

ANNUAL SAFEGUARDING SELF ASSESSMENT AUDIT 2023/2024

Oasis Childcare Centre

Completed by: Lorna Trudgeon - Safeguarding Lead (DSL)

Briony Sedgeman/Juliette George - Deputy Safeguarding Leads (DDSL)

Lindsay Roberts/Hollie Empson – Assistant Deputy Designated Safeguarding Leads (ADDSL)

Mark Fletcher – Designated Safeguarding Lead on the Committee

Date Self-Assessment Completed: 30.08.2023

1	Compliance	Yes/No as appropriate ¹	Comments/Evidence
1.1	The setting complies with the requirements of 'Keeping Children Safe in Education' (September 2023)	Yes	
1.2	How have you updated staff new to the setting about Keeping Children Safe in Education (KCSiE)? How does the setting include safeguarding in the induction process for new staff?	Yes	

¹ **If Yes – please indicate/cross refer to evidence**

If No - what action are you taking? (add to action plan below)

1.3	<p>What steps do you take to ensure that key safeguarding information is known to:-</p> <ul style="list-style-type: none"> • Permanent staff • Temporary staff (bank staff) • Volunteers • Committee Members • Parents • Visitors 	Yes	
2	Early Help/Child Protection Process	Yes/No	Comments/Evidence
2.1	How does the setting engage with the Early Help Hub?	Yes	
2.2	With which key agencies do you have the best liaison arrangements?	Yes	
2.3	The setting understands and implements the Resolving Professional Differences (escalation) process as necessary	Yes	
2.4	The DSL or DDSL attends Initial, Review and Core group Child Protection Conferences and provides relevant and required reports on time.	Yes	
2.5	Are reports shared with parents ahead of the conference?	Yes	
2.6	How does your setting ensure that relevant information is provided to ICPC (Initial Child Protection Conference) and RCPC (Review Child Protection Conference) during holiday time? ²	Yes	

3	Children Missing Out of Education and /or on a reduced Timetable Children Missing Education	Yes/No	Comments/Evidence
3.2	In the event that a child is in danger of exclusion the setting can demonstrate that it has formally assessed, and mitigated against, the level of risk in respect of safeguarding, including: - child sexual exploitation and radicalisation, before making any decision to exclude.	Yes	
3.4	The setting takes appropriate action to ensure that children with a child protection plan/EHCP are not placed on a reduced timetable.	Yes	
4	Equality and Diversity	Yes/No	Comments
4.1	How does the setting meet its equality and diversity responsibilities?	Yes	
4.2	If the setting has had experience of hate crime, please indicate its nature and frequency	No	
4.3	The setting supports, informs, protects and enables children to question their gender identity to achieve their full potential whilst in education.	Yes	
4.4	Have staff received equality and diversity training to ensure that the setting promotes fundamental British values – democracy, individual liberty and mutual respect and tolerance of those with different faiths and beliefs?		
4.5	Has a Prevent Duty risk assessment taken place?	Yes	

5	Safer Recruitment ³		
5.1	The setting is satisfied that safe recruitment practices are in place, operated and regularly reviewed	Yes	
5.2	The setting has a Single Central Record which is available and updated regularly as a working document?	Yes	
5.3	<p>The setting is satisfied that it has undertaken all of the required pre-employment checks in accordance with current legislation, prior to an individual starting work in the setting. This includes (but is not limited to) –</p> <ul style="list-style-type: none"> a) Relevant DBS check b) Childcare disqualification declaration c) Qualifications d) References e) Overseas checks f) Health Declaration questionnaire 	Yes	
6	Workforce	Yes/No	Comments
6.1	The setting has a named Designated Safeguarding Lead (DSL) who is a member of the senior management team, is the designated lead for Child Sexual Exploitation (CSE) and the Single Point of Contact (SPOC) for the Prevent agenda.	Yes	
6.2	The setting has a Designated staff member for Children in Care, Children Previously in Care and children Adopted from Care, who is aware of his/her responsibilities in line with current DfE Guidance.	Yes	

6.3	How is safeguarding covered in staff meetings?	Yes	
6.4	The setting has developed a code of conduct for staff that clearly outlines the setting's expectations in relation to the behaviour of all staff and volunteers. This is provided to all staff and volunteers at induction.	Yes	
7	Record Keeping and Information Sharing	Yes/No	Comments/Evidence
7.1	What recording system does the setting use for recording safeguarding concerns?	Yes	
7.2	When there is a change in senior leadership/roles and responsibilities, does the setting ensure that child protection information is shared appropriately with new post holders?	Yes	
7.3	Does the setting ensure that chronologies are maintained and updated for children where there are safeguarding concerns?	Yes	
7.4	If the setting uses an electronic system to transfer/share child protection records/information, what steps have been taken to ensure the security of the transfer and receipt of such files to another establishment?	Yes	
7.5	The DSL regularly reviews child protection and concern files and follows up and records outcomes to ensure a full and accurate record is held.	Yes	
7.6	The setting undertakes a handover/transfer of Child Protection files within 5 days of a child transferring setting to the new setting. This may include a discussion with the new setting.	Yes	

7.7	The setting keeps signed receipts for Child Protection files which have been transferred to another establishment.	Yes	
7.8	Once the setting has handed over child protection files, and received a receipt, the setting ensures that no child protection records or copies of such records have been retained.	Yes	
8	Training (see below – Section 13)		Comments/Evidence
8.1	All DSL and DDSL have received Multi-Agency Child Protection Training within the last 2 years.	Yes	
8.2	How does the setting ensure that staff are fully briefed and aware of:- Signs of neglect Domestic Abuse Child Exploitation (CSE & CCE) Child Sexual Abuse Vulnerability of children with SEND? Peer on peer abuse	Yes	•
8.3	What training have staff received to enable them to support pupils/students with their mental health?	Yes	
8.4	What steps are taken to ensure that new staff are made aware of the Prevent and Channel guidance?		
8.5	The settings Committee have received/attended training on safeguarding responsibilities.		
8.7	How does the setting ensure that workers from 3 rd party providers of services have received	Yes	

	safeguarding and child protection training which should be noted in letters of assurance?		
8.8	How does the setting measure the effectiveness of safeguarding training for its staff?	Yes	
9	Governance	Yes/No	Comments/Evidence
9.1	How does the Committee ensure that it is meeting the requirements of Keeping Children Safe in Education, September 2023?	Yes	
9.2	The setting has a named Committee Member with responsibility for Safeguarding	Yes	
9.3	How does the safeguarding Committee Member engage with the setting?	Yes	
9.4	The setting has a Committee Member with responsibility for 'Whistleblowing' incidents and actions.	Yes	
9.5	The Management Committee regularly receive a report outlining how the setting is fulfilling the statutory requirements for safeguarding. These reports and any identified actions are clearly referenced in the minutes of the meetings.	Yes	
10	Safeguarding Culture		
10.1	How is the voice of the child heard in your setting? What action is taken to support the child's voice.	Yes	
10.2	How do you ensure that the voice of the most vulnerable children are heard?	Yes	

10.3	How robust is your setting in logging and taking action around bullying, including homophobic bullying and racism.		
10.4	How does your setting support children with mental health issues/well-being?	Yes	
10.5	How is safeguarding embedded in the curriculum?	Yes	
11	Parents/carers		Comment/Evidence
11.1	How do you ensure that the views of the parents and carers are gathered in relation to their child's wellbeing and safety in setting?	Yes	
11.2	What safeguarding information is provided for parents/carers?	Yes	
12	Mental Health		Comment/Evidence
12.1	How does your setting promote positive mental health/well-being?		
12.2	What support is offered to children where there are concerns relating to their mental health?		
12.3	How and where are incidents of self-harm recorded?		
12.4	How well does your curriculum promote positive mental well-being in children?		

13	Staff well being		Comment/Evidence
13.1	What does the setting do to promote staff well-being?		
13.2	What supervision is offered to staff who are offering pastoral and safeguarding support to children in the setting?		
14	Safeguarding and the environment		Comment/Evidence
14.1	What does your setting do to promote the impact of climate change within the curriculum and culture of the setting?		
14.2	How is your setting reducing the use of single use plastic?		
14.3	Can you provide examples of the recycling that you do?		
14.4	How is the setting trying to reduce its CO2 emissions?		
15	Allegations against staff	Yes/No	Comment/Evidence
15.1	The setting is satisfied that clear guidance on recording, reporting and managing	Yes	

	concerns/allegations is readily available to all workers (paid and unpaid).		
15.2	The setting is satisfied that all workers know the procedures to be followed if an allegation is made against a member of staff	Yes	
15.3	What information is given to staff in relation to whistle blowing?	Yes	
15.4	The setting consults with the Local Authority Designated Officer (LADO) for advice and guidance and to make referrals when an allegation has been made about a member of staff.	Yes	
15.5	Does the setting have a record of advice and guidance sought from and referrals made to the LADO?	Yes	
15.6	Does the setting make referrals to the Disclosure and Barring Service (DBS) if a member of the workforce is dismissed or resigns pending dismissal, as a result of safeguarding concerns?	Yes	
15.7	A member of the Management Committee (usually the chair) has been nominated to be responsible for liaising with the LA and partner agencies in the event of an allegation of abuse being made against the manager.	Yes	
16	Vulnerable Adolescents		Comment/Evidence
16.1	How do make sure that each young person has someone they see as a trusted adult, who they can talk to if they are worried about something?		

16.2	How do you make sure that young people understand the signs and symptoms of exploitation and know what to do if they or a friend experience it?		
16.3	How do you support young people to feel safe enough to tell someone if they know one of the friends is experiencing exploitation or abuse?		
16.4	What other actions are you taking to make sure that vulnerability to exploitation and exploitation relationships do not develop in the setting environment? (Contextual safeguarding)		
17	E-Safety		Comment/Evidence
17.1	<p>What steps do you take to ensure that key E-Safety information is known to:</p> <ul style="list-style-type: none"> • Permanent staff • Temporary staff (bank staff) • Volunteers • Committee Members • Parents • Visitors • Children 		
17.2	How is E-Safety embedded in the curriculum?		

SECTION 17 – TRAINING⁴

Please record information on relevant/required training that has been undertaken by or delivered to your workers.

Multi Agency Safeguarding and Child Protection Training*

Safeguarding Role	Name	Position held in setting	Relevant training	
			Details	Dates
Designated Safeguarding Lead (DSL)	Lorna Trudgeon	Senior Centre Manager	Level 3 Level 3 with a focus Domestic Abuse	April 2022 February 2022
Deputy Designated Safeguarding Lead (DDSL)	Briony Sedgeman	Deputy Centre Manager	Level 3	April 2022
Deputy Designated Safeguarding Lead (DDSL)	Juliette George	Deputy Centre Manager	Level 3	April 2022
Assistant Deputy Designated Safeguarding Lead (ADDSL)	Emily Wallis	Assistant Deputy Manager	Level 3	December 2021
Assistant Deputy Designated Safeguarding Lead (ADDSL)	Lindsay Roberts	Early Years Assistant	Level 3	October 2021
Designated Staff member for Children in Care, Previously Looked after Children and Children Adopted from Care	Lorna Trudgeon	Senior Centre Manager	Children in Care Training	March 2021
Committee Member with responsibility for safeguarding	Mark Fletcher	Committee Member	Level 3	October 2021
	Zoe Curnow	Oasis Chairman	Level 3	October 2022

Single Agency Child Protection Training

All staff and volunteers must have access to appropriate whole setting safeguarding training which is regularly updated.

What steps are taken to ensure that training being delivered complies with the minimum requirements set out by Our Safeguarding Children Partnership (OSCP)? Content should include:- Dealing with a disclosure; signs and indicators; CSA; CSE; FGM; Radicalisation; Keeping yourself safe; managing allegations against staff; Domestic Abuse; Neglect

Date of delivery: All staff have received Single Agency Protection Training: Please see staff training grid.

Training delivered by: Caroline Brixton (CB Consultancy)

Safer Recruitment Training*

*At least one member of the settings interview panel should have successfully completed Safer Recruitment Training – recommended update 2 -3 years, due to on-going changes in guidance.

Name	Role	Training provider	Date completed
Lorna Trudgeon	Designated Safeguarding Lead (DSL)	Reconstruct	September 2020 – awaiting renewal date
Briony Sedgeman	Deputy Designated Safeguarding Lead (DDSL)	Reconstruct	September 2020 – awaiting renewal date
Joanne Laity	Committee Member	CB Consultancy	February 2021

ACTIONS IDENTIFIED FOR 2022-2023

Action plans demonstrate that the setting is actively considering and ensuring that its leadership and staff are working on the premise described in Keeping Children Safe in Education – “It could happen here”.

2023-2024 actions identified and outcomes – this should be clearly cross referenced from our Safeguarding Action Plan and Quality Assurance Feedback

Issue identified	Action taken	Responsible person	Completed Y/N
<p>Manager and Deputy Manager to renew Fire Warden Training.</p>	<p>Explore training directory to find suitable date/time for Manager and Deputy Manager to attend training:</p> <ul style="list-style-type: none"> • Lorna Trudgeon and Briony Sedgeman: 13.09.2023 • Juliette George and Lindsay Roberts: due April 2024 <p>Oasis (Administrator) to book places on appropriate course.</p> <p>Following completion of the training, review policies, procedures and practice to make any necessary amendments.</p>	<p>Lorna Trudgeon and Briony Sedgeman</p>	
<p>Manager and Deputy Manager to renew Safer Recruitment Training.</p>	<p>Explore training directory/CB Consultancy to find suitable date/time for Manager and Deputy Manager to attend training.</p> <p>Oasis (Administrator) to book places on appropriate course.</p> <p>Following completion of the training, review policies, procedures and practice to make any necessary amendments.</p>	<p>Lorna Trudgeon and Briony Sedgeman</p>	

Previous actions and outcomes identified from our 2022-2023 Action Plans:

Issue identified	Action taken	Responsible person	Completed Y/N
Manager and Deputy Manager to renew Fire Warden Training.	<p>Explore training directory to find suitable date/time for Manager and Deputy Manager to attend training.</p> <p>Oasis (Administrator) to book places on appropriate course.</p>	Lorna Trudgeon & Briony Sedgeman	Training booked for 13.09.23
Audit and organise all paperwork stored in the onsite loft.	<p>Manager and Deputy Manager to audit the paperwork stored in the onsite loft in-line with Data Retention Guidelines.</p> <p>Explore options for industrial shredding companies to dispose of confidential waste.</p> <p>Purchase archive boxes to organise and store remaining paperwork.</p>	Lorna Trudgeon & Briony Sedgeman	Y – All paperwork stored in the onsite loft has been audited and confidentially disposed of using a local shredding company (September 2022).
Audit and organise the paperwork and documents stored in the online storage drive.	Manager and Deputy Manager to audit the paperwork and documents stored in our online drive in-line with Data Retention Guidelines.	Lorna Trudgeon & Briony Sedgeman	Y - Ongoing – The majority of the paperwork/documents stored in the online storage drive have been audited, organised and deleted as necessary in line with Data Retention Guidelines.