

# Safeguarding Children

## Self-Assessment for Early Years and Childcare Settings (Academic year 2024/25)

This Self-Assessment is to be completed by Providers who are registered on the Ofsted Early Years Register.

It should be used to monitor, review and evaluate safeguarding policies and procedures, to ensure the maximum effectiveness of safeguarding of the children in your care.

This Self - Assessment:

- will support you to meet the safeguarding and welfare requirements of the Early Years Foundation Stage (EYFS)
- will help you to assess the quality of your safeguarding practice in order to create a robust culture of safeguarding
- will help to ensure that gaps in safeguarding are identified and prompt action is taken to address these areas
- will help you keep you up to date with current legislation
- should be reviewed at least twice a year
- can be included as evidence for Ofsted

It is the responsibility of the owner / manager / management committee to ensure that all staff **understand** their safeguarding responsibilities, have completed recent training, and that arrangements for safeguarding children comply with current guidance from government.

Managers/Designated Leads are strongly advised to check local and national websites for the most up-to-date guidance and documentation. Updates are included in the weekly newsletter.

Safeguarding children is **EVERYONE'S** business and a shared responsibility. Safeguarding children is not just about maltreatment but ensuring children are brought up in circumstances that prevent impairment and offer opportunities that optimise children's life chances.

<b>Name of Setting:</b>	<b>Address:</b>
<b>Name of registered person/body:</b>	<b>Postcode:</b>
<b>Name of Manager:</b>	<b>Ofsted URN:</b>
<b>Name(s) of person(s) completing form:</b>	<b>Role(s) of person(s) completing form:</b>
<b>Name of Bi-Borough Representative supporting this Audit</b>	<b>Role</b>
<b>Date of last inspection:</b>	<b>Email Address:</b>

A Self - Assessment should be completed for each setting within an organisation.

**This is a Word document and can be completed electronically by downloading and saving it (you may have to rename it at this stage in order to work on it electronically). You can also print it and complete by hand.**

Before starting to complete the Self - Assessment you may find it useful to have the following information to hand: staff files, training records, and policies and procedures including your safeguarding policy.

	Part 1: Safer recruitment and safer working practices	Yes	No (record action required)	Partly met
1.1	<p><b>Has someone in your setting completed training in ‘Safer Recruitment’?</b></p> <ul style="list-style-type: none"> <li>• Settings <u>must</u> recruit staff and volunteers following ‘safer recruitment’ procedures.</li> <li>• There is an expectation that at least one member of staff/committee that would sit on an interview panel, has attended the required safer recruitment training.</li> <li>• The Safer Recruitment training must be repeated every five years. The LSCP recommends that classroom-based training should be completed.</li> </ul> <p>Paragraph 3.9 to 3.13 of the EYFS Statutory Framework explains the provider’s legal responsibility. There is also reference to the provider’s responsibility to appoint suitable people in the Ofsted document <a href="#">Register as a childminder or childcare provider (England)</a></p>	<input type="checkbox"/>  Name(s):  Date(s):	<input type="checkbox"/>	<input type="checkbox"/>
1.2	<p><b>Do job descriptions and person specifications include safeguarding responsibilities?</b></p> <ul style="list-style-type: none"> <li>• Ensure that you have an up to date job description and person specification for the role(s) you wish to recruit to.</li> <li>• These should specify the individual’s responsibilities regarding safeguarding.</li> </ul> <p>Statutory Framework for EYFS - suitable people 3.9 ‘Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles’.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	<p><b>Do you check that qualifications are ‘full and relevant’ as defined by the Department for Education Early Years Qualification List?</b> <a href="https://www.gov.uk/guidance/early-years-qualifications-finder">https://www.gov.uk/guidance/early-years-qualifications-finder</a></p> <p>To be counted in ratio staff must have an approved qualification <a href="https://www.gov.uk/government/publications/eyfs-staffchild-ratios-dfe-approved-qualifications">https://www.gov.uk/government/publications/eyfs-staffchild-ratios-dfe-approved-qualifications</a></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p><b>1.4</b></p>	<p><b>Is induction training available for all staff?</b></p> <p>Induction training must include:</p> <ul style="list-style-type: none"> <li>• Information about emergency evacuation procedures</li> <li>• Safeguarding</li> <li>• Child protection</li> <li>• Health and safety issues (EYFS 3.26)</li> </ul> <p>And:</p> <ul style="list-style-type: none"> <li>• Code of conduct/staff behaviour policy</li> <li>• Whistleblowing</li> <li>• Allegations</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>1.5</b></p>	<p><b>Does your setting have a record and evidence of all recruitment checks?</b></p> <p>Providers other than childminders must record information about staff qualifications and the identity checks and vetting processes have been completed (including the Criminal Disclosure reference number, the date the disclosure was obtained and details of who obtained it). (EYFS paragraph 3.11)</p> <p>Records must be easily accessible and available (with prior agreement from Ofsted these may be kept off the premises). (EYFS paragraph 3.78)</p> <p>References should be obtained before an interview where possible. If a person has worked previously with children at least one reference should be obtained from the person or organisation that employed the applicant in work with children.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Good Practice: Ensure that if you have a single central record this is updated regularly and especially if new staff have started to work with you.</p>				
<p><b>1.6</b></p>	<p><b>Have all staff in the setting who have regular, unsupervised contact with children had an Enhanced DBS check with Children's barred list checks?</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Providers must not allow people whose suitability has not been checked, including through a criminal records check to have unsupervised contact with children being cared for.			
1.7	<p><b>Have you encouraged all staff to join the DBS update service?</b></p> <p><a href="https://www.gov.uk/dbs-update-service">https://www.gov.uk/dbs-update-service</a></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	<p><b>If you are a voluntary group, have all management committee members had Enhanced DBS checks?</b></p> <p>It is a requirement for all management committee members of settings on the Ofsted Early Years Register and the compulsory part of the Ofsted Childcare Register to have Enhanced DBS checks.</p> <p>If a committee member is going to work once a week or more in the setting they will be involved in 'a regulated activity' and need to have had an Enhanced DBS check with Children's barred list check.</p> <p>All new committee members must complete an EY2 form.</p> <p>Committee members can be encouraged to join the update service. <a href="#">Volunteer</a> subscriptions are free of charge but if you move from a volunteer position to a paid position you will need to apply for a new DBS check, rejoin the update service and pay the annual fee of £13 by credit or debit card</p>	<input type="checkbox"/>	<input type="checkbox"/> N/A <input type="checkbox"/>	<input type="checkbox"/>
1.9	<p><b>Have all new committee members completed an Ofsted EY2 Form?</b></p> <p><a href="https://online.ofsted.gov.uk/onlineofsted/Default.aspx">https://online.ofsted.gov.uk/onlineofsted/Default.aspx</a></p> <p><b>This form should be completed by:</b></p> <ul style="list-style-type: none"> <li>• sole owner applicants to provide early years childcare</li> <li>• all individuals making up an organisation whose sole purpose is to provide early years childcare, which includes: <ul style="list-style-type: none"> <li>- committee members</li> <li>- partners</li> <li>- directors</li> <li>- anyone who works with three or more other people on domestic premises <ul style="list-style-type: none"> <li>• the nominated person for an organisation who will represent the organisation in</li> </ul> </li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/> N/A <input type="checkbox"/>	<input type="checkbox"/>

	<p>its dealings with Ofsted</p> <ul style="list-style-type: none"> <li>• anyone who works for a registered childminder as an assistant</li> <li>• anyone working directly with children as a staff member or assistant of a childcare provider on domestic premises</li> <li>• anyone aged 16 years or over who lives or works on the premises where early years childminding or childcare on domestic premises takes place or is to take place.</li> </ul>			
1.10	<p><b>Have Ofsted been informed of changes to the Registered Person using the EY3a form?</b></p> <p>Form EY3a is the specific form to complete for childcare on non-domestic premises.</p> <p><a href="https://www.gov.uk/government/publications/early-years-and-childcare-providers-ey3-changes-to-individuals">https://www.gov.uk/government/publications/early-years-and-childcare-providers-ey3-changes-to-individuals</a></p> <p>This includes changes to names and addresses and any start and leave dates for:</p> <ul style="list-style-type: none"> <li>• everyone making up an organisation (registered person) whose sole purpose is to provide early years childcare, including committee members, partners and directors</li> <li>• the nominated individual who will represent the organisation in its dealings with Ofsted. This person cannot be the appointed manager unless the manager is also a member of the governing body</li> <li>• your selected additional contacts</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/> N/A <input type="checkbox"/>	<input type="checkbox"/>
1.11	<p><b>Have parents/carers who regularly support their children or Volunteers who come into the setting had an Enhanced DBS check?</b></p> <p>Any adults (parents/carers/volunteers) who may have <b>regular, unsupervised contact</b> with children should hold a satisfactory Enhanced DBS Disclosure with Children's barred list check. However, this is not a specific requirement for parents/carers settling their children at the start of a session.</p>	<input type="checkbox"/>	<input type="checkbox"/> N/A <input type="checkbox"/>	<input type="checkbox"/>
1.12	<p><b>Do you have up to date risk assessments on any staff where there has been information released on their DBS?</b></p> <p><a href="#">Disclosure and Barring Service (DBS) checks for those providers who register with Ofsted</a></p>	<input type="checkbox"/>	<input type="checkbox"/> N/A	<input type="checkbox"/>

			<input type="checkbox"/>	
1.13	<p><b>Has the ‘suitability’ under the Childcare Act 2006 been recorded for each member of staff?</b></p> <p>Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles. Providers must have effective systems in place to ensure that practitioners, and any other person who is likely to have regular contact with children (including those living or working on the premises), are suitable. (EYFS paragraph 3.9)</p> <p>Providers must tell staff that they are expected to 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). Providers must not allow people, whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with children being cared for. (EYFS paragraph 3.11)</p> <p><b>Please note</b> the changes to Disqualification by Association. Disqualification by association is only relevant where childcare is provided in domestic settings (for example where childminding is provided in the home) or under registration on domestic premises, including where an assistant works on non-domestic premises up to 50% of the time under a domestic registration.  <a href="https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006">https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006</a></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.14	<p><b>Have additional criminal record checks been made for anyone who has lived or worked abroad?</b></p> <p><a href="https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants">https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants</a>  <a href="https://www.gov.uk/legal-right-work-uk">https://www.gov.uk/legal-right-work-uk</a>  <a href="https://www.naric.org.uk">https://www.naric.org.uk</a>  <a href="https://www.gov.uk/government/publications/acceptable-right-to-work-documents-an-employers-guide">https://www.gov.uk/government/publications/acceptable-right-to-work-documents-an-employers-guide</a></p>	<input type="checkbox"/>	<p>N/A</p> <input type="checkbox"/>	<input type="checkbox"/>

<p><b>1.15</b></p>	<p><b>Does the setting inform parents and/or carers about staff deployment?</b></p> <p>Staffing arrangements must meet the needs of all children and ensure their safety.</p> <p>Providers must ensure all children are adequately supervised and decide how to deploy staff to ensure children’s needs are met.</p> <p>The <b>ratio requirements</b> of the EYFS apply to the total number of staff <b>available to work directly</b> with the children.</p> <p>Children must usually be within sight and hearing of staff and always within sight or hearing.</p> <p>Ofsted may determine that providers must observe a higher staff ratio than outlined in the EYFS to ensure the safety and welfare of children</p>	<input type="checkbox"/>	<input type="checkbox"/>  <b>N/A</b> <input type="checkbox"/>	<input type="checkbox"/>
<p><b>Creating a strong safeguarding culture</b> Record here any additional ‘Good Practice’ you do regarding safer recruitment and safer working practices</p>				

	Part 2: Temporary staff and students	Yes (Record supporting evidence)	No (Record action required)	Partly met
<p><b>2.1</b></p>	<p><b>Are recruitment checks carried out on any temporary/supply staff and details recorded?</b></p> <p>Temporary/supply staff employed directly by the setting must have had recruitment checks and their details recorded.</p> <p>When employing staff from an agency, the setting must have written confirmation from the agency that all recruitment checks have been undertaken, including Children’s barred list checks in the event of ‘regulated’ activities and a DBS check has been carried out within the last 12 months to show that a person is suitable/fit. (<a href="#">Disclosure and barring Service checks for those providers who register with Ofsted</a>)</p>	<input type="checkbox"/>	<input type="checkbox"/>  <b>N/A</b> <input type="checkbox"/>	<input type="checkbox"/>

<p><b>2.2</b></p>	<p><b>Does your setting have written confirmation from training providers that Students hold Enhanced DBS check with barred list checks included?</b></p> <p>It is the responsibility of the training provider to ensure that all students visiting settings hold a satisfactory Enhanced DBS Disclosure, including Children’s barred list in ‘regulated’ activities. Settings are strongly advised to seek written confirmation of this from the training provider, and to record this.</p> <p>Secondary school/ 6<sup>th</sup> form students on work experience do not need to be DBS checked. In these cases, the school placing the student should ensure that the young person is suitable for the placement.</p> <p>Only those aged 17 or over may be included in ratios (and staff under 17 should be supervised at all times). Students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios if the provider is satisfied that they are competent and responsible. (EYFS paragraph 3.49).</p>	<input type="checkbox"/>	<input type="checkbox"/>  N/A <input type="checkbox"/>	<input type="checkbox"/>
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	Part 3: Visitors and contracted staff	Yes	No (Record action required)	Partly met
<p><b>3.1</b></p>	<p><b>Does your setting have a signing-in system for visitors?</b></p> <p>Any visitor entering the setting must be asked to prove their identity and to sign in and out, however familiar they may be with the children or staff.</p> <p>Visitors must not be left unsupervised with children in the setting.</p> <p>Reasonable steps must be taken to prevent access to buildings and outdoor play areas by unauthorised persons.</p> <p><b>It is the manager’s job to ensure that all staff are adhering to the system for signing in visitors.</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Good Practice:** Record that ID has been checked, the visitor’s name, their organisation, their reason for visit and who they are visiting, the date and time of arrival and departure, their car registration details if applicable. Ensure visitors are provided with a visitor’s badge or sticker. Provide visitors with a safeguarding leaflet which explains about safeguarding in your setting and has photographs of the Designated Leads. Direct them to the safeguarding Information board. Point out the Health and safety information and mobile phone policy.

It is a good idea to have a copy of this in the front of your signing in book or folder.				
<b>3.2</b>	<p><b>Does your setting have written confirmation of recruitment and DBS checks on professionals who regularly visit the setting?</b></p> <p>This could include:</p> <ul style="list-style-type: none"> <li>• Early Years Advisory Teachers and Officers</li> <li>• Health Visitors</li> <li>• Assessors</li> </ul> <p>These visitors should have their DBS disclosures checked by their employing organisation e.g. The Bi-Borough</p> <p>Some settings have asked if they should request to see the DBS disclosures of visiting staff. It is sufficient for settings to seek written confirmation and keep this on file to show that the appropriate checks have been undertaken by their employing organisation.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Good practice:</b> A letter confirming this for the Children, Education & Families Directorate of the BI-Borough County Council was circulated to group settings.				

	Part 4: Designated Safeguarding Lead	Yes	No (Record action required)	Partly met
<b>4.1</b>	<p><b>Does your setting have a Designated Lead person for safeguarding who has attended LSCP /RBKC face to face training in the last 2 years?</b></p> <ul style="list-style-type: none"> <li>• Each setting must have a designated lead person for safeguarding, who is appropriately trained and known to all staff and parents.</li> <li>• The Designated lead must attend a child protection course taking account of any advice from LSCP/LA on appropriate training courses. (EYFS paragraph 3.24).</li> <li>• They must provide support, advice and guidance to any other staff on an <b>ongoing basis</b> and on any specific safeguarding issue as required.</li> <li>• It is necessary to have at least two people in this role, to cover staff absence, or where the designated person does not work every day.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Name:</b>		
		<b>Date:</b>		

	(See 4.2). <ul style="list-style-type: none"> <li>This person cannot be a member of the committee although it is recommended that someone from the committee attends the Designated Lead training. This will help the committee to understand the role and responsibilities of the Designated Lead.</li> </ul>			
<b>Good practice:</b> Keeping training records will help you to identify when training is due and ensure dates are booked well in advance. It is a good practice to have someone on the committee who can act as a Safeguarding champion who can offer support and challenge.				
4.2	<b>Do you have contingency plans in place to ensure there is always a named Safeguarding Lead on duty to cover arrangements such as annual leave or sickness?</b>  <ul style="list-style-type: none"> <li>This person must have completed the Designated Lead Safeguarding training every two years.</li> </ul>	<input type="checkbox"/> <b>Name(s):</b>  <input type="checkbox"/> <b>Date(s):</b>	<input type="checkbox"/>	<input type="checkbox"/>
4.3	<b>Are all staff, visitors and parents made aware of who the Designated Lead on duty is?</b> E.g. on website, noticeboard, leaflet for visitors with photos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Part 5: Staff training and supervision	Yes	No (Record action required)	Partly met
5.1	<b>Have all other staff attended face to face general safeguarding training as approved by the LSCP every three years?</b> See LSCP training brochure for details <a href="https://rbkc.gov.uk/training-and-resources/lscp">Training and resources   lscp (rbkc.gov.uk)</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Good practice:</b> Keeping training records will help you to identify when training is due, ensure dates are booked well in advance.				
5.2	<b>Are all staff given the opportunity to receive regular updates on safeguarding and child protection at least annually?</b> <i>DFE publications KCSIE 2023 part 1</i> <a href="https://publishing.service.gov.uk">Keeping children safe in education 2023 (publishing.service.gov.uk)</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Good practice:</b> Staff meetings, notice boards, newsletters, emails, safeguarding audit, additional online training, input at staff meetings through a Safeguarding Quiz are all ways staff can be kept up to date				

<p><b>5.3</b></p>	<p><b>Is there at least one person who holds a current paediatric first aid (PFA) certificate on the premises at all times, when children are present and who accompanies children on outings?</b></p> <p>The certificate must be for the full course consistent with the criteria set out in Annex A of the EYFS, must be renewed every three years and be relevant for workers caring for young children and where relevant babies.</p> <p><a href="http://publishing.service.gov.uk">Statutory framework for the early years foundation stage for group and school providers (publishing.service.gov.uk)</a></p> <p>Providers should take 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.</p> <p>Providers should display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>5.4</b></p>	<p><b>Do all newly qualified entrants to the workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016 have a full PFA or an emergency PFA certificate?</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>5.5</b></p>	<p><b>Have ALL staff completed PREVENT training?</b></p> <p>ALL frontline practitioners should complete WRAP training. This is offered via the local authority Prevent Teams:</p> <p><a href="http://lscp.rbkc.gov.uk">Radicalisation and Extremism   lscp (rbkc.gov.uk)</a></p> <p>Free -online training via the Home Office can also be accessed below:</p> <p><a href="https://www.elearning.prevent.homeoffice.gov.uk/">https://www.elearning.prevent.homeoffice.gov.uk/</a></p> <p>Managers must ensure that staff have a good understanding of British Values and the risks and threats of radicalisation and extremism.</p> <p>From Ofsted's Inspecting Safeguarding in Early Years, Education and Skills:</p> <ul style="list-style-type: none"> <li>• <i>There is a clear approach to implementing the Prevent Duty and keeping children and learners safe from the dangers of radicalisation and extremism.</i></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>5.6</b></p>	<p><b>Has the Designated Lead received training to understand about Female Genital Mutilation (FGM) and shared this information with staff?</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<a href="#">Fact sheet on mandatory reporting of female genital mutilation</a> You can download posters from the Home Office free e-learning workshop below: <a href="https://www.fgmelearning.co.uk/">https://www.fgmelearning.co.uk/</a>			
<b>Good practice:</b> All staff to complete FGM training.				
5.7	<b>Do all staff have regular supervision meetings?</b>  The EYFS requires that all staff must have regular individual supervision meetings with their manager to: <ul style="list-style-type: none"> <li>• discuss any issues, particularly concerning children’s development or well-being.</li> <li>• identify solutions to address issues as they arise (including ‘safeguarding’ as a routine item for discussion).</li> <li>• receive coaching to improve their personal effectiveness</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Good practice:</b> Hold annual appraisal meetings and ask all employees if there are any changes in their circumstances that would mean their current DBS check is no longer accurate and valid.				
<b>Creating a strong safeguarding culture</b> Record here any additional ‘Good Practice’ you do regarding staff training and supervision				

	Part 6: Policies and procedures	Yes	No (Record action required)	Partly met
6.1	<b>Do you have a child protection/safeguarding policy in place?</b>  Responsibility for the policy rests with the provider (owner/committee). The policy should be specific and adapted to your setting. The provider should ensure a review of the policy at least annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>The policy must read and <b>understood</b> by all staff, and available to parents/carers.</p> <p><b>The policy should include reference to:</b></p> <ul style="list-style-type: none"> <li>• Whistle blowing</li> <li>• Physical intervention</li> <li>• Positive handling</li> <li>• Anti-bullying</li> <li>• Health and Safety</li> <li>• Acceptable ICT user policy and online safety</li> <li>• Categories of abuse</li> <li>• Child Sexual Exploitation (CSE)</li> <li>• Child criminal exploitation</li> <li>• Forced Marriage (FM)</li> <li>• Domestic Abuse</li> <li>• Sexting</li> <li>• Female Genital mutilation (FGM)</li> <li>• PREVENT</li> <li>• Children missing from education</li> <li>• child on child (updated in line with KCSIE 2023) abuse</li> <li>• Clear protocol for dealing with concerns/disclosures</li> <li>• Clear protocol for dealing with allegations against a member of staff, volunteer, manager and/or proprietor</li> <li>• Reference to safeguarding children with special educational needs and disabilities</li> <li>• Clear protocols for information sharing (taking into account requirements of the GDPR and Data Protection Act 2018)</li> </ul> <p>Individual policies will also refer to the list above.</p>			
6.2	<b>Is the flowchart for referral, where there are concerns about a child, readily available in the setting?</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3	<b>Is the telephone number for the Children’s Services Front Door readily available in the setting?</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>Local authority children’s social care front door:</p> <p><b>RBKC Telephone:</b> 020 7361 3013 Email: <a href="mailto:socialservices@rbkc.gov.uk">socialservices@rbkc.gov.uk</a></p> <p><b>WCC Telephone:</b> 020 7641 4000 Email: <a href="mailto:AccesstoChildrensServices@westminster.gov.uk">AccesstoChildrensServices@westminster.gov.uk</a></p> <p>All staff must know who to contact if they have concerns about a child or family.</p> <p><a href="#">Family Information Hub   Making a safeguarding referral (rbkc.gov.uk)</a> <a href="#">Family Information Hub   Making a safeguarding referral (westminster.gov.uk)</a></p>			
6.5	<p><b>Do you keep confidential records in accordance with the requirements of the GDPR and the Data Protection Act 2018?</b></p> <p><a href="#">NSPCC advice</a> on child protection records retention and storage</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.6	<p><b>Do your policies and procedures refer to all aspects of personal care?</b></p> <p>This will include:</p> <ul style="list-style-type: none"> <li>• sleep</li> <li>• nappy changing</li> <li>• managing children who are sick and or infectious</li> <li>• managing children with allergies</li> <li>• food and drink</li> <li>• dental hygiene</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.7	<p><b>Does your setting have a Staff Behaviour/Code of Conduct policy?</b></p> <p><b>How is this shared with staff regularly – not just at recruitment/induction</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.8	<p><b>Does your setting have a whistle-blowing policy/procedure?</b></p> <p>If staff or volunteers have genuine concerns about malpractice, unsafe or unlawful activities in the setting, they can report this by following the correct procedures and</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	their employment rights are protected.			
6.9	<p><b>Is information about referral processes where there are concerns about a member of staff readily available in your setting?</b> This should include the contact details for the LA Designated Officer (LADO)</p> <p><a href="#">LADO Managing Allegations   lscp (rbkc.gov.uk)</a></p> <p>LADO contact details:</p> <p>RBKC Telephone: <b>0207 361 2120</b> Email: <a href="mailto:KCLADO.enquiries@rbkc.gov.uk">KCLADO.enquiries@rbkc.gov.uk</a></p> <ul style="list-style-type: none"> <li>○ Aqualma Daniel</li> <li>○ Safer Organisations Manager &amp; Local Authority Designated Officer</li> <li>○ Tel : 07870 481 712</li> <li>○ Email <a href="mailto:Aqualma.Daniel@rbkc.gov.uk">Aqualma.Daniel@rbkc.gov.uk</a></li> </ul> <p>WCC</p> <ul style="list-style-type: none"> <li>• Telephone: <b>020 7641 7668</b></li> <li>• Email: <a href="mailto:lado@westminster.gov.uk">lado@westminster.gov.uk</a> <ul style="list-style-type: none"> <li>• <b>Duty Child Protection Adviser</b></li> <li>• <a href="#">Family Information Hub   Making a safeguarding referral (westminster.gov.uk)</a></li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.10	<p><b>Does your setting have a policy on the use of mobile phones and cameras?</b></p> <ul style="list-style-type: none"> <li>• Staff should not carry or use personal mobile phones and cameras while working in the setting.</li> <li>• The setting should have its own mobile phone or landline and use only the settings camera.</li> <li>• Visitors must not use mobile phones in the setting.</li> <li>• Visitors use of cameras to be in line with settings policy.</li> <li>• Staff, visitors and parents must abide by the Acceptable User Policy.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.11	<p><b>Do you have an Acceptable use of Technology (ICT) policy which is suitable for adults and children?</b></p> <p>As Children and adults increasingly work, play and communicate online, it is essential</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>that children are safeguarded from potentially harmful and inappropriate online material. As such, the provider should ensure appropriate filters and appropriate monitoring systems are in place.</p> <p><b>What online safety details does the setting share with parents/carers?</b></p>			
6.12	<p><b>Does your setting have an administration of medication policy/procedure?</b></p> <p>Providers must have and implement a policy, and procedures, for administering medicines. (EYFS paragraph 3.53)</p> <ul style="list-style-type: none"> <li>• It must include systems for obtaining information about a child’s needs for medicines, and for keeping this information up-to-date.</li> <li>• Medicines must not usually be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).</li> <li>• Providers must only administer medicines to a child where written permission for <b>that particular medicine</b> has been obtained from the child’s parents and/or carer.</li> <li>• Training must be provided for staff where the administration of medicine requires medical or technical knowledge.</li> <li>• Providers must keep a written record each time a medicine is administered to a child, and inform the child’s parents and/or carers on the same day, or as soon as reasonably practicable. (EYFS 3.54)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.13	<p><b>Do you know how to contact your local Health Visitor Services?</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.14	<p><b>Does your setting have a procedure to be followed in the event of a parent failing to collect a child at the appointed time?</b> (EYFS paragraph 3.82).</p> <p>Providers must only release children into the care of individuals who have been notified to the provider by the parent (EYFS paragraph 3.72)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6.15	<p><b>Does your setting have a procedure to be followed in the event of a child going missing at, or away from the setting?</b> (EYFS paragraph 3.82)</p> <p>Providers must ensure that children do not leave the premises unsupervised. (EYFS paragraph 3.72)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.16	<p><b>Does your setting have an accident or injury procedure?</b></p> <ul style="list-style-type: none"> <li>• Providers must ensure that there is a first aid box accessible at all times with appropriate content for use with children.</li> <li>• Items must be in date.</li> <li>• Providers must keep a <b><u>written record of accidents or injuries and first aid treatment.</u></b></li> <li>• Providers <b><u>must inform parents and/or carers of any accident or injury sustained by the child on the same day or as soon as reasonably practicable.</u></b></li> <li>• Providers must inform parents and/or carers of any first aid treatment given.</li> <li>• Providers <b><u>must inform Ofsted of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken.</u></b> Notification must be made as soon as is reasonably practicable and at least within 14 days.</li> <li>• Providers must notify local child protection agencies of any serious accident or injury to, or death of, any child while in their care, and must act on any advice from those agencies.</li> </ul> <p>For more information on serious notifiable injuries see page 20 of <a href="#">Ofsted's early Years Compliance handbook</a> Ofsted Notification Form <a href="https://ofstedonline.ofsted.gov.uk/ofsted/Ofsted_Early_Years_Notification.ofml">https://ofstedonline.ofsted.gov.uk/ofsted/Ofsted_Early_Years_Notification.ofml</a></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Good practice:</b> Review First Aid box items every 3 months to ensure they are in date and record that this has been done.</p>				

6.17	<p><b>Is there evidence that the accident book is regularly monitored and issues addressed?</b></p> <p>This will help you to identify patterns and trends which can be addressed through risk assessments.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.18	<p><b>Are Risk Assessments in place?</b></p> <p>Providers must ensure that they take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risks (EYFS paragraph 3.76)</p> <p><b>Including for visits off site</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Good practice:</b> These should be done indoors and outdoors daily.</p>				
6.19	<p><b>Does your setting have an emergency evacuation procedure?</b></p> <p>Providers must have an emergency evacuation procedure.</p> <p>You should complete a fire log as evidence of fire evacuation drill, and have appropriate fire detection and control equipment. Fire exits must be clearly identifiable and fire doors free from obstructions.</p> <p><a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-and-evacuation-plans">https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-and-evacuation-plans</a></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Good practice:</b> It is advisable to develop a locked down/critical incident plan, and for your staff to understand the reasons for this: reported incidents/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the setting), intruders, warning of air pollution (smoke plume, gas cloud etc.) or chemical, biological or radiological contaminants, fire, dangerous dog roaming loose</p>				
6.20	<p><b>Does your setting have a named practitioner responsible for Behaviour Management?</b></p> <p>This is not a statutory requirement but can support staff and children in promoting good behaviour, develop self-discipline, respect and self-regulation and prevent bullying.</p> <p>Remember it is the practitioner's role to:</p> <ul style="list-style-type: none"> <li>• think about what stressors the child might be dealing with</li> <li>• work alongside young children to help them understand their emotions/feelings</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>and</p> <ul style="list-style-type: none"> <li>• give them the language to name their feelings and understand their behaviour.</li> </ul>			
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	Part 7: Information for parents/carers	Yes	No (Record action required)	Partly met
7.1	<p><b>Does the information you provide for new parents/carers explain who owns or runs the setting?</b></p> <p>You can demonstrate this through your leaflet, prospectus or website.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2	<p><b>Does your information tell parents/carers how to make a complaint about the setting, or who to contact if they have a concern about it?</b></p> <ul style="list-style-type: none"> <li>• Providers must put in place a written procedure for dealing with concerns and complaints from parents/carers, and their outcome.</li> <li>• If your setting is Ofsted registered you should display this <a href="#">parents poster</a> with their complaints telephone number. It tells parents about Ofsted's responsibilities.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.3	<p><b>Does your information tell parents/carers about your safeguarding responsibilities?</b></p> <p>It is important to make them aware that you have a duty to report safeguarding concerns about children in the setting. You can include a statement in your registration document.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.4	<p><b>Does your information tell parents/carers how to report a safeguarding concern about a child and give local contact details??</b></p> <p><a href="https://www.nspcc.org.uk/what-you-can-do/report-abuse/">https://www.nspcc.org.uk/what-you-can-do/report-abuse/</a></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.5	<p><b>Does your information explain to parents about the importance of good attendance and the policies and procedures you have in place to follow up on non-attendance?</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<b>Part 8: The Voice of the Child</b>	<b>Yes</b>	<b>No (Record action required)</b>	<b>Partly met</b>
<b>8.1</b>	<b>Are children assigned a Key Person?</b>  The key person's role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents. The key person must seek to engage parents/carers in guiding their child's development at home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8.2</b>	<b>Do all staff have an understanding of how children develop their ability to self-regulate?</b>  Staff support children to develop control of their thoughts, actions and feelings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8.3</b>	<b>Does the setting provide opportunities for children to consider risk situations and explore strategies for keeping safe?</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8.4</b>	<b>Are children and staff encouraged to challenge discriminatory behaviours and language?</b> <a href="https://www.anti-bullyingalliance.org.uk/tools-information/all-about-bullying/early-years">https://www.anti-bullyingalliance.org.uk/tools-information/all-about-bullying/early-years</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good Practice: Have a range of books and resources which celebrate difference and diversity and challenge stereotypes <a href="https://www.stonewall.org.uk/sites/default/files/getting_started_early_years.pdf">https://www.stonewall.org.uk/sites/default/files/getting_started_early_years.pdf</a>				
<b>8.5</b>	<b>Are staff aware of additional vulnerabilities children may face?</b> e.g. Children from minority ethnic backgrounds, military families, Children with English as an Additional Language (EAL), Children who are young carers, children who are privately fostered, children whose parent or close family member in prison, children with medical issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8.6	Have all additional sources of funding been applied for to support vulnerable learners?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.7	Is your setting aware of resources to support you in capturing the voice of the child?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.8	Does the setting have a range of resources to support children and staff to understand about children's rights?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Creating a strong safeguarding culture</b> Record here any additional Good Practice you do regarding the child's voice</p>				

I agree that the information in this self-assessment is correct and the actions have been agreed.

Signature of Head of Organisation/Chair of Committee/owner/: .....

Print Name: ..... Date: .....

Signature of Bi-Borough Representative : .....

Print Name: ..... Date: .....

## Useful safeguarding publications

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- [Statutory framework for the early years foundation stage for group and school providers \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/121212/2024-01-23-Statutory-Guidance-Statutory-Framework-for-the-Early-Years-Foundation-Stage-for-Group-and-School-Providers.pdf) (2024) Statutory Guidance
  - [Working together to safeguard children 2023: statutory guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/118812/Working-together-to-secure-the-best-outcomes-for-children-in-care-2023.pdf) (2023) Statutory guidance
  - [Keeping children safe in education 2023 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/118812/Working-together-to-secure-the-best-outcomes-for-children-in-care-2023.pdf) (2023) Statutory Guidance
  - Local Safeguarding Children Partnership for Kensington and Westminster: [Welcome to lscp | lscp \(rbkc.gov.uk\)](https://www.rbkc.gov.uk/lscp/)
  - [London Safeguarding Children Procedures \(followed by all partners in London\)](https://www.london.gov.uk/working-together-to-secure-the-best-outcomes-for-children-in-care-2023)
  - [Recruiting Safely: safer recruitment guidance helping to keep children and young people safe](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/118812/Recruiting-Safely.pdf)
  - [Safeguarding practitioners: information sharing advice](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/118812/Safeguarding-practitioners-information-sharing-advice.pdf) (2024) (non-statutory guidance)
  - [What to do if you're worried a child is being abused](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/118812/What-to-do-if-youre-worried-a-child-is-being-abused.pdf) (2015) (non-statutory guidance)
  - [Education inspection framework - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/118812/Education-inspection-framework.pdf)
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## Safeguarding Action Plan

Question number	Action Needed	By whom	Target date for completion	Completed/impact