

# School Improvement Service

## 1. Safeguarding and Compliance

### 1.c EYFS Safeguarding and Welfare Requirements

Safeguarding and welfare requirement		Compliant /Non-Compliant	Actions
<b>Child Protection</b>	<p>Effective safeguarding policy and procedure in place in line with relevant local safeguarding partners (LSP's) which covers actions to be taken where:</p> <ul style="list-style-type: none"> <li>• there are safeguarding concerns about a child;</li> <li>• in the event of an allegation being made against a member of staff;</li> <li>• covers the use of mobile phones and cameras in the setting</li> </ul> <p>All staff are trained to understand the safeguarding policy and procedures which are reviewed and updated with any changes and at least annually.</p> <p><b>LSP- Sunderland safeguarding Partnership (SSCP)</b> <a href="http://safeguardingchildrensunderland.com">Sunderland Safeguarding Children Partnership - Home Page (safeguardingchildrensunderland.com)</a></p> <p>Staff support online safety considerations and use guidance to support this. Staff support children to keep themselves safe. This includes the use of social media.</p> <p><b>Online safety guidance</b> <a href="https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations">https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations</a></p>		
	There is a <b>designated lead</b> for safeguarding who:		

	<ul style="list-style-type: none"> <li>• liaises with statutory children's services agencies and LSP's</li> <li>• provides support, advice and guidance to other staff on an ongoing basis and any specific safeguarding issues as they arise</li> <li>• has attended a CP course that enables them to identify, understand and respond appropriately to signs or possible abuse and neglect</li> </ul> <p>All staff are aware of the Designated Officer (DO) and their role.</p>		
	<p>All staff have training to enable staff to identify the signs of possible abuse and neglect and respond in a timely and appropriate way</p> <ul style="list-style-type: none"> <li>• Changes in behaviour</li> <li>• Well-being deterioration</li> <li>• Unexplained marks and bruising</li> <li>• Children's comments</li> <li>• FGM <a href="https://www.gov.uk/government/collections/female-genital-mutilation">https://www.gov.uk/government/collections/female-genital-mutilation</a></li> <li>• Inappropriate behaviour by staff</li> </ul>		
	<p>Staff have regard to:</p> <ul style="list-style-type: none"> <li>• Working Together to Safeguard Children <a href="http://www.gov.uk">Working together to safeguard children - GOV.UK (www.gov.uk)</a></li> <li>• Staff have a good understanding of the PREVENT duty guidance and British values embedded into practice.</li> <li>• Prevent Duty Guidance for England and Wales <a href="http://www.gov.uk">Prevent duty guidance - GOV.UK (www.gov.uk)</a></li> <li>• <a href="http://www.gov.uk">Protecting children from radicalisation: the prevent duty - GOV.UK (www.gov.uk)</a></li> <li>• Provider has regard to Keeping Children safe in Education <a href="http://www.gov.uk">Keeping children safe in education - GOV.UK (www.gov.uk)</a></li> <li>• <a href="https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2">https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2</a></li> </ul>		
	<p>If staff have any concerns about any child's safety or welfare, they notify agencies with statutory responsibilities (local social care agencies and police if necessary) without delay. Correct contact numbers in place for referrals including out of hours number.</p> <p>Provider understands their responsibility around informing Ofsted of</p> <ul style="list-style-type: none"> <li>• any allegations of serious harm or abuse by any person living, working or looking after children on the premises (whether in relation to allegations on the premises or elsewhere)</li> </ul>		

	<ul style="list-style-type: none"> <li>the action taken in respect of such allegations within 14 days</li> <li></li> </ul> <p><a href="#">Integrated Contact and Referral Team   Together for Children</a></p> <p>ICRT: 0191 561 7007. ICRT Out of Hours 0191 520 5552. Designated Officer (LADO) 0191 5613901</p> <p>Ofsted <a href="#">Report a serious childcare incident - GOV.UK (www.gov.uk)</a></p>		
<b>Suitable People</b>	<p>Effective systems are in place to check staff are suitable to work with children</p> <ul style="list-style-type: none"> <li>References</li> <li>Enhanced DBS <a href="#">Disclosure and Barring Service - GOV.UK (www.gov.uk)</a></li> <li>Other mandatory checks are completed prior to commencing work.</li> <li>Criminal records checks for anyone living or who has worked or lived abroad <a href="http://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants">http://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants</a></li> <li>Regular, effective systems to allow staff to disclose any changes in suitability</li> <li>Staff whos' suitability has not been checked do not have unsupervised access to children</li> <li>Identity checks</li> <li>Qualifications are on the DfE approved list and meet or exceed statutory requirements <a href="https://www.gov.uk/guidance/early-years-qualifications-finder">https://www.gov.uk/guidance/early-years-qualifications-finder</a> <a href="http://register.ofqual.gov.uk/qualification">http://register.ofqual.gov.uk/qualification</a></li> <li>Single Central Register (SCR) in place</li> <li>Referrals made to the disclosure and barring service where a member of staff is dismissed. <a href="http://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006">http://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006</a></li> </ul>		
<b>Staff taking Medication</b>	<ul style="list-style-type: none"> <li>Staff taking medication which may affect their ability to care for children</li> <li>seek medical advice and only work with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly</li> </ul>		
<b>Staff qualifications, training, support and skills</b>	<ul style="list-style-type: none"> <li>The Manager holds an appropriate level 3 qualification or above and has at least 2 years' experience</li> <li>There is a competent named Deputy who is capable and qualified to take charge in the managers absence</li> </ul>		
	<ul style="list-style-type: none"> <li>Provider follows their legal responsibilities under the Equality Act 2010 and treat all staff fairly and equally</li> </ul>		

	<p>All staff receive Induction training which includes:</p> <ul style="list-style-type: none"> <li>• their role and responsibilities</li> <li>• emergency evacuation procedures</li> <li>• safeguarding</li> <li>• child protection</li> <li>• health and safety</li> </ul>		
	<p>A highly effectively performance management system is in place for all staff which supports continual improvement.</p> <ul style="list-style-type: none"> <li>• Regular supervision</li> <li>• Annual appraisal</li> <li>• Coaching</li> <li>• Training which has a positive impact on children's developmental experiences as well as for staff development</li> <li>• Peer observations</li> <li>• Underperformance is addressed</li> <li>• Opportunities for succession planning</li> </ul>		
First Aid	<p>At least one person who has a current PFA certificate</p> <ul style="list-style-type: none"> <li>• is on the premises and available at all times</li> <li>• accompanies children on outings</li> <li>• able to respond to emergencies quickly</li> </ul> <p>All newly qualified entrants after June 30<sup>th</sup> 2016 have a full or emergency PFA certificate within 6 months of starting work</p> <p>PFA emergency is face to face. PFA Full course online and then F2F assessment. First aid at work training in place if required.</p> <p><a href="http://www.hse.gov.uk/pubns/geis3.htm">http://www.hse.gov.uk/pubns/geis3.htm</a> Annex A Page 42 and 43 <a href="#">EYFS framework - March 2021.pdf</a></p>		
Key person	<ul style="list-style-type: none"> <li>• An effective key person system is in place. Every child has a key person who builds positive attachments with the child and parents</li> <li>• Buddy key person in place</li> <li>• Staff have sufficient understanding and use of the English language to ensure children's well being</li> </ul>		

<b>Staff: child ratios</b>	<ul style="list-style-type: none"> <li>Staffing ratios are followed and adhered to at all times</li> <li>Only staff aged 17 or over are included in ratios if suitable. Staff under 17 supervised at all times</li> </ul>		
<b>Childminder's only</b>	<ul style="list-style-type: none"> <li>The childminder cares for a maximum of 6 children under the age of 8 years at any one time (of these 3 at max are young, with only one under the age of 1 year)</li> <li>The childminder can clearly demonstrate how children's needs are being met in regard to any exceptions to the ratios as outlined in 3.43</li> <li>Children are only left in the sole care of any assistants for no more than 2 hours in a day. Parents written permission is gained</li> </ul>		
<b>Health</b>	<p>Good health, including oral health is well promoted</p> <p><a href="#">Oral health - Help for early years providers - GOV.UK (education.gov.uk)</a></p> <p><a href="#">Factsheet 2: Physical Activity Guidelines for Early Years (www.nhs.uk)</a></p>		
Medicines	<p>There are clear policies and procedures in place for storing and administering medication and excluding sick children, which includes</p> <ul style="list-style-type: none"> <li>Recording forms</li> <li>Written consent</li> <li>Storage</li> <li>Disposal of OOD medication</li> <li>Capol etc</li> <li>PFA</li> <li>Training on specific medication</li> </ul> <p><a href="https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities">https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities</a></p> <p><a href="https://www.bma.org.uk/advice-and-support/gp-practices/managing-workload/prescribing-over-the-counter-medicines-in-nurseries-and-schools">https://www.bma.org.uk/advice-and-support/gp-practices/managing-workload/prescribing-over-the-counter-medicines-in-nurseries-and-schools</a></p> <p><a href="https://www.bma.org.uk/advice-and-support/gp-practices/managing-workload/prescribing-over-the-counter-medicines-in-nurseries-and-schools">https://www.bma.org.uk/advice-and-support/gp-practices/managing-workload/prescribing-over-the-counter-medicines-in-nurseries-and-schools</a></p>		
Food and drink	<p>Meals, drinks and snacks are healthy, balanced and nutritious. Fresh drinking water is readily available at all times.</p>		

	<p>Parental information is gathered on children's special dietary requirements, preferences and allergies. Allergies are clearly identified and there are clear procedures for managing this.</p> <p>There is a suitable area for the hygienic preparation of food including sterilisation of equipment for babies food. Staff preparing snack and meals have a current food hygiene qualification.</p> <p>Children are prepared for meal/snack time and well supervised. Mealtimes are sociable occasions. Children are actively involved in mealtimes and this time is used as a learning opportunity for children.</p> <p><a href="https://www.gov.uk/government/publications/example-menus-for-early-years-settings-in-england">https://www.gov.uk/government/publications/example-menus-for-early-years-settings-in-england</a></p> <p><a href="#">Eat-Better-Start-Better1.pdf (foundationyears.org.uk)</a></p> <p><a href="#">Food safety - Help for early years providers - GOV.UK (education.gov.uk)</a></p>		
Accident or injury	<p>First aid box/es in place which are accessible at all times</p> <p>Written records are kept of accident/injuries/first aid treatment. Parents are informed of accidents or injuries on same day and of any treatment given</p> <p>Ofsted is notified of any serious accident, illness, injury to or death of a child as soon as practical, always within 14 days</p> <p>Local CP agencies are informed of any serious accident, illness, injury to or death of a child as soon as practical and act on advice given</p>		
<b>Managing Children's behaviour</b>	<p>Effective procedures in place to manage children's behaviour appropriately and age/stage appropriate</p> <p>Physical intervention- record kept and parents/carers informed on the same day</p>		
<b>Safety and suitability of the premises, environment and equipment</b>	<p>Premises indoors and outdoors are safe, clean and fit for purpose. Routine systems exist to ensure toys and resources used by the children are cleaned regularly.</p> <p>Health and safety, fire safety and hygiene requirements adhered to. Policy and procedure in place. Named member of staff for H and S</p>		

Safety	<p>Children, staff and others on the premises are kept safe in the case of an emergency. Fire/Emergency evacuation procedures are in place and practiced regularly by all children and staff. Records kept.</p> <p>Fire alarms, smoke detectors, fire extinguishers/blankets are in kept in good working order. Fire/emergency exits clearly identifiable, free from obstruction and easily opened form the inside</p> <p>Daily register in place recording times children arrive and leave.</p>		
Smoking and vaping	<p>No smoking or vaping on the premises. Public Health England advice aware</p> <p><a href="https://www.gov.uk/government/publications/use-of-e-cigarettes-in-public-places-and-workplaces">https://www.gov.uk/government/publications/use-of-e-cigarettes-in-public-places-and-workplaces</a></p>		
Premises	<p>Floor space requirements adhered to. Well organized to meet the needs of children.</p> <p>Outdoor play area or outdoor activities accessed on a daily basis</p> <p>Sleeping children are regularly checked in line with government safety guidance. Separate baby room for children under 2 years (except for CM's). Clean bedding, towels, spare clothes etc. always available</p> <p><a href="https://www.nhs.uk/conditions/sudden-infant-death-syndrome-sids/">https://www.nhs.uk/conditions/sudden-infant-death-syndrome-sids/</a></p> <p><a href="https://www.nhs.uk/conditions/baby/caring-for-a-newborn/reduce-the-risk-of-sudden-infant-death-syndrome/">https://www.nhs.uk/conditions/baby/caring-for-a-newborn/reduce-the-risk-of-sudden-infant-death-syndrome/</a></p> <p>Adequate toilets and handbasins for children and separate toilet facilities for adults. Suitable hygienic changing facilities for children in nappies.</p> <p>Confidential area to talk to parents. Area for staff breaks away from children</p> <p>Children are only released into the care of individuals who have been notified to the provider by the parent.</p> <p>Visitors log is completed including date, time and contact details. System to verify the identity of visitors –ID badge requested.</p> <p>Legal responsibilities under the Equality Act 2010 followed (e.g. Reasonable adjustments)</p>		

	<a href="#">equality-act-early-years_online.pdf (councilfordisabledchildren.org.uk)</a>		
Risk assessment	<p>All reasonable steps are taken to minimize risks. Action is taken to rectify identified issues within appropriate time scales.</p> <p>All staff are able to demonstrate how they manage risks effectively</p> <p>Written risk assessments are in place for specific issues and reviewed annually. Daily checklists in place to enhance risk assessments.</p> <p><a href="https://www.hse.gov.uk/simple-health-safety/risk/index.htm">https://www.hse.gov.uk/simple-health-safety/risk/index.htm</a></p>		
Outings	<p>Outings are planned carefully. Full risk assessments for outings are in place and ratios are appropriate for the type of outing.</p> <p>Vehicles and drivers of vehicles used to transport children must be adequately insured</p>		
Special educational Needs	<p>Children with SEND/vulnerable children are identified early and supported effectively and is evident in planning and provision.</p> <p>Send policy is in place. Setting has full regard to the SEND Code of Practice.</p> <p>SEND Coordinator in place and attends the SEND Forum. Attendance at CPD has a positive impact upon practice</p> <p><a href="http://www.gov.uk/government/publications/send-code-of-practice-0-to-25">http://www.gov.uk/government/publications/send-code-of-practice-0-to-25</a></p> <p><a href="#">SEND: guide for early years settings - GOV.UK (www.gov.uk)</a></p>		
Information and records	<p>Provider maintain records appropriately and safely. Records are easily accessible and available. Information is handled in a way that ensures confidentiality <a href="https://www.ncsc.gov.uk/guidance/early-years-practitioners-using-cyber-security-to-protect-your-settings">https://www.ncsc.gov.uk/guidance/early-years-practitioners-using-cyber-security-to-protect-your-settings</a></p> <p>Confidential information and records about children and staff are held securely and only available to those who have a professional right to see them</p> <p><a href="https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice">https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice</a></p>		



	<p>Two way flow of information with parents and other providers in place. Parents/carers are given access to all records about their child, provided that no exemptions apply under DPA.</p> <p>Provider is aware of their responsibilities under Data protection legislation, GDPR, and FIO where appropriate. Registered with ICO</p> <p><a href="https://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation">https://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation</a></p> <p><a href="https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/">https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/</a></p>		
Information about the child	<p>Each child has a record that includes:</p> <ul style="list-style-type: none"> <li>• Their DOB</li> <li>• Name and address of each known parent and anyone with parental responsibility</li> <li>• Who the child normally lives with</li> <li>• Emergency contact details for parents /carers</li> </ul>		
Information for parents and carers	<p>Information is available for parents on</p> <ul style="list-style-type: none"> <li>• How the EYFS is being delivered</li> <li>• The activities, experiences and routines of the provision</li> <li>• How parents can share learning at home</li> <li>• How children with SEND are supported</li> <li>• How food and drinks are provided</li> <li>• The policies and procedures (including the procedure to be followed in the event of a child not collected or in the event of a child going missing)</li> <li>• Staffing, including the name of the child's key person and a contact number for parents/carers to use in an emergency</li> </ul>		
Complaints	<p>There is a written procedure for dealing with concerns and complaints (expect CM's).</p> <p>A written record is kept of any complaints and their outcome. All written complaints are investigated, and an outcome given to the complainant within 28 days</p> <p>Parent are informed of how to make a complaint to Ofsted. There is an up to date complaints procedure and Ofsted parent's poster is displayed.</p>		

	Provider makes parents aware if there are going to be inspected. Last Ofsted inspection report is available for parents to read.		
Information about the provider	Name, address and telephone number kept of everyone living or working on the premises or who will be in regular unsupervised contact with children on the premises (except CM's)  Registration certificate displayed.  Public Liability insurance in date and certificate available.		
Changes that must be notified to Ofsted	<ul style="list-style-type: none"> <li>• Changes to the address of the premises</li> <li>• Changes that affect the space or quality of childcare provision</li> <li>• Changes to the name address or contact details of the provider</li> <li>• Changes to the person managing the provision</li> <li>• Proposals to change the hours of provision</li> <li>• Any significant event which is likely to affect the suitability of the provider or anyone regularly in contact with children</li> <li>• Any change in the name or registered number of the company or charity providing the EY provision</li> <li>• Any change to the nominated individual, partners, director, secretary or members of the governing body where childcare is provided by a partnership, body corporate or unincorporated association</li> <li>• of any food poisoning affecting two or more children cared for on the premises</li> <li>• Cases of Covid/in relation to current guidance <a href="#">Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)</a></li> </ul>		
Other legal duties	Provider meets their duties under: <ul style="list-style-type: none"> <li>• Employment laws</li> <li>• Anti-discriminatory legislation</li> <li>• Health and safety legislation</li> <li>• Data collection regulations</li> <li>• Duty of care</li> </ul>		

Date Completed

Completed by

