**Learning Improvement Service: Early Years**

**PVI WELFARE / LEGAL REQUIREMENTS CHECKLIST April 2023**

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

|  |
| --- |
| **Significant Public Health incidents / COVID - 19** |
| **Item** | **Reference** | **✓ or 🗶** | **Comments**  |
| Do you have a contingency plan in place that outlines how you plan for and deal with emergencies, including significant public health incidents (incl COVID - 19) and severe weather.Does this include following local guidance? [Health protection and health education resources | Cumberland Council](https://www.cumberland.gov.uk/schools-and-education/health-protection-and-health-education-resources) | cumberland.gov.uk website  |  |  |
| **Actions** | **Date completed**  |
|  |  |
| **Noticeboard or displayed** |
| **Item** | **Reference** | **✓ or 🗶** | **Comments**  |
| No smoking/vaping sign? (*Must be in a prominent position – visible on entry to premises)* | H & S at W Act 1974 |  |  |
| Parents’ Noticeboard sign? | Good practice |  |  |
| Ofsted registration certificate? (*Original should be displayed in a prominent position)* | EYFS 3.76 |  |  |
| Public liability insurance? (*In date? Correct coverage? Changes to hours, health needs, shared building?)* | EYFS 3.64Good practice to display this |  |  |
| Organisational Structure *(names/photos of staff, management/committee)* | Good practiceEYFS 3.73 |  |  |
| Most recent Ofsted report? | Good practice |  |  |
| Children and Families Information Service (CFIS) contact details?[Children and Families Information Service | Cumberland Council](https://legacy.cumberland.gov.uk/childrensservices/childrenandfamilies/cfis/default.asp) | Good practice/ FE contract |  |  |
| Funded 2,3 and 4-year-old information displayed/ Childcare choices information displayed [2 year old fudning poster](https://search3.openobjects.com/mediamanager/cumbria/fsd/files/2_year_old_poster_-_updated_august_2022.pdf) [30 hours funding poster](https://search3.openobjects.com/mediamanager/cumbria/fsd/files/30_hours_poster_-_july_21.pdf)[Children and families information service poster](https://search3.openobjects.com/mediamanager/cumbria/fsd/files/children_and_families_information_service_poster.pdf)[Child Care Choices website](https://www.childcarechoices.gov.uk/)  |  |  |  |
| Notice informing of designated first aider/s? | EYFS 3.25 |  |  |
| First Aid certificate/s displayed or available to parents? | EYFS 3.25 |  |  |
| Name of deputy manager displayed | EYFS 3.23 |  |  |
| Name of lead practitioner for safeguarding displayed? | Good practice  |  |  |
| Name of SENCO displayed? | Good practice |  |  |
| *Health & safety poster on premises, or leaflet to each member of staff?*[Health and safety law poster](https://www.hse.gov.uk/pubns/books/lawposter.htm)  | *H & S at W Act 1974* |  |  |
| Current SEND Information Advice and Support poster displayed (previously known as Parent Partnership)[SEND IAS Contact Details (cumbria.gov.uk)](https://cumbria.gov.uk/elibrary/Content/Internet/537/6381/6424/6865/7029/42466162734.pdf) | Good practice |  |  |
| Setting complaints procedure?Complaint forms/record? - *Must be obvious.**Incl. Ofsted contact details;**The National Business Unit**Ofsted**Piccadilly Gate,**Store Street,**Manchester**M1 2WD**Tel: 0300 123 1231* | EYFS 3.74 + 3.75 |  |  |
| Ofsted poster (tel: 0300 123 1231) displayed?[Ofsted poster for parents childcare](https://www.gov.uk/government/publications/poster-for-parents-childcare) | EYFS 3.75 |  |  |
| **Actions** | **Date completed** |
|  |  |
| **Child Protection** **Cumbria CSCP is now Cumbria Safeguarding Children Partnership (CSCP)** |
| **Point**  | **Reference**  | **✓ or 🗶** | **Comments**  |
| Has the lead practitioner attended an appropriate CSCP Child Protection training course? ‘Working Together to Safeguard Children’ Multi-agency workshop (Safeguarding Intermediate – level 3) *(see CSCP training tab)*[Multi-Agency Safeguarding Training : Cumbria County Council (cumbriasafeguardingchildren.co.uk)](https://www.cumbriasafeguardingchildren.co.uk/training/default.asp)[eLearning Safeguarding Training : Cumbria County Council (cumbriasafeguardingchildren.co.uk)](https://www.cumbriasafeguardingchildren.co.uk/training/elearning.asp)[My Learning with Cumbria County Council: Log in to the site (learningpool.com)](https://cumbria.learningpool.com/login/index.php) | EYFS 3.5 |  |  |
| Have you got an appropriately trained (level 3 Safeguarding) member of staff available at all times?[Level 3 Training - Designated Safeguarding Leads](https://www.cumbriasafeguardingchildren.co.uk/training/workingtogethertosafeguardchildrenlevel3.asp)  | Inspecting safeguarding in early years, education and skills (ISEYES) – Ofsted / Good practice  |  |  |
| Have **all** staff members completed Safeguarding training?  *(Online – level 1 and level 2)*[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)[Safeguarding Awareness - Level 2 : Cumbria County Council (cumbriasafeguardingchildren.co.uk)](https://www.cumbriasafeguardingchildren.co.uk/training/safeguardingawarenesstraining.asp)Have **all** members of staff completed the Child Exploitation Level 1 e-learning [Child Exploitation Training : Cumbria County Council (cumbriasafeguardingchildren.co.uk)](https://cumbriasafeguardingchildren.co.uk/training/childexploitationtraining.asp) | EYFS 3.6 |  |  |
| How does the lead practitioner provide support, advice and guidance to **all** staff?  | EYFS 3.5, 3.6ISEYES |  |  |
| How do you ensure all staff have up to date knowledge of safeguarding issues? | EYFS 3.6 |  |  |
| Does this include awareness of signs and symptoms as referenced in the EYFS 3.6 | EYFS 3.6 |  |  |
| What do you do to ensure all staff have a knowledge and understanding of your safeguarding policy and procedures?How do you keep staff up to date? | EYFS 3.6 |  |  |
| Have any staff members completed training on Prevent (terrorism, radicalisation)? E-learning? | OfstedCSCP |  |  |
| Do staff have an awareness of the signs and symptoms of Female Genital Mutilation (FGM)?[Female genital mutilation - GOV.UK](https://www.gov.uk/government/collections/female-genital-mutilation)  | EYFS 3.6 note 13 |  |  |
| Have any staff members completed training on the awareness of FGM?[Female Genital Mutilation : Cumbria Safeguarding Children Partnership](https://www.cumbriasafeguardingchildren.co.uk/professionals/femalegentialmutilation.asp) |  |  |  |
| How do you actively promote equality, diversity and British values? | EYFS 3.8 Cumbria CSCP and Ofsted |  |  |
| Are you aware of the social context of your local community? Are you alert to children’s potential risks from radicalisation and extremism?Have you completed training on Prevent (terrorism, radicalisation)? E-learning[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/)Revised Prevent duty guidance: for England and Wales - GOV.UK (www.gov.uk) | Cumbria CSCP and Ofsted |  |  |
| Do all of your staff know and understand the procedures to follow if there is an allegation of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere)? | ISEYESEYFS 3.8 |  |  |
| Does your policy include reference and contact details for the LADO (Local Authority Designated Officer) (contact form on CSCP website or email: LADO@cumbria.gov.uk, tel: 03003033892) and does it explain that the LADO is to be contacted within **ONE** working day and Ofsted within 14 days?[Cumbria Safeguarding Children Partnership - LADO](https://www.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) | EYFS 3.4 and 3.8CSCP |  |  |
| Does your policy make reference to the Cumbria Safeguarding Children Partnership (CSCP) guidelines and website? | EYFS 3.4 – 3.5 |  |  |
| Does your policy state that you have regard to?* [Working together to safeguard children - July 2022](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2)
* [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)
* The ‘Prevent duty guidance for England and Wales 2015’ and updates [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)
 | EYFS 3.4- 3.8Cumbria CSCP website |  |  |
| Are you aware of the guidance on sharing information with relevant services when there are safeguarding concerns: Information sharing advice for safeguarding practitioners [Information sharing advice for safeguarding practitioners - GOV.UK](https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice)  | EYFS 3.68(footnote 63) |  |  |
| Is the Safeguarding Hub phone number visible and accessible to staff? | Good practice |  |  |
| What is your system to log concerns about a child?Are all staff members and aware and confident in using this system? [**Support for Childminders, Early Years and Childcare Provision | Cumberland Council**](https://legacy.cumberland.gov.uk/childrensservices/childrenandfamilies/cfis/earlyyearsandchildcare/supportforearlyyearsandchildcareprovision.asp) | EYFS 3.4-5ISEYES |  |  |
| Does this system include a chronology? | CSCP |  |  |
| How do you record injuries including pre-existing injuries? | CSCP |  |  |
| Is the [Cumbria Threshold Guidance](http://www.cumbria.gov.uk/eLibrary/Content/Internet/537/6683/6687/6698/17145/42632155941.pdf) and flowchart available in your setting for reference and do all staff know how to access these?  | Good practice Cumbria CSCP website |  |  |
| Do your policies and procedures also include:Use of mobile phones; the use of cameras; social media; use of internet; use of IT filters to protect learners? Are you aware of the guidance 'Safeguarding children and protecting professionals in early years settings: on-line safety considerations? [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) | EYFS 3.4 ISEYES |  |  |
| Are you aware of The National Cyber Security Centre (NCSC) guidance on cyber security: [Early Years practitioners: using cyber security to protect... - NCSC.GOV.UK](https://www.ncsc.gov.uk/guidance/early-years-practitioners-using-cyber-security-to-protect-your-settings) | EYFS 3.70(footnote 66) |  |  |
| Do you have a Staff Behaviour Procedure/ Staff Code of Conduct/Whistle Blowing Procedure? | ISEYES |  |  |
| Have you signed up to receive the Cumbria CSCP newsletters/ 5-minute briefings[**Cumbria Safeguarding Children Partnership : Cumbria County Council**](https://cumbriasafeguardingchildren.co.uk/) | ISEYESCSCP |  |  |
| Have you signed up to receive the Cumbria CSCP Tri.X policy and procedure update alerts? (see Quick Links on CSCP homepage) | ISEYESCSCP |  |  |
| 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? | ISEYES FE Contract |  |  |
| Are all records being kept for the correct time periods? | EYFS 3.71 |  |  |
| **Actions**  | **Date completed**  |
|  |  |
| **Early Help Assessments (EHA)** |
| **Point**  | **Reference**  | **✓ or 🗶** |  |
| Have **all staff** completed [**Early Help for Children and Families (eLearning)**](https://www.cumbriasafeguardingchildren.co.uk/training/elearning.asp)**-**There is also an eLearning course that looks at the function of an Early Help Assessment. Early Help is a dynamic process and it incorporates all the professionals involved in the child's welfare. Please click [here](https://www.cumbriasafeguardingchildren.co.uk/training/elearning.asp)to access this eLearning course | **CSCP** |  |  |
| Do you know who your local Early Help Officer is and how to contact them? (Contact details: 0300 3033896, email: early.help@cumbria.gov.uk) [Early Help Team](https://cumbriasafeguardingchildren.co.uk/professionals/earlyhelp/earlyhelptteamleaflet.asp)  |  |  |  |
| Have you completed an EHA recently? |  |  |  |
| Have you registered the EHA with the Early Help Area Officer (via the CSCP website)? | CSCP Early Help pages |  |  |
| Is it regularly updated? |  |  |  |
| Has there been a change of coordinator? If so, have you completed and submitted the change of coordinator form? | CSCP Early Help |  |  |
| Do you know about the Early Help and Family support panels and how to access these? [Early Help & Family Support Panels](https://cumbriasafeguardingchildren.co.uk/professionals/earlyhelp/earlyhelpfamilysupportpanels.asp) | CSCP Early Help |  |  |
| Do you know about the practitioner forums and have you attended any? [Practitioner Forums](https://cumbriasafeguardingchildren.co.uk/forums/default.asp) | CSCP |  |  |
| **Actions**  | **Date completed** |
|  |  |
| **Suitable People**  |
| **Point**  | **Reference**  | **✓ or 🗶** | **Comments**  |
| Are EY2s in place for the Registered Person (owner, management committee, directors)?  | EYFS 3.10 |  |  |
| Are all changes detailed above logged with Ofsted within 14 days? (Via e-mail and completing EY3 and relevant EY2s) | EYFS 3.78 |  |  |
| Have you informed Ofsted of a new manager on appointment and always within 14 days? | EYFS 3.79 |  |  |
| How do you ensure the new manager is suitable for the role? | EYFS 3.9, 3.28 |  |  |
| Are CRB/DBS checks in place for staff, committee, and any other necessary person? | EYFS 3.10, 3.12  |  |  |
| Do you have a list of staff members and committee CRB /DBS reference numbers, the date of disclosure and who obtained it? | EYFS 3.12 |  |  |
| Do you follow the 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) | CSCPEYFS 3.9 -3.18Good practice |  |  |
| Are two written references in place for all staff and staff records kept? (*Telephone calls followed up and recorded?)* | Good practice |  |  |
| How do you ensure that your staff members inform the employer (owner/committee) of any convictions, cautions, court orders, reprimands, warnings or which may affect their suitability to work with children during their employment and is this reflected in your policies and procedures? | EYFS 3.11 – 3.18 |  |  |
| Are you aware of your responsibility under the Safeguarding Vulnerable Groups Act 2006?[Safeguarding Vulnerable Groups Act 2006 (legislation.gov.uk)](https://www.legislation.gov.uk/ukpga/2006/47/contents) | EYFS 3.13 |  |  |
| How do staff inform managers if they are taking medication initially and on an ongoing basis?  | EYFS 3.19 |  |  |
| If staff are taking medication, do you ensure that they seek medical advice to confirm their ability to look after children? | EYFS 3.19 |  |  |
| Is there appropriate and secure storage for staff medications? | EYFS 3.19 |  |  |
| **Actions**  | **Date completed**  |
|  |  |
| **Staff Qualifications, training, support and skills**  |
| **Point**  | **Reference**  | **✓ or 🗶** | **Comments** |
| Do you have induction training and procedures for all new staff/volunteers/students and are these recorded? Including:* Roles and responsibilities
* Emergency evacuation procedures
* Safeguarding
* Child Protection
* Health and Safety Issues
 | EYFS 3.21 |  |  |
| 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](https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations)  | Gov.uk |  |  |
| Do you support **all** staff to undertake appropriate training and professional development (*courses, internet research, other CPD)?* | EYFS 3.21 |  |  |
| How do you record staff CPD and the impact on teaching and learning? |  |  |  |
| How is the CPD cascaded to other staff members? |  |  |  |
| Do you have appropriate arrangements for the supervision of staff who have contact with children and families, and is this recorded? | EYFS 3.22 -3.23 |  |  |
| How regular do your staff members have supervision and is this documented? | EYFS 3.22 – 3.23 |  |  |
| What are your arrangements for the supervision of the manager? | EYFS 3.22 – 3.23 |  |  |
| Does the manager hold a full and relevant level 3 qualification with 2 years’ suitable experience as defined by the *Department for Education on the Early Years Qualifications List published on GOV.UK*?  | EYFS 3.28 |  |  |
| For children under 2 years have staff received training that specifically addresses the care of babies? What? | EYFS 3.32 |  |  |
| Does the member of staff in charge of the under two’s room have suitable experience?  | EYFS 3.32 |  |  |
| How do you ensure the named deputy is capable and qualified to take charge in the manager’s absence? | EYFS 3.28 |  |  |
| Is there a regular appraisal system in place for staff? Is this recorded? | Good practice |  |  |
| Is at least one staff member with a current paediatric first aid certificate on the premises and available at all times 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?(*NB –see footnote 30, for full details, and Annex A for Criteria for effective PFA training. This must be renewed every 3 years)* | EYFS 3.25 |  |  |
| Do staff undertake annual refresher training for Paediatric First aid during any 3yr certification period? | EYFS Annex A point 7 |  |  |
| Do you ensure all newly qualified L2 or L3 staff have either a full paediatric first aid or an emergency paediatric first aid certificate within 3 months of starting work to be counted staff: child ratios? | EYFS 3.25 |  |  |
| Do you ensure that staff have sufficient understanding and use of English to keep records, to liaise with other agencies, to summon emergency help and to understand instructions for key tasks? | EYFS 3.26 |  |  |
| **Actions** | **Date completed** |
|  |  |
| **Key Person / Staff: child ratios**  |
| **Point**  | **Reference**  | **✓ or 🗶** | **Comments** |
| Has each child been assigned a key person, and is this displayed? | EYFS 3.27 |  |  |
| Do parents know the name of their child’s Key Person, and their role? | EYFS 3.77EYFS 1.16 |  |  |
| Are all key persons aware of their specific roles? | EYFS 1.16 3.27 |  |  |
| Do you meet the legal requirements for ratios of adults to children in all rooms? | EYFS 3.28 – 3.41 |  |  |
| **Actions** | **Date completed**  |
|  |  |
| **Health / Medicines**  |
| **Point**  | **Reference**  | **✓ or 🗶** | **Comments** |
| Do you promote the good health, including the oral health, of the children? | EYFS 3.45 |  |  |
| Are records kept where medicines are administered by staff? | EYFS 3.47 |  |  |
| 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 3.46 |  |  |
| Is written permission requested at the time of the child’s admission, to seek any necessary emergency medical advice or treatment in the future? | Good practice |  |  |
| Is prior written permission for each and every medicine obtained before any medication is given? *Do you record the time the previous dose was given?* | EYFS 3.45 - 3.46 |  |  |
| Have parents/carers signed the record of entry to acknowledge that the medication has been given? This should be on the same day. | EYFS 3.47 |  |  |
| Do you have appropriate and safe storage for medicines? | Good practice |  |  |
| Do you use Health Care Plans where needed? |  |  |  |
| Is a list of notifiable diseases/illnesses and guidance on infection control kept on site?[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) | EYFS 3.44 |  |  |
| **Actions**  | **Date completed**  |
|  |  |
| **Food & Drink**  |
| **Point**  | **Reference**  | **✓ or 🗶** | **Comments** |
| Do you know about the Healthy Families Cumbria Pledge? Have you signed up to the pledge?[Healthy Families Cumbria Pledge | Cumbria County Council (cumberland.gov.uk)](https://legacy.cumberland.gov.uk/publichealth/healthyfamiliescumbriapledge.asp) | Good Practice |  |  |
| Is drinking water available and accessible to children at all times? | EYFS 3.48 |  |  |
| Do you ensure the meals, snacks and drinks that you provide are healthy, balanced and nutritious? [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)Do you follow Government guidelines food and drink practice?[Food safety - Help for early years providers - GOV.UK (education.gov.uk)](https://help-for-early-years-providers.education.gov.uk/safeguarding-and-welfare/food-safety) | EYFS 3.48, 349Gov.uk “Example menus for early years settings in England” |  |  |
| How do you support parents to provide healthy packed lunches? | Good practice  |  |  |
| Do you have an area which is adequately equipped to provide healthy meals, snacks and drinks? | EYFS 3.49 |  |  |
| Do you have suitable facilities for the hygienic preparation of food for children, if necessary, including suitable sterilisation equipment for babies food? | EYFS 3.49 |  |  |
| Do you ensure that children are adequately supervised whilst eating? | EYFS 3.29 |  |  |
| Are staff trained in responding to a child choking?  |  |  |  |
| 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/) |  |  |  |
| How do you promote children’s independence skills during meal and snack times? |  |  |  |
| Is your snack routine flexible to meet the needs of all your children? |  |  |  |
| Have those handling food have received training in food hygiene? | EYFS 3.49 |  |  |
| Do you follow the guidance on menu planning, food safety, managing food allergies and reading food labels?[Food allergy and intolerance | Food Standards Agency](https://www.food.gov.uk/safety-hygiene/food-allergy-and-intolerance) | EYFS 3.49 (see footnote 56) |  |  |
| Do you notify Ofsted in cases of food poisoning, affecting two or more children? *(Within 14 days)* | EYFS 3.50 |  |  |
| **Actions** | **Date completed**  |
|  |  |
| **Accident or Injury** – **Safety and Suitability of Premise**s, **Environment and Equipment**  |
| **Point** | **Reference** | **✓ or 🗶** | **Comments**  |
| Do you keep a written record of accident or injuries and first aid treatment? Consider confidentiality. | EYFS 3.51 |  |  |
| Are parents/carers informed of accident/injury? | EYFS 3.51 |  |  |
| Do you inform Ofsted in the event of any serious accident, illness or injury to, or death of any child while in your care, and of the action taken, within 14 days? of such an incident? Do you inform RIDDOR?[Report a serious childcare incident](https://www.gov.uk/guidance/report-a-serious-childcare-incident) | EYFS 3.52CSCPRIDDOR |  |  |
| 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 3.52 |  |  |
| Do you have a first aid box? Are the contents in date? | EYFS 3.51 |  |  |
| Are your premises fit for purpose? (including fire safety and hygiene requirements) | EYFS 3.55 |  |  |
| Do you have security systems in place to prevent intruders? | EYFS 3.62 |  |  |
| Do you have a visitor’s book in place and in use? (*Check ID?)* | EYFS 3.62 |  |  |
| Are arrival and departures of children closely supervised?  | Good practice |  |  |
| Does your register show children’s arrival and departure times? | EYFS 3.76 |  |  |
| Are all staff hours of attendance recorded? | EYFS 3.77 |  |  |
| Is a daily safety sweep carried out and recorded/initialled? | EYFS 3.64 |  |  |
| Does the setting carry out regular emergency evacuation procedures? (*Half termly and when new children are admitted is recommended)* | EYFS 3.56 |  |  |
| Are these recorded in a fire log book?  | Good practice |  |  |
| Are emergency evacuation procedures displayed in each room? e.g. fire plan /details | Good practice |  |  |
| Do you have appropriate fire detection equipment which is in working order (e.g. fire alarms, smoke detectors and fire extinguishers/fire blankets)?  | EYFS 3.56 |  |  |
| Are fire exits clearly identifiable and fire doors free from obstruction and easily opened from the inside? | EYFS 3.56 |  |  |
| Does the setting have a Fire Safety Risk Assessment in place, and record equipment checks? | Good practice EYFS 3.55 |  |  |
| 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?[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/)  | EYFS 3.60CSCP |  |  |
| **Actions**  | **Date completed**  |
|  |  |
| **Risk Assessments and Outings**  |
| **Point** | **Reference** | **✓ or 🗶** | **Comments**  |
| Can you demonstrate how you are managing risks? (*Indoors, outdoors)* How do you evidence this? | EYFS 3.65 |  |  |
| Does your risk assessment include choking?  |  |  |  |
| Are any written risk assessments reviewed regularly? (*At least annually, more if required)* | Good practice |  |  |
| Are all written risk assessments signed and dated by the person carrying out the risk assessments?  | Good practice |  |  |
| Do you assess the risks for outings? | EYFS 3.66 |  |  |
| Do you transport children in your own vehicles? | EYFS 3.67 |  |  |
| Are records kept about vehicles in which children are transported? (Copy of insurance with business use, MOT, copy of driving licence) | EYFS 3.67 Good practice |  |  |
| **Actions** | **Date completed**  |
|  |  |
| **Information and Records – EYFS**  |
| **Point** | **Reference** | **✓ or 🗶** | **Comments**  |
| Are you fulfilling your responsibilities under the GDPR? (General Data Protection Regulation – from 25.5.201)[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/) | EYFS 3.69 |  |  |
| Have you appointed a person to be the lead on Data Protection within your setting? | GDPR |  |  |
| Is the setting registered with the ICO (Information Commissioners Office)[Information Commissioner's Office (ICO)](https://ico.org.uk/) | ICO  |  |  |
| 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) | GDPR |  |  |
| Are you aware of your responsibilities where relevant under the Freedom of information act 2000? | EYFS 3.69 |  |  |
| Are confidential records kept in a suitable secure area? Children? Staff?  | EYFS 3.69 |  |  |
| Are records easily accessible and available?  | EYFS 3.70 |  |  |
| **Actions** | **Date completed**  |
|  |  |
| **Information about the Child (Registration form)**  |
| Does your registration form include the following:* Child’s full name
* Date of birth
* Name and address of every parent/carer known to provider
* Name of parent/carer the child normally lives with
* Name/s of everybody who has parental responsibility for the child
* Emergency contact details for parents and/or carers (names, addresses and tel. nos.)
* Names of person/s authorised to collect child
* Child’s special health requirements
* Child’s special dietary requirements / allergies
* Any other allergies
* Do you ask for the name of the child’s GP and Health Visitor? (for integrated 2-year health checks)
 | EYFS 3.73Good Practice |  |  |
| Are you aware of your other legal duties?* employment laws
* anti-discriminatory legislation
* health and safety legislation
* data collection regulations
* duty of care
 | EYFS 3.80 |  |  |
| **Actions**  | **Date completed** |
|  |  |
| **Information for parents and carers** **and complaints**  |
| **Point** | **Reference** | **✓ or 🗶** | **Comments**  |
| Do you inform parents and /or carers, how the EYFS is delivered in the setting and how they can access more information? | EYFS 3.74 |  |  |
| Are parents and/or carers informed on the day-to-day activities, experiences, food and drink provided, and routines of the setting?  | EYFS 3.74 |  |  |
| Do you inform parents how you support with children special educational needs and disabilities? | EYFS 3.74 |  |  |
| Are parent and/or carers made aware of the procedure the setting follows in the event of a parent and/or carer failing to collect a child at the appointed time? | EYFS 3.74 |  |  |
| Are parent and/or carers made aware of the procedure the setting follows in the event of a child going missing? | EYFS 3.74 |  |  |
| In the event of a child going missing do you inform Ofsted?  | EYFS 3.74 |  |  |
| How do you provide information for parents on the range and type of activities and the daily routine? | EYFS 3.74 |  |  |
| How do you support parents to extend their child’s learning at home including how to encourage a love of reading? | EYFS 3.74  |  |  |
| Do you state how individuals can make a complaint? | EYFS 3.75 |  |  |
| Do you have a written record of any complaints and their outcome? | EYFS 3.75 |  |  |
| Does your policy state that providers must notify complainants of the outcome of any written complaints within 28 days? | EYFS 3.75 |  |  |
| Does your procedure state how parents can contact Ofsted | EYFS 3.76 |  |  |
| **Actions** | **Date completed** |
|  |  |
| **Progress check at age two**  |
| [**My two year old review - Template**](https://www.cumbria.gov.uk/elibrary/Content/Internet/537/1459/7037/7086/42562104911.docx) [**Guidance - integrated 2 year old review**](https://www.cumbria.gov.uk/elibrary/Content/Internet/537/1459/7037/7086/44460153830.pdf) |
| **Point**  | **Reference** | **✓ or 🗶** | **Comments**  |
| Do you ensure practitioners review the progress of all children aged between two and three, and provide parents and/or carers with a short written summary of their child’s development in the prime areas of learning?  | EYFS 2.4 |  |  |
| Does the progress check identify childrens strengths, and any areas where the progress is less than expected? | EYFS 2.4 |  |  |
| If there are significant emerging concerns, or an identified special educational need or disability, do practitioners develop a targeted plan to support the child’s future learning and development involving parents and/or carers and other professionals (for example, the provider’s Special Educational Needs Co-ordinator (SENCO) or health professionals) as appropriate? | EYFS 2.4 |  |  |
| Does the summary, reflect the development level and needs of the individual child? | EYFS 2.5  |  |  |
| Does the summary highlight areas in which a child is progressing well; areas in which some additional support might be needed; and focus particularly on any areas where there is a concern that a child may have a developmental delay? | EYFS 2.5 |  |  |
| Does the summary describe the activities and strategies you intend to adopt to address any issues or concerns?  | EYFS 2.5 |  |  |
| Is the progress check discussed with parents and/or carers and how the summary of development can be used to support learning at home? | EYFS 2.5 |  |  |
| Do Practitioners encourage parents and/or carers to share information from the progress check with other relevant professionals, including their health visitor and the staff of any new provision the child may transfer to? | EYFS 2.6 |  |  |
| Do you ensure you have the consent of parents and/or carers to share information directly with other relevant professionals? | EYFS 2.6  |  |  |
| **Actions** | **Date completed** |
|  |  |
| **Changes that must be notified to Ofsted**  |
| **Point**  | **Reference** | **✓ or 🗶** | **Comments**  |
| Do you log **all** contact with Ofsted? | Good practice |  |  |
| Are all relevant notifiable changes logged with Ofsted within 14 days?(Telephone, email or EY3 and do you record this?) | EYFS 3.78 |  |  |
| 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 [reporting significant events and changes to health](https://www.gov.uk/guidance/childcare-reporting-significant-events-and-changes-to-health)• 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 3.78 |  |  |
| **Actions**  | **Date completed**  |
|  |  |
| **Recommended policies/procedures** |
|  | **Referenced in** | **✓ or 🗶** | **Comments**  |
| Administering medicines policy and procedure | EYFS 3.45 – 3.47 |  |  |
| Admissions and attendance policy including procedure for non-attendance | Good practiceFE contract |  |  |
| Appraisal / supervision policy | Good practice |  |  |
| Behaviour management policy  | Good practiceEYFS 3.53 – 3.54 |  |  |
| Child Protection Policy and Procedures | EYFS 3.4- 3.8 |  |  |
| Complaints procedure | EYFS 3.75 – 3.76 |  |  |
| Confidentiality and client access to records*Including your procedure to meet the requirements of GDPR* | EYFS 3.69 – 3.72Data Protection 1998 & Human Rights Act 1998GDPR 2018 |  |  |
| Fire safety and emergency evacuation procedure | EYFS 3.56Regulatory reform (fire safety) order 2005 |  |  |
| Fee paying policy including none payment of fees | Good practice |  |  |
| Food and drink (Inc. healthy eating, packed lunch guidelines) | EYFS 3.48 – 3.50 and 3.74 |  |  |
| Health & Safety policy and procedure | EYFS 3.55 and 3.56H & S at Work Act 1974,COSHH 2002 etc. |  |  |
| Key Person policy (to explain role) | EYFS 1.16, 3.27 + 3.74 |  |  |
| Missing child procedure | EYFS 3.73 |  |  |
| No smoking/vaping policy | Good practice |  |  |
| Partnership with parents/other agencies | Good practice |  |  |
| Nappy changing/intimate care | Good practice |  |  |
| Risk Assessment policy | Good practice |  |  |
| Sick / Infectious illness procedure | EYFS 3.45 |  |  |
| Special Educational Needs | EYFS 3.68Equality Act 2010 |  |  |
| Staffing, students, volunteers | Good practice |  |  |
| Transitions policy | Good practice |  |  |
| Uncollected child policy | EYFS 3.74 |  |  |
| Outings – assess risks | EYFS 3.66 |  |  |
| Are all policies and procedures reviewed at least annually?*(More if required)* | Good practice |  |  |
| Do all policies/procedures have a section for the Chairperson/owner to sign and date to show that this has taken place? | Good practice |  |  |
| Are policies shared with all staff/ volunteers/parents and all committee members? How? | EYFS 3.74 |  |  |
| **Action**  | **Date completed**  |
|  |  |
| **Self-evaluation** |
| **Point:** | **Reference** | **✓ or 🗶** | **Comments**  |
| Do you have an accurate view of the quality of your provision and know what to improve?[Early years inspection handbook - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/early-years-inspection-handbook-eif) | Early years inspection handbook for Ofsted registered provision p.15 and p.20Good Practice |  |  |
| How do know and monitor this? * Staff
* CPD
* Environment
* Wellbeing (staff and children)
 | Early years inspection handbook for Ofsted registered provisionGood Practice |  |  |
| Do you have an Improvement Plan in place?Does this address all previous Ofsted Inspection recommendations? | Early years inspection handbook for Ofsted registeredGood Practice |  |  |
| Is it regularly updated? |  |  |  |
| Are management, staff, children and parents all involved  | Early years inspection handbook for Ofsted registered provisionGood Practice |  |  |
| **Action**  | Date completed  |
|  |  |
| **Voluntary Management Committees (VMC)** |
| **Point**  | **Reference** | **✓ or 🗶** | **Comments** |
| Name of Ofsted nominated person | Ofsted |  |  |
| Are all members of VMC aware of their roles, responsibilities and liabilities? Are there role descriptions? | OfstedGood practice |  |  |
| Are all members of the VMC aware of and understand the EYFS framework and its implementation?(*NB – see footnote on p7 for out of school provision)* | EYFS  |  |  |
| Does the number of committee meetings meet constitutional requirements? | Governance requirement |  |  |
| Agenda/minutes taken? Treasurer’s reports included? | Good practice |  |  |
| Do you have a hand over procedure in place if there is going to be a change to the nominated person and any members of the committee/trustees? This must be done before the existing nominated person/committee member/trustee resign. | OfstedEYFS 3.78 |  |  |
| Do you ensure new committee members have fully completed the Ofsted suitable checks (EY2) prior to taking on their role? | EYFS 3.78 |  |  |
| Do you inform Ofsted of changes to your committee / Trustees (EY3) | EYFS 3.78 |  |  |
| **Actions**  | **Date completed**  |
|  |  |
| **Sustainability issues in business planning**  |
| **Point**  | **Reference** | **✓ or 🗶** | **Comments**  |
| Has the setting had a business health check? |  |  |  |
| Are occupancy levels monitored? Healthy? |  |  |  |
| Is regular financial forecasting taking place? |  |  |  |
| Are your staff receiving the correct levels of pay?*(National minimum wage, national living wage, holiday pay)**(NB. These change every year – please see* [*www.gov.uk*](http://www.gov.uk) *for further guidance)* |  |  |  |
| **Actions**  | **Date completed**  |
|  |  |

**Safeguarding and welfare requirement checklist**

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

**Signed: Date: Role:**

**Signed: Date: Role:**

**Signed: Date: Role:**

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

**Abbreviations used for reference:**

COSHH - Control of Substances Hazardous to Health Regulations

CPD – Continuous Professional Development

CSCP – Cumbria Safeguarding Children Partnership

EBSB – Eat Better Start Better

EHA – Early Help Assessment

EYFS – Early Years Foundation Stage

FE – Free Entitlement

FGM – Female Genital Mutilation

GDPR – General Data Protection Regulation

ISEYES – Inspecting Safeguarding in Early Years, Education and Skills. (Ofsted publication)

LADO – Local Authority Designated Officer

RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

SENCO – Special Educational Needs Coordinator

VMC – Voluntary Management Committee