

# Safeguarding Audit for Early Years Providers

(Separate School safeguarding audit also available)



This audit:

- 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
- will help to ensure that gaps in safeguarding are identified and prompt action is taken to address these areas
- should be reviewed regularly
- can be included as evidence for Ofsted (Self Evaluation Form)

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 current guidance from government and Wigan Safeguarding Children Board.

**Setting name:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

*ELCC Team use: (Developed July 2017)*

**Consider:**

- **Looking at the safeguarding boards. Do they include all relevant information including Thresholds OFSTED/ LADO posters?**

**Actions:**

- **Looking at policies linked to safeguarding.**

**Actions:**

- **Asking staff on the spot safeguarding questions to test their understanding of policies and procedures.**

**Actions:**

Part 1: Safer Recruitment	Yes (Record supporting evidence)	No (Record action required)
<p><b>1.1 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.</li> </ul> <p>Paragraph 3.9 to 3.13 of the EYFS Statutory Framework explains the provider’s legal responsibility.</p>	<input type="checkbox"/>  Name(s): Date(s):	<input type="checkbox"/>
<p><b>1.2 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 in regard to 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"/>
<p><b>1.3 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>Providers equality policy</li> <li>Health and safety issues</li> </ul> <p>(EYFS 3.20)</p> <p>And also:</p> <ul style="list-style-type: none"> <li>Code of conduct</li> <li>Whistleblowing</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

Allegations Confidentiality		
<p><b>1.4 Does your setting have a record and evidence of all recruitment checks?</b></p> <p>EYFS paragraph 3.12 says that 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).</p> <p>EYFS paragraph 3.69 says that records must be easily accessible and available (with prior agreement from Ofsted these may be kept off the premises).</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>1.5 Have all staff in the setting had an Enhanced DBS check with barred list checks?</b></p> <p>All staff who have regular, unsupervised contact with children in the setting must hold a satisfactory Enhanced DBS/CRB Disclosure with Children’s barred list check.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>1.6 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 have to have had an enhanced DBS check with children’s barred list check.</p>	<input type="checkbox"/>	<input type="checkbox"/> N/A <input type="checkbox"/>
<p><b>1.7 Have parents/carers who regularly support their children or Volunteers who come into the setting had an Enhanced DBS check?</b></p> <p>All parents/carers who regularly support their children or volunteers in the setting who may have</p>	<input type="checkbox"/>	<input type="checkbox"/> N/A

<p><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"/>
<p><b>1.8 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"/>
<p><b>1.9 Are you aware of disqualification by association?</b></p> <p><a href="#">Disqualification under the Childcare Act 2006</a> regulations apply to staff employed in settings and includes the people they live with.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>1.10 Has the ‘suitability’ under the Childcare Act 2006 been recorded for each member of staff?</b>  Providers have a legal responsibility to ensure that each member of their staff team is suitable to work with children and is not disqualified from working with children.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Also explore:</b></p> <ul style="list-style-type: none"> <li>• Does 1 Formal Interview with 2 managers take place?</li> <li>• Is an interview rating given?</li> <li>• Does the setting observe the candidate in the rooms as part of the interview process?</li> <li>• Does the roles and responsibilities / Specification include, ‘responsibilities to safeguard children and to promote the outcome within ECM’?</li> <li>• Does the job advert include a statement regarding commitment to safeguarding children?  Employees provide a full employment history, including periods of unemployment and proof of qualification?</li> <li>• Are contracts in place and are they signed? Are these legally correct and signed.</li> <li>• Identification and eligibility to work in the UK is checked.</li> <li>• Does the staff application form include explanation for any gaps in work history/ If any child in their care is subject to CP Proceedings?</li> </ul>		

<ul style="list-style-type: none"> <li>• Are references kept on site, followed up verbally?</li> <li>• Are health Declarations completed?</li> <li>• Does a Probationary period happen and how is this reviewed?</li> <li>• Is there a telephone log of follow up of references documenting who was contacted, date, time, any further discussions that took place, any follow up required? Is this kept in individual files for each staff member?</li> <li>• Are staff made aware of what could make them disqualified/ by association?</li> <li>• Are managers aware of the necessity for staff having competency in english and maths, and the ways that this can be assured?</li> <li>• Do managers have the 2015 Disqualification guidance on site?</li> </ul>		
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<b>Part 2: Temporary staff and students</b>	Yes (Record supporting evidence)	No (Record action required)
<p><b>2.1 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"/>  N/A <input type="checkbox"/>
<p><b>2.2 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</p>	<input type="checkbox"/>	<input type="checkbox"/>  N/A <input type="checkbox"/>

<p>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>		
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<b>Part 3: Visitors and contracted staff</b>	Yes (Record supporting evidence)	No (Record action required)
<p><b>3.1 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. Log who checked their ID in the visitor's book .</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>Do you have a Visitors code of conduct and policy in place?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Good Practice:</b> 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.</p>		
<p><b>3.2 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>	<input type="checkbox"/>	<input type="checkbox"/>

<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>		
<p><b>Also explore:</b></p> <ul style="list-style-type: none"> <li>Do visitor's sign in and out? Does the signing in book document which staff member has checked each visitors ID?</li> </ul>		

<b>Part 4: Designated Person</b>	Yes (Record supporting evidence)	No (Record action required)
<p><b>4.1 Does your setting have a Designated Lead person for safeguarding who has been trained 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>This person must attend Wigan Safeguarding Children's Boards (WSCB) Designated Lead training every two years.</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. (See 4.2).</li> <li>This person cannot be a member of the committee.</li> <li>Do they access Safeguarding updates regularly? At least yearly?</li> </ul>	<input type="checkbox"/>  <b>Name:</b>  <b>Date:</b>	<input type="checkbox"/>
<p><b>Good practice:</b> Keeping training records will help you to identify when training is due and ensure dates are booked well in advance.</p>		



<p><b>4.2 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></p> <ul style="list-style-type: none"> <li>This person must have completed the Designated Lead Safeguarding training.</li> </ul>	<input type="checkbox"/> <b>Name(s):</b>  <b>Date(s):</b>	<input type="checkbox"/>
<p><b>Also explore:</b></p> <ul style="list-style-type: none"> <li>Do managers ask on the spot safeguarding questions and scenarios as they walk through the nursery?</li> </ul>		

<b>Part 5: Staff training and supervision</b>	Yes (Record supporting evidence)	No (Record action required)
<p><b>5.1</b> Have all other staff attended face to face safeguarding training as approved by the WSCB every three years?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Good practice:</b> Keeping training records will help you to identify when training is due, ensure dates are booked well in advance.</p>		
<p><b>5.2</b> Is there at least one person who holds a current paediatric first aid certificate on the premises at all times, when children are present and who accompanies children on outings?</p> <p>The training must cover the course content as for St John Ambulance or Red Cross paediatric first aid training and needs to be renewed every three years.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Good practice:</b> Keeping training records will help you to identify when training is due, ensure dates are booked well in advance.</p>		
<p><b>5.3</b> Have ALL staff completed PREVENT training?</p>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Managers are advised to complete the face to face 'WRAP' training in addition to online awareness training</p> <p>Other staff should complete online training:</p> <p><a href="https://www.elearning.prevent.homeoffice.gov.uk/">https://www.elearning.prevent.homeoffice.gov.uk/</a>  <a href="http://course.ncalt.com/Channel_General_Awareness/01/index.html">http://course.ncalt.com/Channel_General_Awareness/01/index.html</a></p>		
<p><b>5.4 Do all staff have regular supervision meetings?</b></p> <p>The EYFS requires that all staff must have regular individual supervision meetings with their manager to:</p> <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"/>
<p><b>Good practice:</b> Hold regular meetings/ discuss in supervisions 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 or if anything may affect their ability to work with children. Log on a suitability check and remind staff/ volunteers about their responsibility to inform you immediately of any changes.</p> <p>Free Courses:  <a href="https://www.fgmelearning.co.uk/">https://www.fgmelearning.co.uk/</a>  <a href="http://course.ncalt.com/Channel_General_Awareness/01/index.html">http://course.ncalt.com/Channel_General_Awareness/01/index.html</a></p> <ul style="list-style-type: none"> <li>• Is there a training matrix in place?</li> <li>• Are certificates on site?</li> <li>• Are there opportunities for staff to receive internal support at staff meetings?</li> </ul>		
<p><b>Also explore:</b>  Have any staff accessed training about: CSE, FGM, LAC ,Domestic Abuse, neglect, Impact of Poverty,</p>		

<p>Working with fathers / partners in safeguarding, fabricated illnesses, breast ironing, private fostering, Radicalisation, Online safety, forced marriage.</p> <ul style="list-style-type: none"> <li>• Have any staff accessed the 'Early Help' training?</li> <li>• Is there a training matrix in place that identifies mandatory training and refresher dates?</li> </ul>		
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Part 6: Policies and procedures	Yes (Record supporting evidence)	No (Record action required)
<p><b>6.1 Do you have a child protection/safeguarding policy in place which is in line with the WSCB policy?</b></p> <p>Responsibility for the policy rests with the provider (owner/committee). The provider should ensure a review of the policy at least annually. The policy must be available to and <b>understood</b> by all staff, and available to parents.</p> <p><b>The policy must include:</b></p> <ul style="list-style-type: none"> <li>• Whistle blowing</li> <li>• Physical intervention/Positive handling</li> <li>• Anti-bullying</li> <li>• Health and Safety</li> <li>• The use of mobile phones and camera</li> <li>• Acceptable ICT user</li> <li>• Categories of abuse</li> <li>• Child Sexual Exploitation (CSE)</li> <li>• Forced Marriage (FM)</li> <li>• Female Genital mutilation (FGM)</li> <li>• PREVENT</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> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Individual policies will also refer to the list above.</p>		
<p><b>6.2 Is the telephone number for the Safeguarding Hub / Specialist Assessment Team readily available in the setting?</b></p> <p>All staff must know who to contact if they have concerns about a child or family. See <a href="https://www.wigan.gov.uk/WSCB/Professionals/Report-it-as-a-professional.aspx">https://www.wigan.gov.uk/WSCB/Professionals/Report-it-as-a-professional.aspx</a></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>6.3 Do your policies and procedures refer to all aspects of personal care and follow safer working Practice guidance?</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>• physical contact</li> <li>• personal care</li> <li>• home visiting</li> <li>• babysitting statement etc</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>6.4 Does your setting have a whistle-blowing policy/procedure?</b></p> <p>If staff or volunteers have concerns about malpractice, unsafe or unlawful activities in the setting, allegations against staff they can report this by following the correct procedures and their employment rights are protected.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>6.5 Does your setting have a policy on the use of mobile phones and cameras?</b></p> <ul style="list-style-type: none"> <li>• You must ensure that staff do not carry or use personal mobile phones and cameras</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

<p>while working in the setting.</p> <ul style="list-style-type: none"> <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 nursery's Acceptable media User Policy.</li> </ul>		
<p><b>6.6 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 statutory Framework paragraph 3.45)</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 3.46)</li> <li>• Are medication forms in place documenting when last dosage was given?</li> <li>• Is medication is overseen and administered by 2 staff members?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>6.7 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 3.73).</p> <p>Providers must only release children into the care of individuals who have been notified to the</p>	<input type="checkbox"/>	<input type="checkbox"/>

<p>provider by the parent (EYFS paragraph 3.62)</p>		
<p><b>6.8 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 3.73)</p> <p>Providers must ensure that children do not leave the premises unsupervised. (EYFS paragraph 3.62)</p>		
<p><b>6.9 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 written record of accidents or injuries and first aid treatment.</li> <li>• Providers 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.</li> <li>• Providers must inform parents and/or carers of any first aid treatment given.</li> <li>• Providers 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. Notification must be made as soon as is reasonably practicable and at least within 14 days. <a href="https://ofstedonline.ofsted.gov.uk/outreach/Ofsted_Statutory_Notification.ofml">https://ofstedonline.ofsted.gov.uk/outreach/Ofsted_Statutory_Notification.ofml</a></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> <li>• Who monitors on entry accidents, Accident forms, looks for patterns, follows Child protection procedures if needed?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

<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><b>6.10 Are Risk Assessments in place?</b></p> <p>These should be done indoors and outdoors.</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 3.64)</p> <p>Guidance on risk assessments, including where written ones may be required where five or more staff are employed, can be obtained from the Health and Safety Executive.  <a href="http://www.hse.gov.uk/index.htm">http://www.hse.gov.uk/index.htm</a></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>6.11 Does your setting have an emergency evacuation procedure and lock down 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.  <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> <ul style="list-style-type: none"> <li>• How often are fire alarms tested?</li> <li>• How often do fire evacuations take place? Is this procedure clear? Is this documented? What do staff take out with them? What about the baby room and non mobile children procedure?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Good practice: Develop a locked down/critical incident plan.		
<b>6.12 Does your setting have a named practitioner responsible for Behaviour Management?</b>	<input type="checkbox"/>	<input type="checkbox"/>

<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. Is there a record of physical intervention in place?</p>		
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<b>Part 7: Information for parents/carers</b>	<b>Yes (Record supporting evidence)</b>	<b>No (Record action required)</b>
<p><b>7.1 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> <ul style="list-style-type: none"> <li>• Are staff roles and responsibilities clear/ displayed for staff and parents?</li> <li>• How are parents informed of any changes to policies?</li> <li>• Is Parental responsibility and legal contact captured on admission forms?</li> <li>•</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>7.2 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>• You should make parents aware of your complaints procedure</li> <li>• If your setting is Ofsted-registered you should display this <a href="#">poster for parents</a> with their complaints telephone number. It tells parents about Ofsted's responsibilities.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>7.3 Does your information tell parents/carers about your safeguarding responsibilities?</b></p> <ul style="list-style-type: none"> <li>• It is important to make them aware that you have a duty to report safeguarding concerns about children in the setting.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>



<ul style="list-style-type: none"> <li>Do parents sign children in and out each morning? Does the setting keep a log of who brought and collected children each day?</li> </ul>		
<p><b>7.4 Does your information tell parents/carers how to report a safeguarding concern about a child?</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> <ul style="list-style-type: none"> <li>How do you share safety messages with families? Safety tip of the month from NSPCC, RoSPA, CAPT etc?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Part 8: Additional considerations</b>	<b>Yes (Record supporting evidence)</b>	<b>No (Record action required)</b>
<ul style="list-style-type: none"> <li>Is there internet access for children? How is this monitored? Is permission gained first?</li> <li>Are managers familiar with referral procedures? Have they liaised with LADO in the past?</li> <li>Do managers reflect on SCR and use the lessons learned to influence practice?</li> <li>How is attendance monitored?</li> <li>Do staff sign in each morning?</li> <li>Is the sick child policy up to date? Do the setting give regard to the Infectious diseases advice?</li> <li>Are safe sleep logs in place? Is the safe sleep guidance used? Is this shared with families?</li> <li>Are parents made aware of the non mobile bruising protocol as they start? Do you share the leaflet? <a href="https://www.wigan.gov.uk/Docs/PDF/WSCB/Information-for-Parents-Carers.pdf">https://www.wigan.gov.uk/Docs/PDF/WSCB/Information-for-Parents-Carers.pdf</a></li> <li>Are staff aware of the escalation policy?</li> <li>Are staff aware of the 2015 Threshold of need?</li> <li>Does the data protection policy including safe storage of information about children, Staff and families? Does it link to relevant legislation and the Information Commissioners Office regulatory body?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>• Do you have any children with medical needs? Are R Assessments/ care plans in place? Has the insurance company been made aware? Are the SEN team aware of the children’s needs?</li> <li>• Is there secure locked storage used for all confidential information?</li> <li>• Is there a data protection/ Information sharing policy in place that includes safe storage of information about children, Staff and families and linked to 2015 guidance?</li> <li>• Are the computers/files password protected?</li> <li>• Is there a designated nursery camera? How is this stored? Monitored?</li> <li>• Look at changing arrangements does this respect dignity and safeguard staff? Public liability insurance carried out.</li> <li>• Are staff familiar with Disclosure and Barring Service requirements?</li> <li>• Do you share CEOP advice with parents? Particularly in OOSC.</li> </ul>		
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**Signature of Manager/ owner:** .....

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

## Useful safeguarding publications/ Links

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- [Statutory Framework for the Early Years Foundation Stage](#) (2017, Department for Education [DfE])
- [Safeguarding practitioners: information sharing advice](#) (26 March 2015, DfE)
- [What to do if you’re worried a child is being abused](#) (26 March 2015 DfE)
- [Keeping children safe in education](#) (for schools and colleges) (26 March 2015, DfE) [Keeping children safe in education: for schools and colleges - guidance from 5 September 2016](#)

- [Working together to safeguard children](#) (26 March 2015, DfE) Statutory guidance
  - <http://www.wigan.gov.uk/WSCB/index.aspx>
  - <http://www.childrenengland.org.uk/upload/Guidance%20.pdf>
  - [www.rospa.com](http://www.rospa.com)
  - [www.capt.org.uk](http://www.capt.org.uk)
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  - [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419628/Information\\_sharing\\_advice\\_safeguarding\\_practitioners.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419628/Information_sharing_advice_safeguarding_practitioners.pdf)
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  - <https://www.gov.uk/female-genital-mutilation-help-advice>
  - <https://www.wigan.gov.uk/WSCB/index.aspx>
  - FGM: <https://www.fgmelearning.co.uk/>
  - Prevent: <https://www.elearning.prevent.homeoffice.gov.uk/>
  - Channel: [http://course.ncalt.com/Channel\\_General\\_Awareness/01/index.html](http://course.ncalt.com/Channel_General_Awareness/01/index.html)
  - **Fundamental British Values:** [http://www.foundationyears.org.uk/files/2015/03/Fundamental\\_British\\_Values.pdf](http://www.foundationyears.org.uk/files/2015/03/Fundamental_British_Values.pdf)
  - **Wigan Safeguarding Children Website:** <https://www.wigan.gov.uk/WSCB/index.aspx>
  - **The Prevent duty for schools and childcare providers:**  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439598/prevent-duty-departmental-advice-v6.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)
  - **Booking bug** <http://bespoke.bookingbug.com/wigan/>
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