| Do you ensure all practitioners should not vape or use e-cigarettes when children are present  |  |  |  | **EYFS 3.22**[Use of e-cigarettes in public places and workplaces - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/use-of-e-cigarettes-in-public-places-and-workplaces) |  |
| **POLICIES AND PROCEDURES** |
| Staffing, student, volunteers policy  |  |  |  |  |  |
| Recruitment policy & procedures  |  |  |  |  |  |
| No smoking (could be included in Health & safety policy)  |  |  |  |  |  |

| **Qualifications, training, support & skills**  |
| --- |
| **Criteria** | **Emerging** | **Developing** | **Established** | **EYFS reference and prompts** | **Comments / identified actions** |
| **Safeguarding training**  |
| Have the DSLs completed up to date Level 1,2 and 3 Safeguarding Training? Is there always a DSL available when the setting is open? |  |  |  | **EYFS 3.24** and Cumbria Safeguarding Children Partnership (CSCP) These all need to be updated every 3 years. [My Learning: Log in to the site (learningpool.com)](https://cumbria.learningpool.com/login/index.php)[eLearning Safeguarding Training: (cumbriasafeguardingchildren.co.uk)](https://www.cumbriasafeguardingchildren.co.uk/training/elearning.asp)[Multi-Agency Safeguarding Training L2: (cumbriasafeguardingchildren.co.uk)](https://cumbriasafeguardingchildren.co.uk/training/safeguardingresponsibilitiesthresholdguidancelevel2.asp)[Level 3 Training - Designated Safeguarding Leads](https://www.cumbriasafeguardingchildren.co.uk/training/workingtogethertosafeguardchildrenlevel3.asp)  |  |
| Have the DSLs completed training on Prevent (terrorism, radicalisation) E-learning and FGM and do they keep up to date with other relevant training? |  |  |  | **EYFS 3.24 and note 18 and 19, 3.25,3.26, Ofsted and CSCP**[Female genital mutilation - GOV.UK](https://www.gov.uk/government/collections/female-genital-mutilation) [Female Genital Mutilation : Cumbria Safeguarding Children Partnership](https://www.cumbriasafeguardingchildren.co.uk/professionals/femalegentialmutilation.asp)[Prevent duty training: Learn how to support people vulnerable to radicalisation | Prevent duty training (support-people-vulnerable-to-radicalisation.service.gov.uk)](https://www.support-people-vulnerable-to-radicalisation.service.gov.uk/)[Prevent Duty Guidance - Schools and early years providers final2 (educateagainsthate.com)](https://www.educateagainsthate.com/wp-content/uploads/2023/09/Prevent-Duty-Guidance-Schools-and-early-years-providers-briefing-note-1.pdf?utm_source=Early+Education&utm_campaign=283d5b8601-EMAIL_CAMPAIGN_2022_09_13_01_47_COPY_01&utm_medium=email&utm_term=0_f3fa759875-283d5b8601-621404769&mc_cid=283d5b8601&mc_eid=149baa8f29) |  |
| Have **all** staff members up to date Level 1 and 2 Safeguarding training and Level 1 Child exploitation e-learning Training?  |  |  |  | **EYFS 3.24 and CSCP These need to be updated every 3 years**[Level 1 - A Guide to completing your eLearning course CSCP Instructions (cumbria.gov.uk)](https://www.cumbria.gov.uk/eLibrary/Content/Internet/537/6683/6688/44812114948.pdf)[Child Exploitation Training : (cumbriasafeguardingchildren.co.uk)](https://cumbriasafeguardingchildren.co.uk/training/childexploitationtraining.asp) |  |
| How do you ensure all staff have up to date knowledge of safeguarding issues and how do the DSLs provide support, advice and guidance to **all** staff? |  |  |  | **EYFS 3.25/3.27** |  |
| Have you attended any practitioner forums? Do you know where to find out about the forums? |  |  |  | **CSCP** |  |
| **Training and skills**  |
| What are your induction training and procedures for all new staff/volunteers/students and how are these recorded? Do they include* Roles and responsibilities
* Emergency evacuation procedures
* Safeguarding
* Child Protection
* Health and Safety Issues
 |  |  |  | **EYFS 3.26 & CSCP**- [Guidance for Safe Recruitment, Selection and Retention for Staff and Volunteers (proceduresonline.com)](https://cumbrialscb.proceduresonline.com/chapters/g_safe_rec.html#_4_5) |  |
| Do you support **all** staff to undertake appropriate training and professional development (*courses, internet research, other CPD)?* |  |  |  | **EYFS 3.26 Ofsted** |  |
| Do you record staff CPD and the impact on teaching and learning? |  |  |  | **Ofsted** - [Early years inspection handbook for January 2024 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/early-years-inspection-handbook-eif/early-years-inspection-handbook-for-ofsted-registered-provision-for-september-2023) |  |
| Is CPD cascaded to other staff members? |  |  |  | **Ofsted** |  |
| **Supervision of staff**  |
| Do you have arrangements for the supervision of staff who have contact with children and families? |  |  |  | **EYFS 3.27/3.28** |  |
| How regularly do your staff members have supervision and is this documented? |  |  |  |  |  |
| Do you have arrangements for the supervision of the manager? |  |  |  |  |  |
| **Paediatric First Aid**  |
| Do you ensure there is at least one staff member with a current paediatric first aid certificate on the premises and available at all times taking 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? |  |  |  | **EYFS 3.29** *NB –see footnote 19, for full details, and Annex A for Criteria for effective PFA training. This must be renewed every 3 years* |  |
| Do you ensure all newly qualified L2 or L3 staff have a full paediatric first aid certificate within 3 months of starting work to be counted in staff: child ratios? |  |  |  | **EYFS 3.31 footnote 20** |  |
| Do you display or make available to parents staff PFA certificate or have a list of all staff who have a current PFA certificate?  |  |  |  | **EYFS 3.32** |  |
| **English Language skills**  |
| 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 3.33** |  |
| **POLICIES AND PROCEDURES** |
| Induction procedure |  |  |  |  |  |
| Supervision policy and procedure |  |  |  |  |  |
| Social Media policy |  |  |  |  |  |
| Staff conduct policy |  |  |  |  |  |
| Whistle blowing policy and procedure |  |  |  |  |  |
| Staff CPD/training policy |  |  |  |  |  |

| **Key person**  |
| --- |
| **Criteria** | **Emerging** | **Developing** | **Established** | **EYFS reference and prompts** | **Comments / identified actions** |
| Has each child been assigned a key person, and is this displayed? |  |  |  | **EYFS 3.34** |  |
| Do you inform parents of their child’s Key Person, and their role? |  |  |  | **EYFS 3.82/3.34** |  |
| Are all key persons aware of their specific roles? |  |  |  | **EYFS 1.19** |  |
| **POLICIES AND PROCEDURES** |
| Key person policy |  |  |  |  |  |

| **Staff: child ratios**  |
| --- |
| **Criteria** | **Emerging** | **Developing** | **Established** | **EYFS reference and prompts** | **Comments / identified actions** |
| Do you ensure staffing arrangements meet the needs of all children and ensure their safety?  |  |  |  | **EYFS 3.35**  |  |
| Do you inform parent and/or carer about how staff are organised?  |  |  |  |  |  |
| Do you ensure you meet the legal requirements for ratios of adults to children in all rooms? |  |  |  | **EYFS 3.35 – 3.49** |  |
| Do you ensure that children are adequately supervised whilst eating? This should be in sight AND hearing of a member of staff |  |  |  | **EYFS 3.35 & 3.36** |  |
| Does the manager hold a full and relevant level 3 qualification with 2 years’ suitable experience and if appointed after 01st January 2024 a suitable level 2 qualification in maths? |  |  |  | **EYFS 3.37**[Early-years-qualification-requirements-and-standards](https://www.gov.uk/government/publications/early-years-qualification-requirements-and-standards) |  |
| Do you ensure the named deputy is capable and qualified to take charge in the manager’s absence? |  |  |  | **EYFS 3.37 footnote 23** |  |
| For children under 2 years have staff received training that specifically addresses the care of babies? |  |  |  | **EYFS 3.40** |  |
| Does the member of staff in charge of the under two’s room have suitable experience? |  |  |  | **EYFS 3.40** |  |

| **Health**  |
| --- |
| **Criteria** | **Emerging** | **Developing** | **Established** | **EYFS reference and prompts** | **Comments / identified actions** |
| **Medicines**  |
| Do you promote the good health, including the oral health, of the children? |  |  |  | **EYFS 3.51** |  |
| What records do you keep where medicines are administered by staff? |  |  |  | **EYFS 3.54** |  |
| Do you receive and record training for the administration of medicine that requires medical or technical knowledge (e.g. use of EpiPen, inhalers etc.)? |  |  |  | **EYFS 3.53** |  |
| Is written permission requested at the time of the child’s admission, to seek any necessary emergency medical advice or treatment in the future |  |  |  | **EYFS 3.54** |  |
| 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 3.54** |  |
| Do you inform the child’s parent/carer that the medication has been given? Is this on the same day the medication has been taken, or as soon as reasonably practicable? |  |  |  | **EYFS 3.54** |  |
| Do you have appropriate and safe storage for medicines? |  |  |  | **EYFS 3.21** |  |
| Do you use Health Care Plans where needed? |  |  |  |  |  |
| Is a list of notifiable diseases/illnesses and guidance on infection control kept on site? |  |  |  | **EFYS 3.52 footnote 40** [Notifiable diseases and causative organisms](https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report)[Guidance on infection control in schools and childcare settings](https://cumbria.gov.uk/elibrary/Content/Internet/537/17241/17246/17267/17294/42976155438.PDF) |  |
| Do you have the contact details and information about The Education Infection Prevention and Control Team who provide advice and guidance on preventing and managing infectious diseases to education and childcare settings in Cumbria? |  |  |  | <https://www.westmorlandandfurness.gov.uk/schools-and-education/health-protection-and-health-education-resources> |  |
| **POLICIES AND PROCEDURES** |  |  |  |  |  |
| Administering medicines policy and procedure |  |  |  |  |  |
| Sick / Infectious illness procedure |  |  |  |  |  |
| **Food & drink**  |
| Before a child is admitted to the setting do you ensure you gain information about any special dietary requirements, preferences and food allergies that children have and any special health requirements?  |  |  |  | **EYFS 3.55**  |  |
| Is drinking water available and accessible to children at all times? |  |  |  | **EYFS 3.55** |  |
| Do you ensure the meals, snacks and drinks that you provide are healthy, balanced and nutritious?  |  |  |  | **EYFS 3.55** |  |
| **Food & drink facilities**  |
| Do you have an area which is adequately equipped to provide healthy meals, snacks and drinks? |  |  |  | **EYFS 3.56** |  |
| Do you have suitable facilities for the hygienic preparation of food for children, if necessary, including suitable sterilisation equipment for babies food? |  |  |  | **EYFS 3.56** |  |
| Have those handling food received training in food hygiene? |  |  |  | **EYFS 3.36** |  |
| Do you follow the Government guidelines for safe food and drink practice? |  |  |  | **EYFS 3.36** |  |
| Do you follow the guidance on menu planning, food safety, managing food allergies and reading food labels? |  |  |  | **EYFS 3.36** |  |
| Are staff aware of choking hazards and what precautions do you have in place to preventing choking? |  |  |  | [Food safety advice on choking hazards in settings – Foundation Years](https://foundationyears.org.uk/2021/09/food-safety-advice-on-choking-hazards-in-settings/) |  |
| Are **all** staff trained to respond to a child choking?  |  |  |  | Annexe A PFA training |  |
| **Food poisoning**  |
| Are you aware you must notify Ofsted in cases of food poisoning, affecting two or more children? *(Within 14 days)* |  |  |  | **EYFS 3.57** |  |
| **POLICIES AND PROCEDURES** |
| Food and drink (Inc. healthy eating, packed lunch guidelines) |  |  |  |  |  |

| **Supporting & understanding childrens behaviour**  |
| --- |
| **Criteria** | **Emerging** | **Developing** | **Established** | **EYFS reference and prompts** | **Comments / identified actions** |
| Do you ensure that all staff have an awareness and understanding of supporting and managing children’s behaviour in an appropriate way?  |  |  |  | **EYFS 3.58** |  |
| Do you keep records of occasions where physical intervention has been used? Are parents and/or carers informed on the same day or as soon as reasonably practicable.  |  |  |  | **EYFS 3.60** |  |
| **Special Educational needs** |
| Does your setting have a designated SENCo who has attended training? |  |  |  | EYFS 3.61 |  |
| Has your SENCo completed the Early Years level 3 SENCO award? |  |  |  |  |  |
| Do you have arrangements in place to support children with SEND? |  |  |  | EYFS 3.61 |  |
| Does your practice and provision promote inclusivity? |  |  |  | Equality Act 2010 |  |
| **POLICIES AND PROCEDURES** |
| Special Educational Needs/Inclusion policy |  |  |  |  |  |

| **Safety & suitability of premises, environment & equipment** |
| --- |
| **Criteria** | **Emerging** | **Developing** | **Established** | **EYFS reference and prompts** | **Comments / identified actions** |
| **Accident or injury**  |
| Do you record accidents or injuries and any first aid treatment administered?  |  |  |  | **EYFS 3.62** |  |
| How do you inform parents/carers of any accident/injury? |  |  |  | **EYFS 3.62** |  |
| Are you aware you have to report to 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? of such an incident? Do you inform RIDDOR? |  |  |  | **EYFS 3.63**[Report a serious childcare incident](https://www.gov.uk/guidance/report-a-serious-childcare-incident) |  |
| Do you inform the **Safeguarding Hub of any serious accident** or **injury to, or death** of a child while in your care, and do you act on the advice of the agency? |  |  |  | **EYFS 3.63** |  |
| Do you have a first aid box with appropriate items that is accessible at all times? |  |  |  | **EYFS 3.62** |  |
| **Safety of premises**  |
| Does the setting carry out regular emergency evacuation procedures? (*Half termly and when new children are admitted is recommended)* |  |  |  | **EYFS 3.65** |  |
| Are these recorded in a fire logbook? |  |  |  |  |  |
| Do you have appropriate fire detection equipment which is in working order (e.g. fire alarms, smoke detectors an\d fire extinguishers/fire blankets)? |  |  |  | **EYFS 3.65** |  |
| Are fire exits clearly identifiable and fire doors free from obstruction and easily opened from the inside? |  |  |  | **EYFS 3.65** |  |
| Does the setting have a Fire Safety Risk Assessment in place, and record equipment checks? |  |  |  | **EYFS 3.65** |  |
| **Indoor space requirements**  |
| Do you know the maximum number of children who can attend given the space requirements? |  |  |  | **EYFS 3.66** |  |
| **Outdoor access**  |
| Do you ensure children have access to the outdoors on a daily basis? |  |  |  | **EYFS 3.68** |  |
| **Sleeping arrangements**  |
| Are sleeping babies frequently checked to ensure they are safe. Including ensuring that cots/bedding are in good condition and suited to the age of the child, and that infants are placed down to sleep safely in line with latest government safety guidance? |  |  |  | **EYFS 3.69**[Safer Sleep for Baby](https://www.cumbriasafeguardingchildren.co.uk/professionals/safesleeping.asp) [How safer sleep advice reduces the chance of SIDS - The Lullaby Trust](https://www.lullabytrust.org.uk/safer-sleep-advice/)*NHS advice on Sudden Infant Death Syndrome*: [Sudden infant death syndrome (SIDS)](https://www.nhs.uk/conditions/sudden-infant-death-syndrome-sids/) Providers may find it helpful to refer to NHS advice for further information on safety of sleeping children: [Reduce the risk of sudden infant death syndrome (SIDS)](https://www.nhs.uk/conditions/baby/caring-for-a-newborn/reduce-the-risk-of-sudden-infant-death-syndrome/)  |  |
| **Baby room**  |
| Do you have a separate baby room/area for children under the age of two? |  |  |  | **EYFS 3.70** |  |
| Do you ensure that children in a baby room have contact with older children and are moved into the older age group when appropriate? |  |  |  | **EYFS 3.70**  |  |
| Do you ensure the member of staff in charge of the under-two’s provision has suitable experience of working with under twos? |  |  |  | **EYFS 3.40** |  |
| Have half of all staff received training that specifically addresses the care of babies? |  |  |  | **EYFS 3.40** |  |
| **Toilets & intimate hygiene**  |
| Do you have* Adequate number of toilets and hand basins for children.
* Separate toilet facilities for adults.
* Suitable hygienic facilities for changing children in nappies.

Adequate supplies of clean bedding, towels, spare clothes and any other necessary items. |  |  |  | **EYFS 3.71** |  |
| **Organising premises for confidentiality & safeguarding**  |
| Is there an area where staff may talk to parents and/or carers confidentiality? |  |  |  | **EYFS 3.72** |  |
| Is there an area for staff to take breaks away from areas being used by children? |  |  |  | **EYFS 3.72** |  |
| Do you ensure children are only released into the care of individuals of whom the parent has explicitly notified the provider and children do not leave the premises unsupervised? |  |  |  | **EYFS 3.72** |  |
| Do you take all reasonable steps to prevent unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitors |  |  |  | **EYFS 3.72** |  |
| Do you monitor the arrivals and departures of children? |  |  |  | **EYFS 3.72** |  |
| **Insurance**  |
| Do you have the appropriate insurance to cover **all** premises from which you provide childcare? |  |  |  | **EYFS 3.73** |  |
| **Safety on outings**  |
| Do you assess the risks for outings? |  |  |  | **EYFS 3.74** |  |
| Do you transport children in your own vehicles? |  |  |  | **EYFS 3.74** |  |
| Are records kept about vehicles in which children are transported? (Copy of insurance with business use, MOT, copy of driving licence) |  |  |  | **EYFS 3.75** |  |
| **Risk assessment**  |
| Can you demonstrate how you are managing risks? (*Indoors, outdoors)* How do you evidence this? |  |  |  | **EYFS 3.76** |  |
| Does your risk assessment include choking? |  |  |  | **Good practice** |  |
| Are any written risk assessments reviewed regularly? (*At least annually, more if required)* |  |  |  | **EYFS 3.76** |  |
| Are all written risk assessments signed and dated by the person carrying out the risk assessments? |  |  |  | **HSE** |  |
| **POLICIES AND PROCEDURES** |
| Fire safety and emergency evacuation procedure |  |  |  |  |  |
| Health & Safety policy and procedure (to include No smoking/vaping) |  |  |  |  |  |
| Safer sleep policy |  |  |  |  |  |
| Nappy changing/intimate care |  |  |  |  |  |
| Risk Assessment policy/procedure |  |  |  |  |  |
| Outings policy/procedure |  |  |  |  |  |
| Transporting children policy/procedure |  |  |  |  |  |

| **Information & record keeping** |
| --- |
| **Criteria** | **Emerging** | **Developing** | **Established** | **EYFS reference and prompts** | **Comments / identified actions** |
| Are you fulfilling your responsibilities under the GDPR? (General Data Protection Regulation – from 25.5.201) with regards to confidential information and records about staff and children and your responsibilities where relevant under the Freedom of information act 2000? |  |  |  | **EYFS 3.78 foot note 47**[Guide to the UK General Data Protection Regulation (UK GDPR) | ICO](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/) |  |
| How do you ensure that all staff understand the need to protect the privacy of all children in their care and the legal requirements regarding confidentiality? |  |  |  | EYFS 3.79 foot note 48[UK GDPR guidance and resources | ICO](https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/) |  |
| Have you appointed a person to be the lead on Data Protection within your setting? |  |  |  | EYFS 3.78 |  |
| Is the setting registered with the ICO (Information Commissioners Office)? |  |  |  | EYFS 3.78[Information Commissioner's Office (ICO)](https://ico.org.uk/) |  |
| Do you have a privacy notice and are all parents made aware of this?  |  |  |  | [Data protection: privacy notice model documents – GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notices) |  |
| Are confidential records kept in a suitable secure area? Children? Staff?  |  |  |  | EYFS 3.78 footnote 46 |  |
| Are records easily accessible and available? |  |  |  | EYFS 3.78 |  |
| How long do you retain records relating to individual children after they have left your provision? |  |  |  | EYFS 3.80 footnote 49[retention\_periods\_for\_records\_aug\_13.pdf (eyalliance.org.uk)](https://www.eyalliance.org.uk/sites/default/files/retention_periods_for_records_aug_13.pdf) |  |
| **POLICIES AND PROCEDURES** |
| Confidentiality and client access to records |  |  |  | *Including your procedure to meet the requirements of GDPR* |  |
| **Information about the child**  |
| 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
* Information about any other person 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
 |  |  |  | **EYFS 3.81/3.56** |  |
| Do you ask for the name of the child’s GP and Health Visitor? (for integrated 2-year health checks |  |  |  |  |  |
| **POLICIES AND PROCEDURES** |
| Admissions and attendance policy including procedure for non-attendance |  |  |  |  |  |
| Information for parents and carers  |
| Do you inform parents and /or carers, how the EYFS is delivered in the setting and how they can access more information? |  |  |  | **EYFS 3.82** |  |
| Are parents and/or carers informed on the day-to-day activities, experiences, food and drink provided, and routines of the setting? |  |  |  | **EYFS 3.82** |  |
| Do you inform parents how you support children with special educational needs and disabilities? |  |  |  | **EYFS 3.82** |  |
| 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 or in the event of a child going missing at or away from, the setting? |  |  |  | **EYFS 3.82** |  |
| In the event of a child going missing do you inform Ofsted? |  |  |  | OFSTED – significant event |  |
| How do you support parents to extend their child’s learning at home including how to encourage a love of reading? |  |  |  | **EYFS 3.82** |  |
| **Complaints**  |  |  |  |  |  |
| Do you state how individuals can make a complaint? |  |  |  | **EYF3.83/3.84** |  |
| Do you record any complaints and their outcome? |  |  |  | **EYFS 3.83** |  |
| Does your policy state that providers must notify complainants of the outcome of any written complaints within 28 days? |  |  |  | **EYFS 3.83** |  |
| Does your procedure state how parents can contact Ofsted? |  |  |  | **EYFS 3.83** |  |
| If you are **childcare on domestic premises** does your procedure state how parents contact Ofsted or the agency with whom you are registered with. |  |  |  | **EYFS 3.83** |  |
| **Inspection & quality assurance visits**  |  |  |  |  |  |
| Do you notify parents when you are being inspected by Ofsted? |  |  |  | **EYFS 3.85** |  |
| If you are **childcare on domestic premises and** registered with an agency,do you notify parent and/or carerswhen you are having a quality assurance visit? |  |  |  | **EYFS 3.85** |  |
| Do you supply a copy of the report following either an Ofsted inspection or agency quality assurance visit? |  |  |  | **EYFS 3.85** |  |
| **Information about the provider**  |
| Do you hold the following documentation * Name, home address and telephone number of the provider and any other person living or employed on the premises
* Name, home address and telephone number of anyone else who will regularly be in unsupervised contact with the children attending the early years provision
 |  |  |  | **EYFS 3.86** |  |
| Do you keep a daily record the names of the children being cared for, their hours of attendance and the names of each child's key person. |  |  |  | **EYFS 3.86** |  |
| **Changes that must be notified to Ofsted**  |
| Do you log **all** contact with Ofsted? |  |  |  |  |  |
| Do you notify Ofsted of all the relevant changes as listed in bullet points?• the address of the premises (and seek approval to operate from those premises where appropriate); • to the premises which may affect the space available to children and the quality of childcare available to them.• in the name or address of the provider, or the provider’s other contact information. • to the person who is managing the early years provision• any proposal to change the hours during which childcare is provided; or to provide overnight care • any significant event which is likely to affect the suitability of the early years provider or any person who cares for, or is in regular contact with, children on the premises to look after children • where the early years provision is provided by a company, any change in the name or registered number of the company • where the early years provision is provided by a charity, any change in the name or registration number of the charity • where the childcare is provided by a partnership, body corporate or unincorporated association, any change to the 'nominated individual' • where the childcare is provided by a partnership, body corporate or unincorporated association whose sole or main purpose is the provision of childcare, any change to the individuals who are partners in, or a director, secretary or other officer or members of its governing body  |  |  |  | **EYFS 3.87**[reporting significant events and changes to health](https://www.gov.uk/guidance/childcare-reporting-significant-events-and-changes-to-health) |  |
| Are all relevant notifiable changes logged with Ofsted within 14 days?(Telephone, email or EY3 and do you record this?) |  |  |  | **EYFS 3.88** |  |
| Childcare on domestic premises – Do you in form your agency of any of the above changes? Referred to in EYFS 3.87 |  |  |  | **EYFS 3.89** |  |
| **Other legal duties**  |
| Are you aware the EYFS requirements sit alongside other legal obligation and do not supersede or replace other legislations. Other duties are * Employment laws
* Anti-discriminatory legislation
* Health and safety legislation
* Data collection regulations
* Duty of care.
 |  |  |  | **EYFS 3.90** |  |

| **Cumbria Safeguarding Childrens Partnership (CSCP) additional statutory requirements**  |
| --- |
| **Criteria** | **Emerging** | **Developing** | **Established** | **EYFS reference and prompts** | **Comments / identified actions** |
| Is the Cumbria Threshold Guidance accessible and is the continuum of need displayed? |  |  |  | Good practice Cumbria CSCP websiteIs the Threshold Continuum of need displayed for staff to refer to? The Threshold Guidance should be accessed online. [Cumbria Threshold Guidance](http://www.cumbria.gov.uk/eLibrary/Content/Internet/537/6683/6687/6698/17145/42632155941.pdf) |  |
| Do you have a Staff Behaviour Procedure/ Staff Code of Conduct/Whistle Blowing Procedure? |  |  |  | **CSCP** procedures manual <https://cumbrialscb.proceduresonline.com/chapters/p_whistleblowing.html> |  |
| Have you signed up to receive the Cumbria CSCP newsletters/ 5-minute briefings? |  |  |  | **CSCP**<https://www.cumbriasafeguardingchildren.co.uk/> |  |
| Have you signed up to receive the Cumbria CSCP Tri.X policy and procedure update alerts? (see Quick Links on CSCP homepage) |  |  |  | **CSCP**<https://cumbrialscb.proceduresonline.com/chapters/register_updates.html> |  |
| What is your procedure for following up children’s absences? Does this include a procedure to follow if a vulnerable child is absent? Do all staff know and follow this procedure? |  |  |  | **CSCP and FE Contract** |  |
| Are you and the DSL aware of the Cumbria Neglect Strategy and tools? |  |  |  | **CSCP**<https://www.cumbriasafeguardingchildren.co.uk/professionals/neglect/default.asp> |  |
| Has the DSL attended Neglect training and/or briefings? |  |  |  | **CSCP** – available on the Learning pool site <https://cumbria.learningpool.com/login/index.php> |  |
| Have the DSLs or any other members of staff accessed the Cumbria Reducing Parental Conflict “Family Matters” training? |  |  |  | **CSCP** – available on the Learning pool site <https://cumbria.learningpool.com/login/index.php> |  |
| Does the DSL attend the DSL network meetings? |  |  |  | **CSCP and Early Years Team** |  |
| **Early Help Support (Cumbria Safeguarding Childrens Partnership)** |
| Have **all staff** completed the “Early Help for Children and Families e-learning “? |  |  |  | **CSCP**[Early Help for Children and Families (eLearning)](https://www.cumbriasafeguardingchildren.co.uk/training/elearning.asp) |  |
| Has the DSL attended the “How to Support Children and Families with Early Help - Signs of Wellbeing Level 2 Training”? |  |  |  | **CSCP** [Westmorland and Furness Early Help Team](https://cumbriasafeguardingchildren.co.uk/professionals/earlyhelp/earlyhelptteamleaflet.asp) |  |
| Do you know how to contact your Early Help Officer/Team? |  |  |  | [Early Help Teams : Cumbria County Council (cumbriasafeguardingchildren.co.uk)](https://cumbriasafeguardingchildren.co.uk/professionals/earlyhelp/earlyhelptteamleaflet.asp) |  |
| Early Help Assessments (EHA)* Have you any current EHA’s?
* Have you registered them?
* Do you know what to do if there is a change of coordinator?
* Are EHA’s regularly updated?

Are you aware of how to access the Early Help and Family Support panel? |  |  |  | **CSCP**  |  |

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| **Voluntary Management Committees Details (if applicable)** |
| **What is the governance of the setting (Circle)** | Voluntary managed | Charitable Incorporated Organisation (CIO) | Company Limited By Guarantee | Other – please state |
| **Committee details** | **Chairperson:** | **Treasurer:** | **Secretary:**  |
| Does the number of committee meet your constitutional requirements? | **Yes** | **No** |

| **Voluntary Management Committees (VMC)** |
| --- |
| **Criteria** | **Emerging** | **Developing** | **Established** | **EYFS reference and prompts** | **Comments / identified actions** |
| Name of Ofsted nominated person |  |  |  |  |  |
| Are all members of VMC aware of their roles, responsibilities and liabilities? Are there role descriptions? |  |  |  |  |  |
| Are all members of the VMC aware of and understand the EYFS framework and its implementation? |  |  |  |  |  |
| Are all committee members aware of all the setting policies and procedures? |  |  |  |  |  |
| Have the committee ensured there are Supervision arrangements in place for the manager of the setting? |  |  |  |  |  |
| What is your governing document? |  |  |  |  |  |
| When was it last reviewed? |  |  |  |  |  |
| Do all committee members have a copy? |  |  |  |  |  |
| Does the number of committee meetings meet constitutional requirements? |  |  |  |  |  |
| Agenda/minutes taken? Treasurer’s reports included? |  |  |  |  |  |
| 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) |  |  |  |  |  |
| **RECOMMENDED POLICIES AND PROCEDURES** |
| Code of conduct |  |  |  |  |  |
| Change of committee members procedure |  |  |  |  |  |
| Roles and responsibilities |  |  |  |  |  |

| **Improvement priorities** | **Agreed support** | **Timescale (from – to)** | **Success criteria** | **Evaluation** |
| --- | --- | --- | --- | --- |
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