Safeguarding Audit

Ref: ’Statutory framework for the Early Years Foundation stage Statutory framework 2021

Section 3-The safeguarding and welfare requirements

1. **Wirral Safeguarding** Children **Partnership** <https://www.wirralsafeguarding.co.uk>

The safeguarding and welfare requirements are in section 3 of the ‘Statutory framework for the Early Year’s Foundation Stage framework’ (EYFS) These cover the steps that providers must take to keep children safe and promote their welfare, and are indicated by the use of the word “**must**”. Additionally, early years providers must "**have regard**" to other provisions in this section. These provisions are indicated by the use of the word “**should**”. **"Having regard" to these provisions means that early years providers must take them into account when providing early years provision and should not depart from them unless there is good reason for doing so.**

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| ‘Child Protection’ Criteria | Framework Links | Action Required? | 🗸 |
| Safeguarding policy and procedure in place in line with the guidance and procedures of the relevant Local Safeguarding Children’s Partnership (WSCP) and Statutory framework for the early years foundation stage-Safeguarding and welfare requirements  To include the following:   * Action to be taken when there are safeguarding concerns about a child * Covering use of data protection, mobile phones + cameras in the setting * What to do if allegations 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 is made | *EYFS Pg. 21* |  |  |
| Providers must have regard to the Prevent duty guidance for England and Wales 2015  Have knowledge of their role in identifying children/parents who may be vulnerable to being radicalised or involved in extremism/terrorism  The 2015 Counter Terrorism and Security Act places a duty on early years providers “to have due regard to the need to prevent people from being drawn into terrorism” (the Prevent duty): [www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty](http://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty) | *EYFS Pg.22*  *WSCP website:* [*https://www.wirralsafeguarding.co.uk/radicalisation-and-extremism/*](https://www.wirralsafeguarding.co.uk/radicalisation-and-extremism/) |  |  |
| Knowledge of WSCP procedures and role of the Local Authority Designated Officer-LADO | *Wirral Safeguarding Children’s Partnership-* [*https://www.wirralsafeguarding.co.uk/*](https://www.wirralsafeguarding.co.uk/)  [*https://www.wirralsafeguarding.co.uk/professionals/lado-allegations/*](https://www.wirralsafeguarding.co.uk/professionals/lado-allegations/) |  |  |
| A Practitioner must be designated to take lead responsibility for safeguarding –  Child minders must take the lead responsibility themselves- these responsibilities are:  Liaison with local statutory services agencies, the Wirral Safeguarding Children’s Partnership  Ongoing support, advice and guidance for other staff (In the case of a child-minder this may be any assistants that they work with) and with specific safeguarding issues when required. | *EYFS Pg. 21* |  |  |
| The lead practitioner must attend appropriate child protection training course that enables them to identify, understand and respond to signs of possible abuse and neglect (ref EYFS pg. 17 3.6 ) | *EYFS pg. 21/22 3.5* |  |  |
| Providers must train all staff to understand their safeguarding policy and procedures, and ensure that all staff have up to date knowledge of safeguarding issues. | *EYFS pg.22*  *WSCP website:* [*https://www.wirralsafeguarding.co.uk/training/*](https://www.wirralsafeguarding.co.uk/training/) |  |  |
| Training made available by the provider must enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way.  Including:   * Significant changes in children’s behaviour * Deterioration in children’s general well-being * Unexplained bruising, marks or signs of possible abuse or neglect * Children’s comments which give cause for concern * Any reasons to suspect neglect or abuse outside the setting, for example in the child’s home or that a girl may have been subjected to(or is at risk of) female genital mutilation * Inappropriate behaviour displayed by other members of staff, other persons working with the children i.e. inappropriate sexual comments; excessive one to one attention beyond the requirements of their usual role and responsibilities; inappropriate sharing of images. | *Ref:What to do if your worried a child is being abused:Advice for practitioners*  [*www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2*](http://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2)  *EYFS Pg. 22*  [*www.gov.uk/government/publications/female-genital-mutilation-guidelines*](http://www.gov.uk/government/publications/female-genital-mutilation-guidelines) |  |  |
| Are there regular opportunities to update staffs knowledge and check their understanding of the safeguarding requirements and signs of abuse and neglect |  |  |  |
| Staff know who to contact if they have concerns about a child’s safety/welfare and how to respond to this appropriately –follow the settings policies and procedures- notify appropriate agencies without delay i.e. social care/in emergencies the police | [*https://www.wirralsafeguarding.co.uk/public/concerned-about-a-child/*](https://www.wirralsafeguarding.co.uk/public/concerned-about-a-child/) |  |  |
| Staff know the procedure to be followed if allegations 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). is made.   * Inform Ofsted (as soon as possible but within 14 days) and the Local Authority Designated Officer – LADO (As soon as possible but within 24 hours) * A registered provider who, without reasonable excuse, fails to comply with this requirement, commits an offence * Initial consultations will be dealt with in the first instance by The Local Authority Designated Officer for Allegations (LADO) who is Pamela Cope * Email - pamelacope@wirral.gov.uk * Tel - 07504738266 * and  [kerrywilliams@wirral.gov.uk](https://www.wirralsafeguarding.co.uk/professionals/lado-allegations/KerryWilliams@wirral.gov.uk) * If judged appropriate during the initial contact with the LADO, an Allegations Referral Form must be completed by the senior manager in full and forwarded to the LADO via email within 24 hours.   N.B Allegations can be concerning anyone associated with the setting and are not just about allegations made against members of staff and direct allegations made by children. The allegation can also be about harm or abuse that has taken place outside the setting.  If you are unsure always seek advice from the LADO/Ofsted/Quality Improvement team who will give appropriate advice on action to be taken  Improvement Officer /The Quality Improvement Team who can also offer advice and guidance on the appropriate action to take | [*https://www.wirralsafeguarding.co.uk/professionals/lado-allegations/*](https://www.wirralsafeguarding.co.uk/professionals/lado-allegations/)  *EYFS 2021*  *Pg 23 3.8*  *.* |  |  |
| Are the settings policies and procedures for child protection/safeguarding including contact numbers for The Integrated Front Door , LADO, police etc. available for staff to refer to as and when needed?  If a child or young person is at risk of harm, abuse or neglect please report it to the Wirral Integrated Front Door Team:  Mon-Fri, 9:00am – 5.00pm Tel: 0151 606 2008  Outside of these hours Tel: 0151 677 6557  E-mail: [IFD@wirral.gov.uk](mailto:IFD@wirral.gov.uk)  If at any time you believe a child is being harmed or at immediate risk of harm always dial 999.  Are these policies and numbers updated on a regular basis? | [*https://www.wirralsafeguarding.co.uk/concerned-about-a-child/*](https://www.wirralsafeguarding.co.uk/concerned-about-a-child/) |  |  |
| Staff have knowledge of what constitutes inappropriate behaviour by a member of staff i.e. inappropriate sexual comments, excessive one-one attention beyond the requirements of their usual role/responsibilities, inappropriate sharing of images | *EYFS Pg. 22* |  |  |
| Staff understand the settings safeguarding policy and procedures (have staff had the opportunity to read through the policies and procedures? Have they understood them and had the opportunity to ask questions about them? ) | *EYFS Pg.22* |  |  |
| Providers must have knowledge of the government’s statutory guidance “Working Together to safeguard Children 2018” and they must understand what to do/who to contact should they have concerns about children’s safety/welfare and to do this without delay. | *EYFS Pg 22*  *The working together document can be accessed through the following link:*  [*https://www.wirralsafeguarding.co.uk/wp-content/uploads/2018/07/Working\_Together\_to\_Safeguard\_Children\_-\_Guide.pdf*](https://www.wirralsafeguarding.co.uk/wp-content/uploads/2018/07/Working_Together_to_Safeguard_Children_-_Guide.pdf) |  |  |
| Visitors book/visitors section in register – good practice |  |  |  |

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| ‘Suitable People’ Criteria | Framework Links | Action Required? | 🗸 |
| Robust recruitment and selection procedures are in place to ensure staff suitability  Including:   * Safer recruitment training for employers /those involved in the recruitment and selection process. Including governors/committee members * Pre interview and advertising * Receipt of applications * Preparing a shortlist of suitable applicants * Seeking appropriate references * Inviting suitable applicants for interview * Robust interview process * Receiving and checking appropriate references before confirming post * Completion of DBS checks before confirming post   *Wirral Safeguarding Children Support - Safer Recruitment, Selection and Supervision:* [*https://www.wirralsafeguarding.co.uk/procedures/1-9-safer-recruitment-selection-supervision-staff/*](https://www.wirralsafeguarding.co.uk/procedures/1-9-safer-recruitment-selection-supervision-staff/)  *Safer Recruitment Resources:* [*https://learning.nspcc.org.uk/safeguarding-child-protection/safer-recruitment/?\_ga=2.75912534.213657060.1537174421-1679295208.1533026074*](https://learning.nspcc.org.uk/safeguarding-child-protection/safer-recruitment/?_ga=2.75912534.213657060.1537174421-1679295208.1533026074)  *Revised Guidance for Safer Working Practice for Adults who work with Children and Young People in Education 2019:*  [*https://www.saferrecruitmentconsortium.org/GSWP%20Sept%202019.pdf*](https://www.saferrecruitmentconsortium.org/GSWP%20Sept%202019.pdf) | *Wirral Safeguarding Childrens Partnership (WSCP)*  *Online Training*  [*https://www.wirralsafeguarding.co.uk/safeguarding-e-learning/*](https://www.wirralsafeguarding.co.uk/safeguarding-e-learning/) |  |  |
| All staff have enhanced CRB/DBS in place and this is recorded in setting | *EYFS pg. 23* |  |  |
| Providers must not allow people whose suitability has not been checked to have unsupervised contact with children being cared for i.e. visitors to the setting, individuals working in the setting including tradespeople, any staff/students who have not yet completed CRB/DBS checks | *EYFS pg. 23* |  |  |
| Other related CRB/DBS checks – everyone with access to setting, gardeners, sports coaches etc. |  |  |  |
| All relevant information recorded about staff: qualifications, references, identity checks, vetting processes including DBS reference number, date and who obtained it |  |  |  |
| Procedures in place to ensure that staff are aware of any circumstances that may affect their suitability to work with children and the need to disclose this to providers. (Staff contracts, supervision). | *EYFS pg. 24* |  |  |
| Also policy and procedure in place in relation to the dismissal of a member of staff because they have caused harm to a child. (DBS + Ofsted to be informed) | *EYFS pg. 24* |  |  |
| Disqualification |  |  |  |
| In the event of the disqualification of a provider the provider must not continue as an early years provider nor be directly concerned in the management of such provision | *EYFS pg. 24/25* |  |  |
| Where a person is disqualified, the provider must not employ that person in connection with the early year’s provision- | *EYFS pg. 24/25* |  |  |
| Where an employer becomes aware of relevant information that may lead to disqualification of an employee the provider must take appropriate action to ensure safety of children. | *EYFS pg. 24/25* |  |  |
| A provider or childcare worker may be disqualified because they live in the same household as another person who is disqualified-or where a disqualified person is employed.  N.B: changes August 31st 2018-no longer applicable for settings but remains applicable to childcare on domestic premises   1. By amendment of regulation 9 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 (“the 2018 Regulations”), we are removing disqualification by association for individuals working in childcare in non-domestic settings (e.g. schools and nurseries). 2. Disqualification by association will continue to apply for individuals providing and working in childcare in domestic settings (e.g. where childcare is provided in a childminder’s home). | *EYFS pg. 25*  *Ref: Disqualification under the Childcare Act 2006 Draft statutory guidance for local authorities, maintained schools , academies and free schools. July 2018* |  |  |
| Systems in place to ensure continuing suitability of staff – e.g. staff supervision + appraisal, robust recruitment procedures, |  |  |  |
| Procedures to ensure appropriate action is taken should an employer become aware of a member of staffs unsuitability including reporting details to Ofsted ASAP and at least within 14 days | *EYFS pg. 25* |  |  |
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| Staff taking medication and other substances |  |  |  |
| Policy in place to ensure that staff are aware that they must not attend work if under the influence of alcohol or any substance that may affect their ability to care for children |  |  |  |
| Staff medication stored securely and out of reach of children, at all times | *EYFS pg. 25/26* |  |  |

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| ‘Staff qualifications, training, support and skills’ Criteria | Framework Links | Action Required? | 🗸 |
| Staffing - appropriate qualifications - training, skills and knowledge. (Identify training needs) – First Aid, Food Safety etc. (Ensure 1st aid is 12 hour paediatric) |  |  |  |
| What arrangements are in place to support staff in their professional development |  |  |  |
| Staff Induction procedure in place – including info on: emergency evacuation, safeguarding, child protection, equality policy, health and safety |  |  |  |
| procedure for temporary staff |  |  |  |
| Appropriate and effective Staff Supervision arrangements in place (how often) Supervision should foster a culture of mutual support, teamwork, support for training and CPD, and encourage the discussion of sensitive issues. |  |  |  |
| Child minders completed training to understand and implement the EYFS BEFORE registering with Ofsted |  |  |  |
| Child-minders are accountable for assistants they employ and must ensure that they are competent to undertake the work they are asked to do . | *EYFS pg. 26* |  |  |
| Childminders and assistants in sole charge of children for any period of time must hold an appropriate paediatric first aid certificate | *(ref EYFS pg. 26/27 see footnote for details of the course content)* |  |  |
| At least one person who holds a current first aid certificate must be on the premises at all times when children are present and must accompany children on outings | *EYFS pg. 26/27* |  |  |
| Do all staff have a sufficient understanding of the English language to be able to summon emergency help, keep appropriate records, liaise with other agencies and read instructions for medication etc. – | *EYFS Pg. 27* |  |  |

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| ‘Key Person’ Criteria | Framework Links | Action Required? | 🗸 |
| Every EYFS child assigned a key person and staff aware of what this involves – | *EYFS Pg. 27* |  |  |
| How are parents informed who their child’s key person is? | *EYFS Pg. 27* |  |  |

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| ‘Staff/Child Ratios’ Criteria | Framework Links | Action Required? | 🗸 |
| Are there sufficient staff and how are staff deployed to ensure the safety of the children in their care and that they are adequately supervised | *EYFS Pg. 28* |  |  |
| Children must usually be within sight and hearing of staff and always within sight or hearing | *EYFS pg. 28* |  |  |
| Staffing - adult to child ratios organisation of staff (collecting and taking to school) |  |  |  |
| Childminders: . At any one time, childminders may care for a maximum of six children under the age of eight. Of these six children, a maximum of three may be young children, and there should only be one child under the age of one. A child is a young child up until 1st September following his or her fifth birthday. Any care provided for older children must not adversely affect the care of children receiving early year’s provision. | *EYFS pg. 31/32* |  |  |
| If a childminder can demonstrate to parents and/or carers and Ofsted inspectors or their childminder agency that the individual needs of all the children are being met, exceptions to the usual ratios can be made when childminders are caring for sibling babies, or when caring for their own baby. If children aged four and five only attend the childminding setting before and/or after a normal school day, and/or during school holidays, they may be cared for at the same time as three other young children. But in all circumstances, the total number of children under the age of eight being cared for must not exceed six. | *EYFS pg. 32* |  |  |
| If a childminder employs an assistant or works with another childminder, each childminder (or assistant) may care for the number of children permitted by the ratios specified above27. Children may be left in the sole care of childminders’ assistants for two hours at most in a single day28. Childminders must obtain parents and/or carers’ permission to leave children with an assistant, including for very short periods of time. For childminders providing overnight care, the ratios continue to apply and the childminder must always be able to hear the children (this may be via a monitor). | *EYFS pg.32* |  |  |

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| ‘Health Criteria | Framework Links | Action Required? | 🗸 |
| Medicines |  |  |  |
| Does the provider promote good health – including oral health within the setting? | EYFS pg. 32 |  |  |
| Procedure for preventing the spread of infection and dealing with illnesses and injuries –  Further advice and guidance can be found in the document: ‘Guidance on infection control in schools and other childcare settings’ by Public Health England see link below:  <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/522337/Guidance_on_infection_control_in_schools.pdf> | EYFS pg. 32/33 |  |  |
| Policy and procedure in place for the administration of medicines – | *EYFS pg.33* |  |  |
| Staff training undertaken in relation to specific medical needs – | *EYFS pg. 33* |  |  |
| Administering medication forms in place, long term and short term, parents’ permission always obtained before the administration of medication both prescribed and non-prescribed- written record of each time medicine is administered to a child –inform parents/carers the same day as soon as reasonably possible. | *EYFS pg. 33* |  |  |
| Food and Drink; |  |  |  |
| Information gained about children’s health and dietary needs recorded and acted upon | EYFS Pg. 33 |  |  |
| Healthy food and drink options – water available at all times. – | EYFS Pg. 33 |  |  |
| food hygiene training(recommendation for childminders) – | EYFS Pg.33 |  |  |
| Suitable area available for preparation of food - | *EYFS pg 33* |  |  |
| Setting registered with the Wirral Environmental Health Dept. |  |  |  |
| Registered providers must notify Ofsted or the child-minder agency with which they are registered of any food poisoning affecting two or more children cared for on the premises. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence – | *EYFS pg.34* |  |  |
| Accident or injury; |  |  |  |
| First aid box accessible at all times with appropriate contents – | *EYFS Pg. 34* |  |  |
| Appropriate and relevant accident/incident documentation in place – | *EYFS pg.34* |  |  |
| Parents informed same day or as soon as reasonably possible of any accident/injury and any first aid treatment- | *EYFS pg.34* |  |  |
| Knowledge of the need to inform Ofsted in relation to serious injury/incident or death of a child as soon as possible but at least within 14 days– providers must also notify local child protection agencies and act on any advice from those agencies. | *EYFS pg. 34* |  |  |

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| ‘Managing Behaviour’ Criteria | Framework Links | Action Required? | 🗸 |
| Providers are responsible for managing children’s behaviour in an appropriate way  Providers must not give corporal punishment to a child  Providers must take all reasonable steps to ensure corporal punishment is not given by any person who cares for or is in regular contact with a child, or by any person living or working in the premises where care is provided.  Behaviour policy and procedure in place (recommendation) – | *EYFS Pg. 34* |  |  |
| Behaviour management, what strategies in place (Star charts etc.) – | *EYFS Pg.34* |  |  |
| Physical intervention or restraint policy and procedure in place. Recording procedures – | *EYFS pg.34* |  |  |
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| ‘Safety and suitability of premises, environment and equipment’ Criteria | Framework Links | Action Required? | 🗸 |
| Safety and suitability of premises, environment and equipment | *EYFS Pg. 35* |  |  |
| Systems in place to ensure that premises including overall floor spaces, outdoor space, are fit for purpose and suitable for the age of children cared for and the activities provided on the premises.  Must comply with requirements of health and safety legislation including fire safety and hygiene requirements.  Is there a Health and safety policy in place (providers must comply with H+S legislation, including fire safety and hygiene requirements) – | *EYFS pg. 35* |  |  |
| Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case pf fire or any other emergency | *EYFS pg. 35* |  |  |
| Clearly defined procedures for emergency evacuation of premises, appropriate fire detection and control equipment, practise drills, fire exits clearly marked, not obstructed and easily opened from the inside | *EYFS pg. 35* |  |  |
| Smoking |  |  |  |
| Providers must not allow smoking in or on the premises when children are present or about to be present.  No smoking policy and signage in place- | *EYFS pg.35* |  |  |
| Premises | *EYFS pg.35* |  |  |
| Are the premises and equipment organised in a way that meets the needs of the children. –check space requirements. | *EYFS pg.35* |  |  |
| Systems in place to ensure children are only released to individuals who have been identified to the provider by the parent i.e. password system, | *EYFS pg.36* |  |  |
| Systems in place to ensure children are not able to leave the premises unsupervised | *EYFS pg.36* |  |  |
| Systems in place to ensure no unauthorised person may enter the premises | *EYFS pg.36*  *Footnote 62* |  |  |
| Procedure for checking the identity of visitors | *EYFS pg.36* |  |  |
| If children stay overnight what additional procedures will need to be considered. | *EYFS pg.36* |  |  |
| Access to outdoor space, space for free movement and well-spread play- | *EYFS pg.36* |  |  |
| Area available for children to rest and relax |  |  |  |
| Sleeping children frequently checked | *EYFS pg.36* |  |  |
| Except in Childminding settings there should be a separate baby room for children under two – ensure that children in a baby room have contact with older children and are moved into the older age group when appropriate. | *EYFS pg.36* |  |  |
| Adequate toilets and hand wash basins  and changing facilities  Except in child minder settings, there should usually be a separate toilet facilities for adults  Suitable hygienic changing facilities for changing children who are in nappies  Adequate supply of clean bedding, towels, spare clothes and any other necessary items is always available. | *EYFS pg.36* |  |  |
| Area to speak privately to parents  Area in group settings for staff breaks away from areas being used by the children | *EYFS pg.36* |  |  |
| Public Liability insurance in place to cover all premises used to provide childcare or childminding | *EYFS pg.37* |  |  |
| Risk Assessment | *EYFS pg.37*  *footnote 63* |  |  |
| 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-  ie:clear policy and procedure in place for assessing any risks to children, staff and parents/carers within the setting– | *EYFS pg.37* |  |  |
| Are risk assessments in place written or verbal e.g. Outings, environment, equipment – regularly reviewed  *footnote 63-health and safety executive* [*http://www.hse.gov.uk/risk/index.htm*](http://www.hse.gov.uk/risk/index.htm)  [*http://www.hse.gov.uk/risk/controlling-risks.htm*](http://www.hse.gov.uk/risk/controlling-risks.htm)  [*http://www.hse.gov.uk/pubns/indg163.htm*](http://www.hse.gov.uk/pubns/indg163.htm) | *EYFS Pg.37* |  |  |
| Providers must determine where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how they are managing risks if asked by parents and/or carers or inspectors. | *EYFS Pg.37* |  |  |
| Outings; | *EYFS pg.37* |  |  |
| Parental permission form in place in relation to outings | *EYFS Pg.37* |  |  |
| Risk assessments completed, written or verbal, including staff ratios | *EYFS Pg.37* |  |  |
| Adequate insurance in place if using vehicles to transport children | *EYFS Pg.37* |  |  |

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| ‘SEND Criteria | Framework Links | Action Required? | 🗸 |
| Policy and procedure in place-recommendation |  |  |  |
| Arrangements in place to support children with SEN or disabilities | *EYFS Pg.37* |  |  |
| * Providers in group provision are expected to identify a SENCO * Childminders are encouraged to identify a person to act as SENCO * Maintained schools and nursery schools must identify a SENCO and have regard to the Special Educational Needs Code of Practice | *EYFS Pg.37*  *EYFS Pg.37 footnote 64* |  |  |

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| ‘Information and Records Criteria | Framework Links | Action Required? | 🗸 |
| Information and records | *EYFS pg.38* |  |  |
| * Strategies in place on how to share information with parents, other settings and agencies to ensure safe and efficient management of the setting and meet children’s needs. * Providers must enable a regular two way flow of information with parents/carers and between providers if a child is attending more than one setting. * If requested providers should incorporate parent/carers comments into children’s records. |  |  |  |
| * How and where is confidential information stored * Are records easily accessible and available * Is confidential information and records about staff and children stored securely and only accessible and available to those who have a professional need to see them | *EYFS pg.38* |  |  |
| Confidentiality policy in place | *EYFS pg.38* |  |  |
| Parents and carers must be given access to all records about their child provided that no relevant exemptions apply to their disclosure under the Data Protection Act 1998 –or doing so may cause harm to their child or other individual ref: Information Commissioners Office website for further information | *EYFS pg.38 footnote 68* |  |  |
| How long are records kept before being destroyed?  Individual providers must determine how long to retain records relating to individual children | *EYFS pg.38 footnote 69* |  |  |
| Providers must be aware of their responsibilities under the Data Protection Act (DPA) 1998 and where relevant the Freedom of Information Act 2000. | *EYFS pg.38* |  |  |
| Register with the Information Commissioners office (ICO) | *EYFS Pg.38* |  |  |
| Information about the child; | *EYFS pg. 38* |  |  |
| * Does the provider have child’s D.O.B., full name, name and address of every parent/carer known to the provider, * Information on any other person who has parental responsibility for the child. * Which parent/carer the child normally lives with * Emergency contact details of parents/carers | *EYFS Pg.38/39* |  |  |
| Information on children from parents, including medical and dietary needs, to ensure they meet their individual needs. (About Me Booklet etc.) - |  |  |  |
| Information for parents and carers; | *EYFS pg.39* |  |  |
| How the EYFS is being delivered in the setting, and how parents /carers can access more information i.e. EYFS parents’ guide |  |  |  |
| Is information available to parents on how the setting supports children with SEN and disabilities? |  |  |  |
| Is the daily routine available for parents to view, reflecting the activities and experiences available and how parents/carers can share learning at home? |  |  |  |
| Information on food and drinks provided in the setting i.e. menus displayed/available |  |  |  |
| Are policies and procedures available for parents to view, if requested( all providers except childminders must make copies available on request ) |  |  |  |
| Is there a procedure in place in the case of a child going missing at or away from the setting? |  |  |  |
| Procedure to be followed in the event of a parent and/or carer failing to collect a child at the appointed time |  |  |  |
| Is information relating to names of staff working within the setting and a child’s key person and role readily available? |  |  |  |
| Do all parents have a contact number for the setting in case of emergency? |  |  |  |
| Complaints | *EYFS pg.39* |  |  |
| Written policy and procedure in place and available for parents |  |  |  |
| Written records are kept of any complaint received and the outcome, outcome of investigations given within 28 days of receiving the complaint. |  |  |  |
| Parents poster displayed with information on how to contact Ofsted |  |  |  |
| Providers must supply a copy of the Ofsted inspection report to parents whose children attend on a regular basis. |  |  |  |
| Information about the provider; | *EYFS pg.40* |  |  |
| Name home address and telephone number of the provider and any other person living or employed on the premises(not childminders) |  |  |  |
| Daily register kept of names and hours of children attend setting and their key person |  |  |  |
| Registration certificate displayed and available to parents on request |  |  |  |
| Name home address and telephone number of anyone else who will regularly be in unsupervised contact with the children attending the early years provision |  |  |  |
| Changes that must be notified to Ofsted; | *EYFS pg. 40/41* |  |  |
| Is the provider aware of when to contact Ofsted?   * Change of address(approval to operate from the premises where appropriate) * Anything that will affect the space available to children and the quality of childcare. * Providers name or address or other contact information * Change of provider * Change of manager * Persons aged 16 or over living or working on domestic premises where Childminding is provided. (ref EYFS pg. 23 footnote 21) * To the persons caring for children on any premises where Childminding is provided * Change of hours childcare is provided /overnight care * Any significant event-affecting suitability of provider/person who cares for/in regular contact with children on the premises they are looked after * Change of company name/registered number if applicable * Change in name/registration number of charity if applicable * Change to nominated individual * Change to any committee members, partners, director, secretary, members of the governing body if applicable |  |  |  |

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| ‘Documents displayed Criteria | Framework Links | Action Required? | 🗸 |
| Certificate of registration (if applicable), public liability insurance, Complaints procedure, Qualification certificates (optional but good practice to display)), visitors book/register, Ofsted parents poster |  |  |  |
| Policies & procedures for:  Safeguarding –  Promoting and ensuring equality of opportunity Concerns and complaints -  Arrival and departure procedures for children, staff, parents and visitors  Administering medicines -  No Smoking  Behaviour Policy  Health and Safety  Staff contingency - over for sickness, absence etc. |  |  |  |