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| **Welfare Requirement/Safeguarding- Self Audit** | | | |
| **Setting Name:** | **Date of completion:** | **Name and role of persons completing audit - Setting/Early Years Team (if applicable):** | |
| **Governance of setting (please tick the appropriate box)** | **Private** | **Voluntary** | **Independent** |
| **Setting e-mail** |  | **Setting phone number** |  |
| **Manager** |  | **Deputy Manager** |  |
| **Nominated person with Ofsted** |  | **Designated Safeguarding Lead** |  |
| **SENCO** |  | **Number of children with SEN** |  |
| **Number of children under 2** |  | **Number of 2 year olds** |  |
| **Number of 3 and 4 year old children** |  | **Number of Cared for Children** |  |
| **Ofsted Registration Number** |  | **Ofsted registers (early years, childcare compulsory / voluntary)** |  |
| **Latest Ofsted Inspection date** |  | **Ofsted grade** |  |
| **Ofsted recommendations from previous Inspection** |  | **Have you made your latest Ofsted report available for parents/carers** |  |

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| This self-assessment audit contains the following sections for completion, prior to the review visit between the Early Years Provider and the Council Early Years Team Representative(s): |
| * Information for display * Child Protection * Suitable People * Staff, Qualifications and Training * Key Person * Health and Medicines * Food and Drink * Accident and Injury * Risk Assessments and Outings * SEND and Inclusion * Information and Record Keeping * Progress check at age 2 * Notifiable changes to Ofsted * Other legal obligations/Business Planning * Voluntary Management Committees/CIOs/Co. Ltd By Guarantee   Please add any impact/comments/next steps **if you wish**. Please note this must be returned to your EY link adviser before the Welfare Requirement visit can take place. |

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| **Information for display** | | | |
| **Requirements** | **Y/N** | **Reference and prompts** | **Impact/Comments/Next steps** |
| No smoking/vaping sign |  | H & S at W Act 1974 -Must be in a prominent position – visible on entry to premises |  |
| Ofsted registration certificate |  | EYFS 3.87  The original should be displayed in a prominent position |  |
| Public liability insurance |  | EYFS 3.74  Good practice to display this or to be available if asked for. Is it in date? Correct coverage? Have you notified them of any changes to hours, health needs, shared building? |  |
| Organisational Structure |  | EYFS 3.83/3.33  Names/photos of staff and what role they have within the organisationinclude   * Manager/Deputy Manger * Designated first aiders * Designated Safeguarding Lead * SENCo |  |
| Children and Families Information Service (CFIS) contact details and funding information |  | Good practice/ FE contract  Include CFIS contact details and information about 2 year old, 3 and 4 year old free entitlement funding and Childcare Choices website –  [cumberland\_2\_year\_old\_childcare\_poster.pdf (openobjects.com)](https://search3.openobjects.com/mediamanager/cumbria/fsd/files/cumberland_2_year_old_childcare_poster.pdf)  [30\_hour\_free\_childcare\_eligibility\_checklist\_poster\_cc\_june\_23\_.pdf (openobjects.com)](https://search3.openobjects.com/mediamanager/cumbria/fsd/files/30_hour_free_childcare_eligibility_checklist_poster_cc_june_23_.pdf)  [30\_hours\_free\_childcare\_poster\_cc\_june\_23\_.pdf (openobjects.com)](https://search3.openobjects.com/mediamanager/cumbria/fsd/files/30_hours_free_childcare_poster_cc_june_23_.pdf)  [calling\_all\_parents\_help\_paying\_for\_childcare\_c\_june\_23\_.pdf (openobjects.com)](https://search3.openobjects.com/mediamanager/cumbria/fsd/files/calling_all_parents_help_paying_for_childcare_c_june_23_.pdf)  [Children and Families Information Service Flyer (CC) (openobjects.com)](https://search3.openobjects.com/mediamanager/cumbria/fsd/files/cc_-_cfis_poster_-_july_23.pdf)  [Child Care Choices website](https://www.childcarechoices.gov.uk/) |  |
| Health & safety poster on premises, or leaflet to each member of staff |  | H & S at W Act 1974 –  [Health and safety law poster](https://www.hse.gov.uk/pubns/books/lawposter.htm) |  |
| Current SEND Information Advice and Support poster |  | Good practice  [SEND IAS Contact Details (cumbria.gov.uk)](https://cumbria.gov.uk/elibrary/Content/Internet/537/6381/6424/6865/7029/42466162734.pdf) |  |
| Setting complaints procedure |  | EYFS 3.84/3.85  Is this easily available for parents to access? |  |
| Up to date Ofsted poster for Parents displaying Ofsted phone number - tel: 0300 123 1231 |  | EYFS 3.85  [Ofsted poster for parents childcare](https://www.gov.uk/government/publications/poster-for-parents-childcare) |  |
| **Actions/recommendations** | | | |

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| **Child Protection** | | | |
| **Requirements** | **Y/N** | **Reference and prompts** | **Impact/Comments/Next steps** |
| **Training and CPD** | | | |
| Have the DSLs up to date Level 1,2 and 3 Safeguarding Training?  Is there always a DSL available when the setting is open? |  | EYFS 3.4 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 : (cumbriasafeguardingchildren.co.uk)](https://www.cumbriasafeguardingchildren.co.uk/training/default.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 3.7 and note 8and 9, 3.25,3.26, Ofsted and CSCP  [Female genital mutilation - GOV.UK](https://www.gov.uk/government/collections/female-genital-mutilation)  [Female Genital Mutilation : Cumbria Safeguarding Children Partnership](https://www.cumbriasafeguardingchildren.co.uk/professionals/femalegentialmutilation.asp)  [Prevent duty training: Learn how to support people vulnerable to radicalisation | Prevent duty training (support-people-vulnerable-to-radicalisation.service.gov.uk)](https://www.support-people-vulnerable-to-radicalisation.service.gov.uk/)  Prevent duty guidance: for England and Wales (accessible) - GOV.UK (www.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 3.25 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)  [Safeguarding Awareness - Level 2 : (cumbriasafeguardingchildren.co.uk)](https://www.cumbriasafeguardingchildren.co.uk/training/safeguardingawarenesstraining.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 3.26/3.27 |  |
| Are you having regular discussions in supervisions about recognising and responding to the signs of neglect? |  |  |  |
| Are you aware of the Cumbria Neglect Strategy and tools? |  |  |  |
| How do you share information about 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? |  |  |  |
| 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, |  |
| Have you attended any practitioner forums? Do you know where to find out about the forums? |  | CSCP |  |
| **Recommended Policies and Procedures** | | | |
| Do you have a child protection policy and procedure? |  | EYFS 3.4/3.25 |  |
| Does the policy include the signs of abuse and neglect and how to respond to them? |  | EYFS 3.25 |  |
| Does your policy make reference to the Cumbria Safeguarding Children Partnership (CSCP) guidelines and website? |  | EYFS 3.4 – 3.5 |  |
| Does your policy make reference to the Cumbria Threshold Guidance? |  | CSCP website  [Cumbria Threshold Guidance](https://www.cumbria.gov.uk/eLibrary/Content/Internet/537/6683/6687/6698/17145/42632155941.pdf) |  |
| Does 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)? |  | EYFS 3.6 and 3.8 CSCP  [Allegations against staff / LADO : Cumbria County Council (cumbriasafeguardingchildren.co.uk)](https://cumbriasafeguardingchildren.co.uk/professionals/lado.asp)  Contact details for the LADO -  Cumberland LADO  |  [lado@cumberland.gov.uk](mailto:lado@cumberland.gov.uk)  |  0300 303 3892  Complete the LADO position of Trust Referral  [Allegations against staff / LADO : Cumbria County Council (cumbriasafeguardingchildren.co.uk)](https://cumbriasafeguardingchildren.co.uk/professionals/lado.asp)  The LADO is to be contacted within ONE working day and Ofsted within 14 days  [Report a serious childcare incident - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/report-a-serious-childcare-incident) |  |
| 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 website  Ofsted  Working together to safeguard children - GOV.UK (www.gov.uk)  [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)  [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) |  |
| Is the Safeguarding Hub phone number visible and accessible to staff? |  | Good practice  Cumberland Safeguarding hub number **0333 240 1727**  <https://www.cumbriasafeguardingchildren.co.uk/cumberland/cumberlandprofessionals/default.asp> |  |
| 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 and aware and confident in using this system?  Link to Early Years log of concerns paperwork –  [Support for Childminders, Early Years and Childcare Provision | Cumberland Council](https://legacy.cumberland.gov.uk/childrensservices/childrenandfamilies/cfis/earlyyearsandchildcare/supportforearlyyearsandchildcareprovision.asp) |  |
| Is the [Cumbria Threshold Guidance](http://www.cumbria.gov.uk/eLibrary/Content/Internet/537/6683/6687/6698/17145/42632155941.pdf) 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  [Register For Updates (trixonline.co.uk)](https://cumbriascp.trixonline.co.uk/register-for-updates) |  |
| 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 |  |
| 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 |  |
| **Early Help** | | | |
| 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  [How to Support Children and Families with Early Help - Signs of Wellbeing Level 2 Training : (cumbriasafeguardingchildren.co.uk)](https://cumbriasafeguardingchildren.co.uk/training/howtosupportchildrenandfamilieswithearlyhelp.asp) |  |
| Who is your early Help Officer?  Do you know the consultation, advice and guidance contact details ? |  | CSCP |  |
| 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 update? * Have you taken an EHA to an Early Help and Family panel? * How and when would you access an EH and Family support panel? |  | CSCP |  |
| **Actions/recommendations** | | | |

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| **Suitable People** | | | | |
| **Requirements** | **Y/N** | **Reference and prompts** | **Impact/Comments/Next steps** | |
| Are EY2s in place for the Registered Person (owner, management committee, directors)? |  | EYFS 3.10 Ofsted  <https://www.gov.uk/guidance/apply-to-join-a-nursery-or-other-daycare-organisation-ey2> |  | |
| Are all changes detailed above logged with Ofsted within 14 days? (Via e-mail and relevant EY2s) |  | EYFS 3.88/3.89 Ofsted  <https://www.gov.uk/guidance/report-changes-to-registered-people-in-your-nursery-or-other-daycare-ey3> |  | |
| Have you informed Ofsted of a new manager on appointment and always within 14 days? |  | EYFS 3.88 |  | |
| How do you ensure the new manager is suitable for the role? |  | EYFS 3.9/3.11 |  | |
| Are CRB/DBS checks in place for staff, committee, and any other necessary person? |  | EYFS 3.11 |  | |
| Do you have a list of staff members and committee CRB /DBS reference numbers, the date of disclosure and who obtained it? |  | EYFS 3.14 |  | |
| Do you follow the CSCP Safer Recruitment guidelines and use a comprehensive application form that includes:   * Full contact details * Emergency contact details * Full Employment history *(accounting for any gaps in service)* * Proof of ID * Proof of qualifications * Right to work in UK * DBS number * Evidence of home address * Medical suitability * Disclosure of any convictions, cautions, court orders, warnings which affect their suitability to work with children * Record of interviews and questions |  | [Guidance for Safe Recruitment, Selection and Retention... (trixonline.co.uk)](https://cumbriascp.trixonline.co.uk/chapter/guidance-for-safe-recruitment-selection-and-retention-for-staff-and-volunteers) |  | |
| 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... (trixonline.co.uk)](https://cumbriascp.trixonline.co.uk/chapter/guidance-for-safe-recruitment-selection-and-retention-for-staff-and-volunteers) |  | |
| How do you ensure that your staff members inform the employer (owner/committee) of any convictions, cautions, court orders, reprimands, warnings or which may affect their suitability to work with children during their employment and is this reflected in your Recommended Policies and Procedures? |  | EYFS 3.13 |  | |
| Are you aware of your responsibility under section 35 of the Safeguarding Vulnerable Groups Act 2006? |  | EYFS 3.15 note 15  [Safeguarding Vulnerable Groups Act 2006 (legislation.gov.uk)](https://www.legislation.gov.uk/ukpga/2006/47/contents) |  | |
| How do you know that if a member of staff takes medication, which may affect their ability to care for children, they have sought medical advice to confirm that the medication is unlikely to impair their ability to look after children properly? |  | EYFS 3.21 |  | |
| Where do you store staff medications? Is this safe and secure and out of reach of children at all times? |  | EYFS 3.21 |  | |
| **RECOMMENDED POLICIES AND PROCEDURES** | | | | |
| Staffing, students, volunteers policy |  | Good practice | |  |
| Recruitment policy and procedures |  |  | |  |
| **Actions/recommendations** | | | | |

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| **Staff Qualifications, training, support and skills** | | | |
| **Requirements** | **Y/N** | **Reference and prompts** | **Impact/Comments/Next steps** |
| What are your induction training and procedures for all new staff/volunteers/students and how are these recorded?  Do they include   * Roles and responsibilities * Emergency evacuation procedures * Safeguarding * Child Protection * Health and Safety Issues |  | EYFS 3.27  CSCP - [Guidance for Safe Recruitment, Selection and Retention... (trixonline.co.uk)](https://cumbriascp.trixonline.co.uk/chapter/guidance-for-safe-recruitment-selection-and-retention-for-staff-and-volunteers) |  |
| 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) |  |
| Do you support **all** staff to undertake appropriate training and professional development (*courses, internet research, other CPD)?* |  | EYFS 3.27 Ofsted |  |
| How do you record staff CPD and the impact on teaching and learning? |  | Ofsted - [Early years inspection handbook for January 2024 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/early-years-inspection-handbook-eif/early-years-inspection-handbook-for-ofsted-registered-provision-for-september-2023) |  |
| How is the CPD cascaded to other staff members? |  | Ofsted |  |
| What are your arrangements for the supervision of staff who have contact with children and families? |  | EYFS 3.28/3.29 |  |
| How regular do your staff members have supervision and is this documented? |  |  |  |
| What are your arrangements for the supervision of the manager? |  |  |  |
| Does the manager hold a full and relevant level 3 qualification with 2 years’ suitable experience and if appointed after 01st January 2024 a suitable level 2 qualification in maths? |  | EYFS 3.38  Early years qualification requirements and standards - GOV.UK (www.gov.uk) |  |
| For children under 2 years have staff received training that specifically addresses the care of babies? What? |  | EYFS 3.40 |  |
| Does the member of staff in charge of the under two’s room have suitable experience? |  | EYFS 3.40 |  |
| How do you ensure the named deputy is capable and qualified to take charge in the manager’s absence? |  | EYFS 3.37 footnote 23 |  |
| Is at least one staff member with a current paediatric first aid certificate on the premises and available at all times taking into account the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly? |  | EYFS 3.29  *NB –see footnote 19, for full details, and Annex A for Criteria for effective PFA training. This must be renewed every 3 years* |  |
| Do staff undertake annual refresher training for Paediatric First aid during any 3yr certification period? |  |  |  |
| 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 3.31  Footnote 20 |  |
| Do you ensure that staff have sufficient understanding and use of English to keep records, to liaise with other agencies, to summon emergency help and to understand instructions for key tasks? |  | EYFS 3.33 |  |
| **RECOMMENDED POLICIES AND PROCEDURES** | | | |
| Induction procedure |  |  |  |
| Supervision policy and procedure |  |  |  |
| Social Media policy |  |  |  |
| Staff conduct policy |  |  |  |
| Whistle blowing policy and procedure |  |  |  |
| Staff CPD/training policy |  |  |  |
| **Actions/recommendations** | | | |

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| **Key Person / Staff: child ratios** | | | |
| **Requirements** | **Y/N** | **Reference and prompts** | **Impact/Comments/Next steps** |
| Has each child been assigned a key person, and is this displayed? |  | EYFS 3.34 |  |
| How do you inform parents of their child’s Key Person, and their role? |  | EYFS 3.82/3.34 |  |
| Are all key persons aware of their specific roles? |  | EYFS 1.19 |  |
| How do you ensure you meet the legal requirements for ratios of adults to children in all rooms? |  | EYFS 3.35 – 3.49 |  |
| Do you offer before/after school care and holiday provision?  How do you ensure the ratio requirements are correct? |  | EYFS 3.50 footnote 39 |  |
| **RECOMMENDED POLICIES AND PROCEDURES** | | | |
| Key person policy |  |  |  |
| **Action/recommendations** | | | |
| **Health / Medicines** | | | |
| **Requirements** | **Y/N** | **Reference and prompts** | **Impact/Comments/Next steps** |
| How do you promote the good health, including the oral health, of the children? |  | EYFS 3.51 |  |
| What records do you keep where medicines are administered by staff? |  | EYFS 3.54 |  |
| Do you receive and record training for the administration of medicine that requires medical or technical knowledge (e.g. use of EpiPen, inhalers etc.)? |  | EYFS 3.53 |  |
| Is written permission requested at the time of the child’s admission, to seek any necessary emergency medical advice or treatment in the future? |  | EYFS 3.54 |  |
| Is prior written permission for each and every medicine obtained before any medication is given?  *Do you record the time the previous dose was given?* |  | EYFS 3.54 |  |
| How do you get parents/carers to sign the record of entry to acknowledge that the medication has been given? This should be on the same day. |  | EYFS 3.54 |  |
| Where is your appropriate and safe storage for medicines? |  | EYFS 3.21 |  |
| Do you use Health Care Plans where needed? |  |  |  |
| Is a list of notifiable diseases/illnesses and guidance on infection control kept on site? |  | Footnote 3.52 footnote 40  [Notifiable diseases and causative organisms](https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report)  [Guidance on infection control in schools and childcare settings](https://cumbria.gov.uk/elibrary/Content/Internet/537/17241/17246/17267/17294/42976155438.PDF) |  |
| Do you follow the advice given by the Health Protection team and their resources? |  | [Health protection and health education resources for education settings | Cumberland Council](https://legacy.cumberland.gov.uk/childrensservices/schoolsandlearning/ipcinformation.asp) |  |
| Do you know how to inform the Cumbrian and Lancashire Health Protection team in the event of a serious or unusual outbreak or illness in the setting. |  | Tel: 03442250562, option 2, or email [cl.hpt@phe.gov.uk](mailto:cl.hpt@phe.gov.uk) |  |
| **RECOMMENDED POLICIES AND PROCEDURES** | | | |
| Administering medicines policy and procedure |  |  |  |
| Sick / Infectious illness procedure |  |  |  |
| **Action/recommendations** |  |  |  |
| **Food & Drink** | | | |
| **Requirements** | **Y/N** | **Reference and prompts** | **Impact/Comments/Next steps** |
| Is drinking water available and accessible to children at all times? |  | EYFS 3.55 |  |
| How do you ensure the meals, snacks and drinks that you provide are healthy, balanced and nutritious? |  | EYFS 3.56  Example menus for early years settings in England - GOV.UK (www.gov.uk) |  |
| Do you follow the Government guidelines for safe 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) |  |
| How do you support parents to provide healthy packed lunches? |  |  |  |
| Do you have an area which is adequately equipped to provide healthy meals, snacks and drinks? |  | EYFS 3.56 |  |
| Do you have suitable facilities for the hygienic preparation of food for children, if necessary, including suitable sterilisation equipment for babies food? |  | EYFS 3.56 |  |
| Do you ensure that children are adequately supervised whilst eating? This should be in sight AND hearing of a member of staff |  | EYFS 3.36 |  |
| Are staff trained in responding to a child choking? |  | Annexe A PFA training |  |
| 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? |  | Ofsted |  |
| Have those handling food have received training in food hygiene? |  | EYFS 3.56 |  |
| Do you follow the guidance on menu planning, food safety, managing food allergies and reading food labels? |  | EYFS 3.55/3.56  [Food allergy and intolerance | Food Standards Agency](https://www.food.gov.uk/safety-hygiene/food-allergy-and-intolerance) |  |
| Are you aware you must notify Ofsted in cases of food poisoning, affecting two or more children? *(Within 14 days)* |  | EYFS 3.57 |  |
| **RECOMMENDED POLICIES AND PROCEDURES** | | | |
| Food and drink (Inc. healthy eating, packed lunch guidelines) |  |  |  |
| **Action/recommendations** | | | |

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| **SEND and Inclusion** | | | |
| **Requirements** | **Y/N** | **Reference and prompts** | **Impact/Comments/Next steps** |
| Does your setting have a designated SENCo? What is the most recent training/CPD they have attended? |  | EYFS 3.62 |  |
| What is your process for identifying emerging SEND needs? |  | EYFS 3.62 |  |
| What practices do you have in place to ensure your setting promotes inclusivity? |  | Equality Act 2010 |  |
| How do you ensure your curriculum meets the needs of those children with SEND? |  | EYFS 3.62 |  |
| How often do you review and/or update your SEND policy? |  | 0 – 25 SEND code of practice |  |
| How do you monitor the progress of children with SEND within your setting? |  | EYFS 1.13  EYFS 2.1; 2.3; 2.5 |  |
| How do you keep parents and/or carers up to date with their child’s progress and development? Practitioners should address any learning and development needs in partnership with parents and/or carers, and any relevant professionals. |  | EYFS 2.3 |  |
| How do you ensure any funding that is given specifically for children with SEND within your setting is spent on them and adapted over time? |  |  |  |
| **RECOMMENDED POLICIES AND PROCEDURES** | | | |
| Special Educational Needs/Inclusion policy |  |  |  |
| **Action/recommendations** | | | |

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| **Accident or Injury** – **Safety and Suitability of Premise**s, **Environment and Equipment** | | | |
| **Requirements** | **Y/N** | **Reference and prompts** | **Impact/Comments/Next steps** |
| How do you record of accident or injuries and first aid treatment? Consider confidentiality. |  | EYFS 3.62 |  |
| How do you inform parents/carers of any accident/injury? |  | EYFS 3.62 |  |
| Are you aware you have to report to Ofsted in the event of any serious accident, illness or injury to, or death of any child while in your care, and of the action taken, within 14 days? of such an incident? Do you inform RIDDOR? |  | EYFS 3.63  [Report a serious childcare incident](https://www.gov.uk/guidance/report-a-serious-childcare-incident) |  |
| Do you inform the **Safeguarding Hub of any serious accident** or **injury to, or death** of a child while in your care, and do you act on the advice of the agency? |  | EYFS 3.63 |  |
| Do you have a first aid box with appropriate items that is accessible at all times? |  | EYFS 3.62 |  |
| What is your security system to prevent intruders? |  | EYFS 3.72 |  |
| Do you have a visitor’s book in place and in use? (*Check ID?)* |  | EYFS 3.72 |  |
| How do you supervise the arrivals and departures of children? |  | EYFS 3.72 |  |
| How do you record the names of the children being cared for, their hours of attendance and their key person, daily? |  | EYFS 3.86 |  |
| Does the setting carry out regular emergency evacuation procedures? (*Half termly and when new children are admitted is recommended)* |  | EYFS 3.65 |  |
| Are these recorded in a fire log book? |  |  |  |
| Are emergency evacuation procedures displayed in each room? e.g. fire plan /details |  | EYFS 3.65 |  |
| Do you have appropriate fire detection equipment which is in working order (e.g. fire alarms, smoke detectors an\d fire extinguishers/fire blankets)? |  | EYFS 3.65 |  |
| Are fire exits clearly identifiable and fire doors free from obstruction and easily opened from the inside? |  | EYFS 3.65 |  |
| Does the setting have a Fire Safety Risk Assessment in place, and record equipment checks? |  | EYFS 3.65 |  |
| 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/) |  |
| How do you ensure your premises and equipment meet the indoor space requirements when numbers of children change? |  | EYFS 3.66 |  |
| Outdoor access – do you ensure children have access to the outdoors on a daily basis? |  | EYFS 3.68 |  |
| Toilet facilities; do you have   * Adequate number of toilets and hand basins for children. * Separate toilet facilities for adults. * Suitable hygienic facilities for changing children in nappies. * Adequate supplies of clean bedding, towels, spare clothes and any other necessary items. |  | EYFS 3.71 |  |
| **RECOMMENDED POLICIES AND PROCEDURES** | | | |
| Fire safety and emergency evacuation procedure |  |  |  |
| Health & Safety policy and procedure |  |  |  |
| Safer sleep policy |  |  |  |
| Nappy changing/intimate care |  |  |  |
| No smoking/vaping policy |  | **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) |  |
| **Action/recommendations** | | | |

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| **Risk Assessments and Outings** | | | |
| **Requirements** | **Y/N** | **Reference and prompts** | **Impact/Comments/Next steps** |
| Can you demonstrate how you are managing risks? (*Indoors, outdoors)* How do you evidence this? |  | EYFS 3.76 |  |
| Does your risk assessment include choking? |  | Good practice |  |
| Are any written risk assessments reviewed regularly? (*At least annually, more if required)* |  | EYFS 3.76 |  |
| Are all written risk assessments signed and dated by the person carrying out the risk assessments? |  | HSE |  |
| Do you assess the risks for outings? |  | EYFS 3.74 |  |
| Do you transport children in your own vehicles? |  | EYFS 3.75 |  |
| Are records kept about vehicles in which children are transported? (Copy of insurance with business use, MOT, copy of driving licence) |  | EYFS 3.75 |  |
| **RECOMMENDED POLICIES AND PROCEDURES** | | | |
| Risk Assessment policy/procedure |  |  |  |
| Outings policy/procedure |  |  |  |
| Transporting children policy/procedure |  |  |  |

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| **Information and Records – EYFS** | | | |
| **Requirements** | **Y/N** | **Reference and prompts** | **Impact/Comments/Next steps** |
| Are you fulfilling your responsibilities under the GDPR? (General Data Protection Regulation – from 25.5.201) with regards to confidential information and records about staff and children  and your responsibilities where relevant under the Freedom of information act 2000? |  | EYFS 3.78 foot note 47  [Guide to the UK General Data Protection Regulation (UK GDPR) | ICO](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/) |  |
| How do you ensure that all staff understand the need to protect the privacy of all children in their care and the legal requirements regarding confidentiality? |  | EYFS 3.79 foot note 48  [UK GDPR guidance and resources | ICO](https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/) |  |
| Have you appointed a person to be the lead on Data Protection within your setting? |  | EYFS 3.78 |  |
| Is the setting registered with the ICO (Information Commissioners Office)? |  | EYFS 3.78  [Information Commissioner's Office (ICO)](https://ico.org.uk/) |  |
| Do you have a privacy notice and are all parents made aware of this? |  | [Data protection: privacy notice model documents – GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notices) |  |
| Are confidential records kept in a suitable secure area?  Children? Staff? |  | EYFS 3.78 footnote 46 |  |
| Are records easily accessible and available? |  | EYFS 3.78 |  |
| How long do you retain records relating to individual children after they have left your provision? |  | EYFS 80 footnote 49 |  |
| Are you aware of your other legal duties?   * employment laws * anti-discriminatory legislation * health and safety legislation * data collection regulations * duty of care |  |  |  |
| **RECOMMENDED POLICIES AND PROCEDURES** | | | |
| Confidentiality and client access to records |  | *Including your procedure to meet the requirements of GDPR* |  |
| **Action/recommendations** | | | |

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| **Information about the Child (Registration form)** | | | |
| **Requirements** | **Y/N** | **Reference and prompts** | **Impact/Comments/Next steps** |
| 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   Do you ask for the name of the child’s GP and Health Visitor? (for integrated 2-year health checks |  | EYFS 3.81/3.56 |  |
| **RECOMMENDED POLICIES AND PROCEDURES** | | | |
| Admissions and attendance policy including procedure for non-attendance |  |  |  |
| Transitions Policy |  |  |  |
| **Action/recommendations** | | | |

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| **Information for parents and carers** **and complaints** | | | |
| **Requirements** | **Y/N** | **Reference and prompts** | **Impact/Comments/Next steps** |
| How do you inform parents and /or carers, how the EYFS is delivered in the setting and how they can access more information? |  | EYFS 3.82 |  |
| Are parents and/or carers informed on the day-to-day activities, experiences, food and drink provided, and routines of the setting? |  | EYFS 3.82 |  |
| Do you inform parents how you support children with special educational needs and disabilities? |  | EYFS 3.82 |  |
| Are parent and/or carers made aware of the procedure the setting follows in the event of a parent and/or carer failing to collect a child at the appointed time? |  | EYFS 3.82 |  |
| Are parent and/or carers made aware of the procedure the setting follows in the event of a child going missing? |  | EYFS 3.82 |  |
| In the event of a child going missing do you inform Ofsted? |  | OFSTED – significant event |  |
| How do you support parents to extend their child’s learning at home including how to encourage a love of reading? |  | EYFS 3.82 |  |
| Do you state how individuals can make a complaint? |  | EYF3.83/3.84 |  |
| How do you record any complaints and their outcome? |  | EYFS 3.83 |  |
| Does your policy state that providers must notify complainants of the outcome of any written complaints within 28 days? |  | EYFS 3.83 |  |
| Does your procedure state how parents can contact Ofsted |  | EYFS 3.83 |  |
| **RECOMMENDED POLICIES AND PROCEDURES** | | | |
| Behaviour management policy |  |  |  |
| Complaints procedure |  |  |  |
| Missing child procedure |  |  |  |
| Partnership with parents/other agencies |  |  |  |
| Uncollected child policy |  |  |  |
| Transitions policy |  |  |  |
| Fee paying policy |  |  |  |
| **Action/recommendations** | | | |

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| **Progress check at age two** | | | |
| **Requirements** | **Y/N** | **Reference and prompts** | **Impact/Comments/Next steps** |
| How do you review each child’s progress between the age of 2 and 3? |  | EYFS 2.6 |  |
| Does the progress check include reporting on   * Prime areas and beyond * Highlight areas the child is progressing well in * Highlight any areas where additional support maybe needed * Focus on any areas that may indicate any areas of SEND * Strategies already used to address any issues or concerns |  | EYFS 2.7/2.8  See Cumberland early years template –  [Support for Childminders, Early Years and Childcare Provision | Cumberland Council](https://legacy.cumberland.gov.uk/childrensservices/childrenandfamilies/cfis/earlyyearsandchildcare/supportforearlyyearsandchildcareprovision.asp) |  |
| How do you share this with parents and get their input? |  | EYFS 2.8 |  |
| How do you use this summary to encourage parents to support learning at home? |  | EYFS 2.9 |  |
| How do you share the summary with other professionals as needed? |  | EYFS 2.10 |  |
| **Action/recommendations** | | | |

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| **Changes that must be notified to Ofsted** | | | |
| **Requirements** | **Y/N** | **Reference and prompts** | **Impact/Comments/Next steps** |
| Do you log **all** contact with Ofsted? |  | Do you keep a record ? |  |
| Are all relevant notifiable changes logged with Ofsted within 14 days?  (Telephone, email or EY3 and do you record this?) |  | EYFS 3.87/3.88 |  |
| Do you notify Ofsted of all the relevant changes as listed in bullet points?  • the address of the premises (and seek approval to operate from those premises where appropriate);  • to the premises which may affect the space available to children and the quality of childcare available to them;  • in the name or address of the provider, or the provider’s other contact information;  • to the person who is managing the early years provision  • any proposal to change the hours during which childcare is provided; or to provide overnight care  • any significant event which is likely to affect the suitability of the early years provider or any person who cares for, or is in regular contact with, children on the premises to look after children  • where the early years provision is provided by a company, any change in the name or registered number of the company  • where the early years provision is provided by a charity, any change in the name or registration number of the charity  • where the childcare is provided by a partnership, body corporate or unincorporated association, any change to the 'nominated individual'  • where the childcare is provided by a partnership, body corporate or unincorporated association whose sole or main purpose is the provision of childcare, any change to the individuals who are partners in, or a director, secretary or other officer or members of its governing body |  | EYFS 3.87  [reporting significant events and changes to health](https://www.gov.uk/guidance/childcare-reporting-significant-events-and-changes-to-health) |  |
| **Action/recommendation** | | | |

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| **Voluntary Management Committees (VMC)** | | | |
| **What is the governance of the setting (Please tick)** | Voluntary managed  Charitable Incorporated Organisation (CIO)  Company Limited By Guarantee  Other – please state | | |
| **Committee details** |  |  |  |
| **Position** | **Name** | **E-mail address** |  |
| Chair |  |  |  |
| Treasurer |  |  |  |
| Secretary |  |  |  |
| How many additional committee members? | **Number?** | Does this meet your constitutional requirements? |  |

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| **Requirements** | **Y/N** | **Reference and prompts** | **Impact/Comments/Next steps** |
| Name of Ofsted nominated person |  | Ofsted  <https://www.gov.uk/guidance/daycare-roles-that-must-register-with-ofsted#registered-person> |  |
| Are all members of VMC aware of their roles, responsibilities and liabilities? Are there role descriptions? |  | Ofsted  Good practice |  |
| Are all members of the VMC aware of and understand the EYFS framework and its implementation? |  | EYFS |  |
| Are all committee members aware of all the setting policies and procedures? |  |  |  |
| Have the committee ensured there are Supervision arrangements in place for the manager of the setting? |  |  |  |
| What is your governing document? |  |  |  |
| When was it last reviewed? |  |  |  |
| Do all committee members have a copy? |  |  |  |
| Does the number of committee meetings meet constitutional requirements? |  | Governance requirement |  |
| Agenda/minutes taken? Treasurer’s reports included? |  | Good practice/governance requirement |  |
| Do you have a hand over procedure in place if there is going to be a change to the nominated person and any members of the committee/trustees? This must be done before the existing nominated person/committee member/trustee resign. |  | Ofsted  EYFS 3.88 |  |
| Do you ensure new committee members have fully completed the Ofsted suitable checks (EY2) prior to taking on their role? |  | EYFS 3.88/3.89  <https://www.gov.uk/guidance/apply-to-join-a-nursery-or-other-daycare-organisation-ey2> |  |
| Do you inform Ofsted of changes to your committee / Trustees |  | EYFS 3.88  <https://www.gov.uk/guidance/report-changes-to-registered-people-in-your-nursery-or-other-daycare-ey3> |  |
| **RECOMMENDED POLICIES AND PROCEDURES** | | | |
| Code of conduct |  |  |  |
| Change of committee members procedure |  |  |  |
| Roles and responsibilities |  |  |  |
| **Action/recommendations** | | | |