# Early Years and Childcare Safeguarding Self Audit 2024

**This audit is to be completed by all early years and childcare providers as part of Section 11 of the Children’s Act (2004). This places duties on a range of organisations including Local Authorities to ensure their functions, and any services that they contract out to others, are discharged regarding the need to safeguard and promote the welfare of children. School managed or governor run provision do not need to complete this audit as schools complete Babcock Safeguarding Audits.

The audit 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. The more honest you are when completing the audit, the more useful this audit will be in ensuring you are meeting the safeguarding requirements.**

 **Providers must be fully compliant with:** [**The Early Years Foundation Stage (EYFS) Statutory Framework (Revised September 2023)**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1170108/EYFS_framework_from_September_2023.pdf)

**and follow ‘safer recruitment’ procedures when recruiting staff.

This audit:**

* will support you to meet the safeguarding requirements of the Early Years Foundation Stage
* will help you to assess the quality of your safeguarding practice
* will help to ensure that gaps in safeguarding are identified and prompt action is taken to address these areas
* can be included as evidence for Ofsted as part of your Self Evaluation (SEF)

**It is the responsibility of the owner / manager / management committee to ensure that all staff understand their safeguarding responsibilities and that arrangements for safeguarding children comply with the current government guidance and the Devon Children and Families Partnership. For childminders completing this audit the term staff will be referring to Childminder assistants and co-childminders working from your premises.

This audit has been based around the** [**Ofsted Inspecting safeg****uarding in early years, education and skills setting**](https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills/inspecting-safeguarding-in-early-years-education-and-skills) **document published in September 2019.**

**Completed Audits should be emailed to** **Clive.haines@achievingforchildren.org.uk**

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**2. Provider Information**

###  **Name of Provider:**

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### **Name of the person completing the Safeguarding Audit:**

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### **Role of the person completing the Safeguarding Audit:**

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### **Name of the Designated Safeguarding Lead:**

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### **Date of Level 2 Safeguarding Training undertaken by Designated Safeguarding Lead:**

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### **Name of Deputy Designated Safeguarding Lead**

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### **Date of Level 2 Safeguarding Training undertaken by Deputy Designated Safeguarding Lead:**

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**3. Safeguarding Training**

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| How many staff work at your setting? |  |
| Date Basic Awareness Training Completed to Staff: |  |
| Date staff have completed PREVENT Training? |  |
| Date Senior staff members have completed Safer Recruitment Training? |  |

**4. Safeguarding Arrangements**

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| **Item**  | **RAG Rate** | **Action needed**  |
| Do you have a procedure for staff to disclose a change in circumstances that may affect their suitability to work with children? |  |  |
| Has Staff supervision (including safeguarding) been completed? |  |  |
| Do you do Staff appraisals? |  |  |
| Is safeguarding a standing item on the agenda for team meetings? |  |  |
| Has your safeguarding and child protection policy been reviewed? |  |  |
| Have you reviewed your policies relating to safeguarding and child protection? e.g. staff behaviour/conduct, whistleblowing, behaviour management, e-safety, intimate care policy, lost or missing child, complaints etc? |  |  |
| Have you reviewed arrangements with regards to health and safety to protect children and practitioners from harm? i.e. risk assessments are in place that protect children whilst enabling them to take age-appropriate and reasonable risk as part of their growth and development |  |  |
| Have you Reviewed your staffs knowledge with regards to what they would do if they are worried a child may be being abused (minimum annually)? |  |  |

**5. Designated Safeguarding Lead (DSL) Roles and Responsibilities**

**Childminders are the Designated Safeguarding Lead for their setting.**

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| **Item**  | **RAG Rate**  | **Action needed** |
| Are there arrangements in place to ensure a designated member of staff for safeguarding is available (not necessarily on site) at all times that the provision is open? |  |  |
| Is the DSL confident that all staff are able to identify signs and symptoms and understand their role in terms of safeguarding? |  |  |
| Is the DSL confident that children who are unable to share their concerns e.g. babies and very young children have strong attachments with those who care for them? |  |  |
| Do you have a single central record of identity checks, qualifications and vetting checks for all staff and volunteers that is available for Ofsted inspectors to see? (This is a good practice as it is not a statutory requirement for early years inspections) |  |  |
| If using a central record, is this updated regularly? |  |  |
| Have you encouraged staff and volunteers to join the DBS up-date service? |  |  |
| Are all newly qualified staff trained in paediatric first aid and inducted into your safeguarding culture? |  |  |
| Do you have a paediatric qualified first aider on site at all times (including outings and pick-ups)? |  |  |
| Is the access to the premises secure? |  |  |
| Is the DSL aware of their role and responsibility regarding use of mobile phones/devices and cameras, ensuring providers policies and procedures are adhered to? |  |  |
| Is the DSL confident that staff are alert to circumstances when a child may need early help? |  |  |
| Is an Early Help assessment completed as required? |  |  |
| Does the DSL have procedures for managing allegations against adults and understand LADO requirements? |  |  |

**6. Policies and Procedures**

There are clear policies and procedures in place to ensure the safeguarding of welfare of children, young people and adults

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| **Item**  | **RAG Rate**  | **Action needed** |
| All staff and volunteers have read and understood Part one of Keeping Children Safe in Education |  |  |
| All staff Have read your safeguarding policy |  |  |
| Child Protection/safeguarding policy is consistent with government guidance (EYFS, Working Together to Safeguard Children), is up to date and sets out clearly what staff must do if they have a concern about a child/young person and reflects the providers initial procedures |  |  |
| Is the Safeguarding policy available on your website? Is it accessible to parents? |  |  |
| Do you have a Staff Behaviour (Code of Conduct) policy in place? |  |  |
| Are the managing allegations and whistleblowing procedures known to all staff/volunteers? |  |  |
| Are all staff and volunteers aware of and have been given a copy of the whistleblowing policy and procedures? |  |  |
| Are the incidents and accidents that are pre-existing and those that occur in the setting recorded appropriately? |  |  |
| There are procedures to implement the Prevent Duty and keeping children and families safe from the dangers of radicalisation. |  |  |
| Procedures to ensure appropriate action is taken when children stop attending the setting or do not attend regularly. |  |  |

### **When was the Safegusrding Policy last reviewed? \***

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|   |   DD/MM/YYYY |   |
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|  11/10/23 |

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**7. Safer Recruitment and Retention of Staff**

 Adults and volunteers working with children and young people are appropriately recruited and vetted.

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| **Item**  | **RAG Rate**  | **Action needed** |
| All staff are recruited following the safer recruitment guidance in the Keeping Children Safe in Education |  |  |
| Have the following checks been carried out on staff & adults or certificates obtained and the date recorded when the check was completed: -**-** An identity check- An enhanced DBS check/certificate- Further checks on people living or working outside the UK- A check of professional qualifications- A check to establish the person’s right to work in the UK |  |  |
| Confirmation has been received from the employing agency for any supply staff, that they have carried out the relevant employment checks. |  |  |
| All new staff and volunteers receive an induction which includes information on safeguarding procedures (EYFS p21 3.20) |  |  |
| Do you ensure that all adults requiring a Disclosure & Barring Service (DBS) check have an enhanced DBS relating to children? |  |  |
| Do you take up and hold two references for all staff including a reference from their previous employers? |  |  |
| Temporary staff and visitors are made aware of the safeguarding arrangements and responsibilities |  |  |
| All staff and volunteers undertake the appropriate up to date training and have regular refreshers |  |  |
| Designated Safeguarding Lead and staff understand the role of the Local Authority Designated Officer (LADO) and when to contact them? |  |  |

**9. Recording and Specific Safeguarding Issues**

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| **Item**  | **RAG Rate**  | **Action needed** |
| Safeguarding files are stored securely and separately from children’s achievement records |  |  |
| Safeguarding files contain chronology, record of actions taken, notes, minutes of meeting and genogram |  |  |
| The child’s voice is recorded in child protection and early help files. |  |  |
| Safeguarding files are passed on appropriately at transition or shared with another provider/children’s centre/school etc. |  |  |
| Allegations against staff are recorded and stored securely |  |  |
| There is an awareness of contextual safeguarding i.e. child exploitation including sexual, modern slavery, criminal activity. |  |  |
| The provider takes appropriate measures to protect children from online abuse. |  |  |
| There is an acceptable use IT policy in place for all staff, volunteers and parents. |  |  |
| Staff, volunteers, visitors, parents and children are aware of the providers expectations regarding the use of personal electronic devices on the premises. |  |  |
| The provider is compliant with the statutory duty to prevent radicalisation of children and families. |  |  |
| All staff and volunteers are aware of the Fundamental British Values |  |  |
| Have an awareness of female genital mutilation and understand the statutory obligation to report. |  |  |
| Staff recognise that children are capable of abusing their peers and this is covered adequately in the safeguarding polices. |  |  |
| There is an awareness of the additional barriers that exist when recognising signs of abuse and neglect of children who have special educational needs and /or disabilities. |  |  |
| Is the NSPCC Pants campaign used in your provision with children and parents?  |  |  |