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

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| **Name:** | |  | | | **Date of completion:** | |  | |
| **Email:** | |  | | | **Contact number:** | |  | |
| **SENCO:** | |  | | | **Designated safeguarding lead:** | |  | |
| **Number of assistants:** |  | | **Number of children with SEN:** |  | | **Number of cared for children:** | |  |
| **Ofsted registration number:** |  | | **Last Ofsted inspection date:** |  | | **Current Ofsted inspection grade:** | |  |

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):

* 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

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.

| **Assessment & Progress check at age two** | | | | | |
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| **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 2.5** |  |
| 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 2.6/2.7** |  |
| Are you aware if a child moves settings between the ages of two and three, it is expected that the progress check would usually be undertaken by the setting where the child has spent most time? |  |  |  | **EYFS 2.8** |  |
| Do you use this summary to encourage parents to support learning at home? |  |  |  | **EYFS 2.8** |  |
| Do you share this with parents and get their input? |  |  |  | **EYFS 2.9** |  |
| Do you share the summary with other professionals as needed? |  |  |  | **EYFS 2.9** |  |

| **Safeguarding policies and procedures** | | | | | |
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| **Criteria** | **Emerging** | **Developing** | **Established** | **EYFS reference and prompts** | **Comments / identified actions** |
| Are you aware you must take lead responsibility for safeguarding children in your setting? (Designated Safeguarding Lead- DSL) |  |  |  | **EYFS 3.4**  **CSCP** |  |
| Do you ensure all practitioners are alert to any issues of concern in the child’s life at home or  Elsewhere? |  |  |  | **EYFS 3.4** |  |
| Does your policy make reference to the Cumbria Safeguarding Children Partnership (CSCP) guidelines and website? |  |  |  | **EYFS 3.4**  **CSCP** |  |
| Are you aware if you are working together with another childminder, each childminder is responsible for meeting the requirements of their own registration? |  |  |  | **EYFS 3.5** |  |
| Do you know that you have a shared responsibility when working with another childminder for the wellbeing of all the children present?  Therefore, where childminders work together, each childminder also has a responsibility to refer any concerns where another childminder does not continually meet the requirements of their registration. |  |  |  | **EYFS 3.5** |  |
| Have you got an up-to-date child protection policy and procedure?   * The action to be taken when there are safeguarding concerns about a child. * The action to be taken in the event of an allegation being made against the childminder or an assistant. * How mobile phones, cameras and other electronic devices with imaging and sharing capabilities are used in the setting. |  |  |  | **EYFS 3.6**  [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) |  |
| Do you ensure all assistants follow these policies and procedures |  |  |  | **EYFS 3.6** |  |
| 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 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   Does your policy and procedure also include:   * How mobile phones, cameras and other electronic devices with imaging and sharing capabilities are used in the setting |  |  |  | **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)  [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) |  |
| 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 3.4-5**  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/children protection  Social Media policy |  |  |  |  |  |

| **Concerns about children’s safety & welfare** | | | | | |
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| **Criteria** | **Emerging** | **Developing** | **Established** | **EYFS reference and prompts** | **Comments / identified actions** |
| Are you aware that if you 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 3.8**    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) |  |
| 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 |  |  |  | **EYFS 3.9 & 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](mailto: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) |  |
| Is the Safeguarding Hub phone number visible and accessible to staff?  Westmorland Safeguarding hub number  **0300 373 2724** |  |  |  | **EYFS 3.8**  [Cumbria Safeguarding Children Hub Westmorland and Furness](https://www.cumbriasafeguardingchildren.co.uk/westmorlandfurness/westmorlandprofessionals/default.asp) |  |
| Are you aware that you must inform Ofsted or you Childminder agency 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 3.9** |  |
| Are you aware as a childminder you must also notify Ofsted/ or your agency of the action they have taken in response to the allegations? |  |  |  | **EYFS 3.9**  Report a serious childcare incident - GOV.UK (www.gov.uk) |  |

| **Suitable People** | | | | | |
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| **Criteria** | **Emerging** | **Developing** | **Established** | **EYFS reference and prompts** | **Comments / identified actions** |
| Has Ofsted, or your childminder agency, checked the suitability of:   * The childminder. * Every other person looking after children on the premises. * Every other person aged 16 and over living or working on the same premises the childminding is being provided. |  |  |  | **EYFS 3.11** |  |
| Are your assistant/s aware they must disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting). |  |  |  | **EYFS 3.13** |  |
| Are you aware you must not allow anyone whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with the children being cared for. |  |  |  | **EYFS 3.13** |  |
| Are you aware you are required to make a referral to the Disclosure and Barring Service if an assistant is dismissed (or would have been, had they not left the setting first) because they have harmed a child or put a child at risk of harm. |  |  |  | **EYFS 3.15** |  |
| 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 you the employer (owner) 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** |  |
| A registered provider must notify Ofsted, or the agency with which a provider of CoDP is 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 3.18** |  |
| The registered provider must give Ofsted, or the agency with which a provider of CoDP is registered, 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 3.19** |  |
| A Childminder 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 3.20** |  |
| If a Childminder becomes aware of relevant information that may lead to an employee being disqualified, the provider must take appropriate action to ensure the safety of children |  |  |  | **EYFS 3.21** |  |
| **Staff taking medication/other substances** | | | | | |
| Childminder and assistants must not be under the influence of alcohol or any other substance which may affect their ability to care for children. |  |  |  | **EYFS 3.22** |  |
| Do you ensure that if a practitioner is taking medication which may affect their ability to care for children, they should seek medical advice? |  |  |  | **EYFS 3.22** |  |
| Do you ensure medication on the premises must be stored securely, and out of reach of children, at all times? |  |  |  | **EYFS 3.22** |  |
| **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 3.23** |  |
| Do you ensure all practitioners should not vape or use e-cigarettes when children are present |  |  |  | **EYFS 3.23**  [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) |  |

| **Training, support & skills** | | | | | |
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| **Criteria** | **Emerging** | **Developing** | **Established** | **EYFS reference and prompts** | **Comments / identified actions** |
| Do you have the appropriate skills, knowledge, and a clear understanding of your role and responsibilities in order to provide good quality early years provision? |  |  |  | **EYFS 3.24** |  |
| Do you ensure you follow the legal responsibilities under the Equality Act 2010 including the fair and equal treatment of any assistants regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation? |  |  |  | **EYFS 3.25** |  |
| **Safeguarding training** | | | | | |
| Can you demonstrate that you have knowledge and understanding of the EYFS, including how to implement it, as part of your registration with Ofsted or a CMA? |  |  |  | **EYFS 3.26** |  |
| 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 3.27**  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 3.27, 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 3.28 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)  [Multi-Agency Safeguarding Training L2: (cumbriasafeguardingchildren.co.uk)](https://cumbriasafeguardingchildren.co.uk/training/safeguardingresponsibilitiesthresholdguidancelevel2.asp)  [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 3.28** |  |
| **Training and supervision of assistants’ skills** | | | | | |
| Are you aware you are accountable for the quality of the work of any assistants and must be satisfied that assistants are competent to meet their roles and responsibilities? |  |  |  | **EYFS 3.30** |  |
| Do you ensure your assistants complete induction training.  Do this include   * Roles and responsibilities * Emergency evacuation procedures * Safeguarding * Child Protection * Health and Safety Issues |  |  |  | **EYFS 3.31 & 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 3.31 Ofsted** |  |
| Do you have arrangements for the supervision of your assistants who have contact with children, families and carers? |  |  |  | **EYFS 3.32** |  |
| Does supervision provide support, coaching, and training for the assistant and promotes the best interests of children. Supervision should foster a culture of mutual support, teamwork, and continuous improvement, which encourages the confidential discussion of sensitive issues? |  |  |  | **EYFS 3.32** |  |
| Does supervision provide opportunities for staff to:   * Discuss any issues – particularly concerning children’s development or well-being, including child protection concerns. * Identify solutions to address issues as they arise. * Receive coaching to improve their personal effectiveness. |  |  |  | **EYFS 3.33** |  |
| **Paediatric First Aid** | | | | | |
| Do you ensure there is at least one person m 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 3.34**  *NB –see footnote 16, for full details, and Annex A for Criteria for effective PFA training.* |  |
| Do you/staff ensure first aid training is renewed every 3 years? |  |  |  | **EYFS 3.34** |  |
| Do you make available to parents staff PFA certificate or have a list of yours /and all staff who have a current PFA certificate? |  |  |  | **EYFS 3.36** |  |
| **English Language skills** | | | | | |
| Do you ensure that you and assistants have sufficient understanding and use of English to   * keep records, * to liaise with other agencies, * to summon emergency help * to understand instructions for key tasks? |  |  |  | **EYFS 3.37** |  |
| **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** | | | | | |
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| **Criteria** | **Emerging** | **Developing** | **Established** | **EYFS reference and prompts** | **Comments / identified actions** |
| Has each child been assigned a key person? |  |  |  | **EYFS 3.38** |  |
| Are all key persons aware of their specific roles? |  |  |  | **EYFS 3.38** |  |
| **POLICIES AND PROCEDURES** | | | | | |
| Key person policy |  |  |  |  |  |

| **Staff: child ratios** | | | | | |
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| **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 3.39** |  |
| Do you ensure that children are adequately supervised, including whilst eating, and decide how to use any assistants to ensure children’s needs are met? |  |  |  | **EYFS 3.39** |  |
| Do you inform parent and/or carers about how staff are organised? |  |  |  | **EYFS 3.39** |  |
| You must ensure children are within sight and hearing, especially whist eating? |  |  |  | **EYFS 3.40** |  |
| Do you ensure you meet the legal requirements for ratios of adults to children? |  |  |  | **EYFS 3.41 – 3.45** |  |
| If you employ an assistant or works with another childminder, each childminder (or assistant) may care for the number of children permitted by the ratios as specified in 3.41-3.45? |  |  |  | **EYFS 3.46** |  |
| Are you aware children may be left in the sole care of childminders’ assistants for up to two hours in a single day. You must obtain parents’ and/or carers’ permission to leave children with an assistant, including for very short periods of time. |  |  |  | **EYFS 3.47** |  |
| If you are providing overnight care, the ratios set out above continue to apply and the childminder must always be able to hear the children (this may be via a monitor). |  |  |  | **EYFS 3.48** |  |
| Are you aware suitable students on long term placements and volunteers (aged 17 or over) and those working as apprentices in early education (aged 16 or over) may be included in the ratios, if you are satisfied that they are competent and responsible. |  |  |  | **EYFS 3.49** |  |

| **Health** | | | | | |
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| **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 3.50** |  |
| Do you have a procedure, which must be discussed with parents and/or carers, for taking appropriate action if children are ill or infectious. This procedure must also cover the necessary steps to prevent the spread of infection? |  |  |  | **EYFS 3.51** |  |
| Do you have and implement a policy, and procedures, for administering medicines to children? |  |  |  | **EYFS 3.52** |  |
| It must include systems for obtaining information about a child’s needs for medicines, and for keeping this information up to date. |  |  |  | **EYFS 3.52** |  |
| Do you ensure you and your assistants have training if the administration of medicine requires medical or technical knowledge? |  |  |  | **EYFS 3.52** |  |
| Do you ensure all medication administered is prescribed for a child by a doctor, dentist, nurse, or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor)? |  |  |  | **EYFS 3.52** |  |
| Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child’s parent and/or carer. |  |  |  | **EYFS 3.53** |  |
| 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 3.53** |  |
| **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 3.54** |  |
| Is drinking water available and accessible to children at all times? |  |  |  | **EYFS 3.54** |  |
| Do you ensure the meals, snacks and drinks that you provide are healthy, balanced and nutritious? |  |  |  | **EYFS 3.54** |  |
| **Food & drink facilities** | | | | | |
| Do you have an area which is adequately equipped to provide healthy meals, snacks and drinks? |  |  |  | **EYFS 3.55** |  |
| Do you have suitable facilities for the hygienic preparation of food for children, if necessary, including suitable sterilisation equipment for babies food? |  |  |  | **EYFS 3.55** |  |
| Have those handling food received training in food hygiene? |  |  |  | **EYFS 3.35** |  |
| Do you follow the Government guidelines for safe food and drink practice? |  |  |  | **EYFS 3.35** |  |
| Do you follow the guidance on menu planning, food safety, managing food allergies and reading food labels? |  |  |  | **EYFS 3.35**  [Example menus for early years settings in England - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/example-menus-for-early-years-settings-in-england) |  |
| 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 in responding 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? This must be done as soon as is reasonably practical, but in any event within 14 days of the incident. A childminder who, without reasonable excuse, doesn’t meet this requirement commits an offence |  |  |  | **EYFS 3.56** |  |
| **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 have an awareness and understanding of supporting and managing children’s behaviour in an appropriate way? |  |  |  | **EYFS 3.57/3.58** |  |
| 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 3.59** |  |
| **Special Educational needs** | | | | | |
| Do have a designated SENCo? |  |  |  | **EYFS 3.61** |  |
| Has your SENCo attended All our Children training? |  |  |  |  |  |
| Has your SENCo completed the Early Years level 3 SENCO award? |  |  |  |  |  |
| Do you have arrangements in place to support children with SEND? |  |  |  | **EYFS 3.60** [SEND\_Code\_of\_Practice\_January\_2015.pdf (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf) |  |
| 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 have a first aid box with appropriate items that is accessible at all times? |  |  |  | **EYFS 3.61** |  |
| Do you record accidents or injuries and any first aid treatment administered? Consider confidentiality. |  |  |  | **EYFS 3.61** |  |
| How do you inform parents/carers of any accident/injury? |  |  |  | **EYFS 3.61** |  |
| Are you aware you have to report to Ofsted or you CMA 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 3.62**  [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 3.62** |  |
| **Safety of premises** | | | | | |
| Do you ensure that your premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for and the activities provided on the premises. |  |  |  | **EYFS 3.63** |  |
| Do you take reasonable steps to ensure the safety of children, assistants, and others on the premises in the case of fire or any other emergency. You must have:   * An emergency evacuation procedure. * Appropriate fire detection and control equipment (for example, fire alarms, smoke detectors, fire blankets and/or fire extinguishers) which is in working order. |  |  |  | **EYFS 3.64** |  |
| Are fire exits must be clearly identifiable, and fire doors free of obstruction and easily opened  from the inside? |  |  |  | **EYFS 3.64** |  |
| **Indoor space requirements** | | | | | |
| How do you ensure your premises and equipment meet the indoor space requirements when numbers of children change? |  |  |  | **EYFS 3.65-3.67** |  |
| **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/) |  |
| **Toilets & intimate hygiene** | | | | | |
| Do you have   * Adequate number of toilets and hand basins available * Suitable hygienic facilities for changing children in nappies. * Adequate supplies of clean bedding, towels, spare clothes and any other necessary items. |  |  |  | **EYFS 3.70** |  |
| **Organising premises for confidentiality & safeguarding** | | | | | |
| Childminders must ensure that:   * On request, they can make available an area where they may talk to parents and/or carers confidentially. * Children are only released into the care of individuals of whom the parent has explicitly notified the childminder. * Children do not leave the premises unsupervised. * They take all reasonable steps to prevent unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitors. * They consider what additional measures are necessary when children stay overnight. |  |  |  | **EYFS 3.71** |  |
| **Insurance** | | | | | |
| Do you have the appropriate insurance to cover **all** premises from which you provide childcare? |  |  |  | **EYFS 3.72** |  |
| **Safety on outings** | | | | | |
| Do you assess the risks for outings?  Do you ensure adult to child ratios are considered. |  |  |  | **EYFS 3.73** |  |
| 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 3.74** |  |
| **Risk assessment** | | | | | |
| Can you demonstrate how you are managing risks? (*Indoors, outdoors)* How do you evidence this? |  |  |  | **EYFS 3.75** |  |
| 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** [**https://www.hse.gov.uk/simple-health-safety/risk/index.htm**](https://www.hse.gov.uk/simple-health-safety/risk/index.htm) |  |
| **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** |
| Do you maintain records, obtain and share relevant information (with parents and carers, other professionals working with the child, the police, social services and Ofsted or your CMA, as appropriate). This is to ensure your setting is safe and efficiently managed, and the needs of all children are met. |  |  |  | **EYFS 3.76** |  |
| You must enable a regular two-way flow of information with parents and/or carers (and between other providers if a child is attending more than one setting). If requested, you should incorporate parents’ and/or carers’ comments into children’s records. |  |  |  | **EYFS 3.76** |  |
| 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 3.77**  [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/) |  |
| Are confidential records kept in a suitable secure area?  Children? Staff? |  |  |  | **EYFS 3.77** |  |
| Are records easily accessible and available? |  |  |  | **EYFS 3.77** |  |
| How long do you retain records relating to individual children after they have left your provision? |  |  |  | **EYFS 3.79** |  |
| **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 3.80** |  |
| 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 3.81** |  |
| Are parents and/or carers informed on the day-to-day activities, experiences, food and drink provided, and routines of the setting? |  |  |  | **EYFS 3.81** |  |
| How do you support parents to extend their child’s learning at home including how to encourage a love of reading? |  |  |  | **EYFS 3.81** |  |
| Do you inform parents how you support children with special educational needs and disabilities? |  |  |  | **EYFS 3.81** |  |
| 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 3.81** |  |
| In the event of a child going missing do you inform Ofsted? |  |  |  | OFSTED – <https://www.gov.uk/guidance/report-a-serious-childcare-incident> |  |
| **Complaints** |  |  |  |  |  |
| You must keep a record of any complaints you receive and their outcome. You must Investigate written complaints relating to how they are fulfilling the EYFS requirements.   * Notify the person who made the complaint of the outcome of the investigation within 28 days of having received the complaint. * Make the record of complaint/s available to Ofsted or the relevant CMA on request. |  |  |  | **EYFS 3.82** |  |
| Do you give parents and /or carers details about how to contact Ofsted or your CMA if they believe you are not meeting the EYFS requirements? |  |  |  | EYFS 3.83 |  |
| **Inspection & quality assurance visits** |  |  |  |  |  |
| Do you notify parents and/or career when you are being inspected by Ofsted? |  |  |  | EYFS 3.84 |  |
| If you are a childminder registered with an agency,do you notify parent and/or carerswhen you are having a quality assurance visit? |  |  |  | EYFS 3.84 |  |
| Do you supply a copy of the report following either an Ofsted inspection or agency quality assurance visit? |  |  |  | EYFS 3.84 |  |
| **Information about the childminder** | | | | | |
| Do you hold the following documentation   * Their name, home address and telephone number 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. * A daily record of the names of the children being cared for on the premises, their hours of attendance, and the names of each child's key person (if this is not the childminder themselves). * Their certificate of registration (which can be displayed digitally, for example on a childminder’s website, and must be made available to parents and/or carers on request). |  |  |  | **EYFS 3.85** |  |

| **Changes that must be notified to Ofsted or the relevant childminder agency** | | | | | |
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| **Criteria** | **Emerging** | **Developing** | **Established** | **EYFS reference and prompts** | **Comments / identified action** |
| Depending on how they are registered, all childminders must notify either Ofsted or their  CMA of any change:     * In 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 childminder, or the childminder’s other contact information. * In the persons aged 16 years or older living or working on any domestic premises from which childminding is provided or to the persons caring for children on any premises where childminding is provided * Any proposal to change the hours during which childcare is to be provided which will entail the provision of overnight care. * Any significant event which is likely to affect the suitability of the childminder to look after children. * Any significant event which is likely to affect the suitability of any person who cares for, or/is in regular contact with, children on the premises on which childminding is provided. |  |  |  | **EYFS 3.86** |  |
| Other legal duties | | | | | |
| The EYFS requirements sit alongside other legal obligations and do not supersede or replace any other legislation which childminders must still meet.  Other duties on providers include:   * Employment laws. * Anti-discrimination legislation. * Health and safety legislation. * Data collection regulations. * Duty of care |  |  |  | **EYFS 3.87**  [Health and safety law poster](https://www.hse.gov.uk/pubns/books/lawposter.htm) |  |

| **Cumbria Safeguarding Childrens Partnership (CSCP) additional statutory requirements** | | | | | |
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| **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 website  Is 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** |  |

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