



The Safeguarding and Welfare Requirements Tool Kit has been designed as an optional tool for Private, Voluntary, Community and Independent Childcare provisions to include Childminder Agencies working with the Statutory Framework for the Early Years Foundation Stage (September 2014).

This document, the **Safeguarding and Welfare Requirements Audit** is one of four documents within the tool kit.

Please note the Safeguarding and Welfare Requirements Tool Kit does not replace referring to the Statutory Framework for the Early Years Foundation Stage (September 2014), Ofsted guidance or legislation.

This document takes into consideration the 'Ofsted Early Years inspection handbook' August 2015 and [Inspecting safeguarding in early years education and skills settings August 2016](#) and will enable you to identify the change for your consideration.

If you are a new provision, the Safeguarding and Welfare Requirements Tool Kit will allow you to:

- Audit your setting to enable you to meet the requirements of the Early Years Register
- Access current documents, publications and websites that are required for developing and maintaining quality environments for children
- Implement an effective review and reflection cycle
- Plan a staff induction and training programme

If you are an established provision the Safeguarding and Welfare Requirements Tool Kit will allow you to:

- Review your provisions policies and procedures in line with current legislation/local polices and procedures
- Use sections of the Safeguarding and Welfare Requirements Tool Kit for discussions within team and management meetings
- Link to your settings staff induction process
- Identify areas of strength and areas for development within your review cycle
- Review your staff training programme

		Comments/ Actions Required
Consider the points below:		
1	The date and grade of last Ofsted inspection	
2	Actions and recommendations from the last Ofsted inspection have been completed or a clear action plan is in place	
3	All staff have read the provisions Ofsted inspection	



	Report?	
4	New staff appointments since the last Ofsted inspection	
5	A copy of the Ofsted inspection report is made available to parent and/or carers?	

Safeguarding and Welfare Requirements		Comments/ Actions Required
Child Protection		

Consider the points below:

6	The provision has an effective CHILD PROTECTION (safeguarding) policy and procedures in line with Local safeguarding Children’s Board (LSCB) guidance in place. This MUST include peer on peer abuse/female genital mutilation (including mandatory reporting)/child sexual exploitation/online safety	
7	Arrangements for safeguarding children are well embedded.	
8	Clear policies and procedures are known and understood by all staff and implemented consistently and there is evidence of how the management test this knowledge (quiz/training/follow up)	
9	Policy and procedures are reviewed and updated following any training attended or changes in legislation.	
10	Changes to the policy and procedures are shared with staff and parent and/or carers.	

Child Protection		Comments/ Actions Required
------------------	--	----------------------------

Consider the points below:

11	The provision has a designated and appropriately trained lead safeguarding practitioner and this person MUST be available at all times of opening. *The lead practitioner (and cover) attends Multi-Agency Child Protection training every two years AND receives updates at least annually. Does this assigned person have a Designated Child Protection Officer Job Description?	
12	Who would assume this role in the lead practitioner’s absence? *They must receive the same level of training.	
13	How does the lead practitioner ensure all staff understand and feel confident to implement the provisions procedures? Where is the evidence?	
14	The lead practitioner is responsible for providing support, advice and guidance to any other staff on an on-going basis and on any specific safeguarding issue as required.	
15	The provision trains all staff to ensure they are able to identify signs of possible abuse and neglect at the earliest opportunity and monitor, record and respond in a timely, consistent and appropriate way. These may include: <ul style="list-style-type: none"> • Significant changes in children's behaviour • Deterioration in children’s general well-being. 	



	<ul style="list-style-type: none"> • 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; and/or • Inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role responsibilities; or inappropriate sharing of and images. • ALL STAFF MUST understand the concept of Early Help to reduce escalation of need <p>Do you consider patterns of absence that may indicate a safeguarding concern? Consider how you work with parents to promote children’s good attendance especially those who receive pupil premium.</p>	
Child Protection		Comments/ Actions Required
Consider the points below:		
16	There are procedures for sharing all policies with all staff	
17	Staff are trained in safeguarding every TWO years, and kept up to date with any changes in legislation.	
18	The provision has an Employee Code of Conduct that includes staff behaviour policy. The Employee Code of Conduct reviewed at team meetings or at staff supervisions.	
19	What are the procedures for allegations made against staff/volunteers. The procedures are inline with the LSCB procedures.	
20	Is there a staff confidentiality policy.	
21	<p>Does the provision’s safeguarding policy contain a statement on the use of video/tape recordings, mobile phones, photos, and online activity/webcams?</p> <ul style="list-style-type: none"> • What is the provision’s social media policy? • What is stated in the staff contracts regarding social media and use of mobile phones? • Are staff allowed to accept ‘friend requests’ on face book with parent and/or carers who access your provision? • Is social media covered in the provisions confidentiality policy? • Do you have appropriate filters and monitoring systems to ensure children do not have access to harmful online material? Do you have an online 	



	safety policy? How do you support parents to keep their children safe online AT HOME?	
22	The provision has regard to the Governments statutory guidance 'Working Together to Safeguard Children' Do you have the most up to date copy? (MARCH 2015) Are you aware of the document inspectors follow when inspecting safeguarding in settings? 'Inspecting safeguarding in early years, education and skills settings' August 2016.	
23	Procedures are in place to inform Ofsted of any allegations of serious abuse or 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).	
24	Registered providers must also notify Ofsted of the action taken in respect of the allegations.	

Suitable People		Comments/ Actions Required
-----------------	--	----------------------------

Consider the points below:

25	Staff looking after children are suitable to fulfil the requirements of their roles.	
26	Providers meet there responsibilities under the Safeguarding and Vulnerable group Act 2006.	
27	Staff know that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (including disqualification if staff live in the same household as another person who would be disqualified – disqualification by association). Do you require staff to complete a disqualification by association declaration/is this included in supervision discussions and is this included in their staff file and on the single central record?	

Suitable People		Comments/ Actions Required
-----------------	--	----------------------------

Consider the points below:

28	Evidence of enhanced Criminal Records Bureau (CRB) Disclosure/ Disclosure and Baring Service Check for anyone who <ul style="list-style-type: none"> works directly with children; lives on the premises on which the childcare is provided; and/or works on the premises on which the childcare is provided (unless they do not work on the part of the premises where the childcare takes place, or do not work there at times when children are present). Do all staff, volunteers and committee members/trustees	
----	--	--



	appear on the single central record for the setting?	
Staff		Comments/ Actions Required
Consider the points below:		
29	Providers must not allow people whose suitability has not been checked, (including through a CRB/DBS check), to have unsupervised contact with children being cared for.	
30	Where an employer becomes aware of relevant information which may lead to disqualification of an employee (including ...by association), the provider must take appropriate action to ensure the safety of children. Is this included in your policy? Do you have evidence that provides a prompt on what information needs to be shared?	
31	Staffs looking after children are suitable to fulfil the requirements of their roles.	
32	Evidence of enhanced Criminal Records Bureau (CRB) Disclosure/ Disclosure and Baring Service Check for anyone who <ul style="list-style-type: none"> • works directly with children; • lives on the premises on which the childcare is provided; and/or • Works on the premises on which the childcare is provided (unless they do not work on the part of the premises where the childcare takes place, or do not work there at times when children are present). 	
Staff taking medication/other substances		Staff taking medication/other substances
Consider the points below:		
33	A no alcohol/substances policy is in place	
34	A medication policy for practitioners is in place. Does it contain guidelines about notifying the provision if taking medication could impair their ability to work with children?	
35	Staff medication on the premises is secured securely out of reach of children	

Staff qualifications, training, support and skills		Comments/ Actions Required
Consider the points below:		
36	The manager must hold at least a full and relevant level 3 qualification. The manager should have at least two years' experience of working in an early years setting, or have at least two years' other suitable experience	
37	The provider must ensure there is a named deputy who, in their judgement, is capable and qualified to	



	take charge in the manager's absence.	
38	At least half of all staff (except the manager) must hold at least a full and relevant level 2 qualification.	
39	A record of staff qualifications and continuous development are kept	
40	All staff receive an induction to help them understand their roles and responsibilities. This should include information about: <ul style="list-style-type: none"> • Probationary period • Management and staffing structure • Roles and responsibilities • Supervision cycle • Emergency evacuation procedures • Safeguarding and child protection • Equality policy • Health and safety issues 	
41	Arrangements are in place for regular staff supervision, which provides opportunities for staff to: <ul style="list-style-type: none"> • Discuss any issues – particularly concerning children's development or well-being • Identify solutions to address issues as they arise • Receive coaching to improve their personal effectiveness. 	
42	Regular supervisions are carried out and identify any training needs to ensure they can offer quality learning & development experiences for children, securing opportunities for continued professional development. <i>Whereas we acknowledge that an appraisal is no longer a regulated requirement however an effective appraisal can support the professional development needs of the individual staff alongside the regular supervision.</i>	
43	Job descriptions are relevant, up to date and reviewed annually with staff.	
44	Job descriptions are in place for designated roles of SEND or Safeguarding to ensure the liaison is clearly aware of their duties in respect of this.	
45	Up to date management and staffing structure in place. Including information about committee members and governing bodies.	
46	A contingency plan is in place for staff absences	
47	Staff have sufficient understanding and use of English to ensure the well-being of children.	

Key Person	Comments/ Actions Required
Consider the points below:	
48	Each child is assigned a key person on entry to the



	setting.	
49	Parent and/or carers are informed of who their child's key person is along with an explanation of the role of key person.	
Staff : child ratios		Comments/ Actions Required
Consider the points below:		
50	Staffing arrangement and deployment of staff meet the needs of all children and ensure their safety. At least one person has a current paediatric first aid certificate and is present and must accompany children on outings. Providers must take into account the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.	
51	Children are adequately supervised, and are usually within sight and hearing of staff and always within sight or hearing.	
52	Parent and/or carers are informed about staff deployment, and, when relevant and practical aim to involve them in these decisions.	
53	The ratio and qualification level of staff: children is met at all times. (Please refer to pages 22-25 of the Statutory Framework for the Early Years Foundation Stage 2014).	

Health: Medicines		Comments/ Actions Required
Consider the points below:		
59	A medication policy and procedure is in place and includes: <ul style="list-style-type: none"> • A procedure for responding to children who are ill and infectious; the procedure is shared with parent and/or carers and carers. • Details of staff who can administer medication • Systems for obtaining information about a child's health/medication needs and how this will be kept up to date. • Written records of all prescribed and non-prescribed medicines administered to children, including parent and/or carers signatures to confirm they have been informed. • Details of prior written parental permission for each and every medicine before given. • Systems are in place for monitoring and reviewing medication records. • Details of how and where medication will be stored. 	
54	Good health of all children, parent and/or carers and staff is promoted.	
55	Necessary steps are taken to prevent the spread of infection.	



Health: Medicines		Comments/ Actions Required
Consider the points below:		
56	Sufficient information is gathered about the medical conditions of any child prior to starting the provision or as soon as the provision is notified of a change in a child's health needs.	
57	Healthcare plans are implemented to support a child where necessary. Consider how do you ensure consistency of care when supporting a child's with medical and health needs?	
58	Training is provided for staff where the administration of medication requires medical/technical knowledge.	

Accident and Injury		Comments/ Actions Required
Consider the points below:		
59	A first Aid box is accessible at all times with appropriate content for use with children.	
60	A written record of accidents or injuries is kept with details of first aid treatment given.	
61	Parents are informed of any accident or injury the child sustained and details of any first aid treatment give. Parent and/or carers are required to sign the record to confirm they have been informed	
62	Procedures are in place for notifying Ofsted and LSCB of any serious accident, injury, illness or death of any child whilst in the providers care	
63	A record is kept of staff that hold current paediatric first aid certificates.	
64	Systems are in place for monitoring and reviewing accident and incident forms	

Food and Drink		Comments/ Actions Required
Consider the points below:		
65	The provision obtains information about special dietary requirements, preferences and food allergies and special health requirements.	
66	The provision works with the Local Authority Environmental Health and implements advice/requests	
67	Fresh drinking water is available at all times	
68	Meals, snack and drinks to be healthy, balanced and nutritious	
69	The provision records and acts on information from a parent about a child's dietary needs	
70	Area equipped to provider healthy meals, snacks and drinks for children. A suitable facility for hygienic preparation of food for children	



Food and Drink		Comments/ Actions Required
Consider the points below:		
71	All staff involved in preparing and handling food must receive training in food hygiene	
72	The provision notifies Ofsted of any food poisoning affecting two or more children within 14 days.	
Managing Behaviour		Comments/ Actions Required
Consider the points below:		
73	The provider is responsible for managing children's behaviour consistently. The provider must consider when the use of physical intervention may be necessary and an anti-bullying clause.	
74	A record is kept of any physical intervention uses, and parent and/or carers are informed of this.	
75	The provisions expectations of children's behaviour are fair and related tot the child's age/stage of development.	
76	Staff consistently implement behaviour procedures within the setting	
77	How you support British values in your setting? Do you have a sound system in place that evidences British Values are genuinely embedded into practice?	
78	Children know the rules and boundaries within the provision and are constantly supported to implement them.	
Safety and Suitability of Premises, Environment and Equipment		Comments/ Actions Required
Safety		
Consider the points below:		
79	The premises are fit for purpose. The furniture, equipment and resources are suitable for ages/stages e.g. conform to safety standards, stimulating, challenging, adaptable and accessible	
80	Premises and equipment are kept clean and comply with health and safety legislation.	
81	The health and safety procedures detail identifying, reporting and dealing with accidents, hazards and faulty equipment and meet Health & Safety requirements. (www.hse.org.uk)	
82	Emergency exits are clearly identifiable and fire doors are free of obstruction and easily opened from inside.	
83	There is appropriate fire detection and control equipment which are in working order	
Safety and Suitability of Premises, Environment and		Comments/ Actions Required



Equipment		
Safety		
Consider the points below:		
84	An emergency evacuation procedure is in place. The procedure includes: <ul style="list-style-type: none"> • A room and building plan • Routes and exits • Clear procedure • Meeting point • Fire/emergency evacuation officer role • Fire/emergency log/record Record of evacuation drills	
85	Does the provision have emergency lighting?	
Smoking		Comments/ Actions Required
Consider the points below:		
86	Providers must prevent smoking in a room, or outside play area when children are present or about to be present.	
Premises		Comments/ Actions Required
Consider the points below:		
87	The premises are organised in a way that meets children’s needs, and where reasonable, the facilities, equipment and access to the provision is suitable for children with disabilities. The provision reviews the organisation of a room when new children join the group?	
88	The provision meets the indoor space requirements as detailed in 3.57 page 27 of the Statutory Framework for the Early Years Foundation Stage 2014.	
89	The children have access to planned daily outdoor activities unless unsafe weather conditions.	
90	A place/space must be made for children who wish to relax, play quietly or sleep, equipped with appropriate furniture.	
91	A procedure is in place for checking on sleeping children.	
92	There is a separate baby room for children under the age of two years.	
93	The provision ensures children in the baby room have contact with older children	
94	There is an adequate number of toilets (a guide of one toilet and one hand basin for every ten children over the age of two)	
Premises		Comments/ Actions Required
Consider the points below:		



Equal Opportunities		Comments/ Actions Required
95	There is an adequate supply of clean bedding, towels, and spare clothes.	
96	The provision has a separate toilet facility for adults	
97	There are suitable and hygienic changing facilities for changing any children who are in nappies. The changing facilities support manual handling requirements for staff?	
98	There is an area for staff to take breaks away from busy areas being used by the children.	
99	The provision only releases children into the care of individuals who have been notified to the provider by the parent,	
100	The provision ensures that children do not leave the premises unsupervised Consider what additional measures are necessary when children stay over night.	
101	The provision takes reasonable steps to prevent unauthorised persons entering the premises.	
102	Appropriate and up-to-date public liability insurance certificate	

Risk Assessment		Comments/ Actions Required
Consider the points below:		
103	The provision has a clear, well understood procedure for assessing risks to children's safety and a clearly defined review process (written and non-written).	
104	Risk assessments identify aspects of the environment that need to be checked on a regular basis, by when and by whom and how the risks will be minimised or removed within the setting.	
105	The provision determines which risk assessments are written. When considering if you record risk assessments in writing, consider: <ul style="list-style-type: none"> • How would you inform staffs practice? • How would you demonstrate to parent you are managing risks? • How would you demonstrate to an Ofsted inspector you are managing risks? 	



Consider the points below:

106	<p>The provision has a policy and procedure to promote the equality of opportunity for children in their care, including support for children with special education needs or disabilities. The policy covers:</p> <ul style="list-style-type: none"> • How the individual needs of all children will be met • How valuing diversity and difference is promoted • How children will be valued and supported • How reasonable adjustments are being made • The name of the Special Educational Needs coordinator • The arrangements for reviewing, monitoring and evaluating the effectiveness of inclusive practices • How inappropriate practices will be challenged • How the provision encourages children to value and respect others • Information about how the SEND Code of Practice 2014 will be implemented 	
-----	---	--

Complaints		Comments/ Actions Required
Consider the points below:		
107	A written procedure is in place to deal with complaints from parents and/or carers.	
108	A written record is kept of any complaints and their outcome	
109	All written complaints relating to how the provision is meeting the EYFS are investigated and the complainant notified of the outcome within 28 days of receiving the complaint.	
110	Records of complaints are available for Ofsted.	
111	The provision gives parents and /or carers information of how to complain to Ofsted if they believe the provision is not meeting the requirements of the EYFS	
112	The provision notifies parents and/or carers of any Ofsted inspection and gives advance notice if aware of a pending Ofsted inspection	
113	After any inspection, providers must supply a copy of the report to parents and/or carers of children attending on a regular basis	

Information about the Child		Comments/ Actions Required
Consider the points below:		
114	<p>The provision keeps a record of the following for each child:</p> <ul style="list-style-type: none"> • Full name, date of birth, name and address of every parent and/or carer who is know to the provider. • Information regarding who has parental responsibility • Which parent the child normally lives with • Emergency contact details for parent and/or carers 	



Information for parent and/or carers and carers		Comments/ Actions Required
Consider the points below:		
115	<p>The provision must make the following information available to parent and/or carers:</p> <ul style="list-style-type: none"> • How the EYFS is delivered in the setting and how parent and/or carers can access more information. • The range and type of activities and experiences provided for children, the daily routines of the setting and how parents and or carers can share learning at home. • How the setting supports children with special education needs and disabilities • The food and drinks provided for children • Details of the providers policies and procedures • The procedure to be followed if a parent and/or carer fails to collect a child • The procedure to be followed if a child goes missing at or away from the provision • The staffing in the provision • The name of their child key person, the key persons role • The provision has a contact number for the parent and/or carer to contact in an emergency and this is kept up to date. 	
Information and Records		Comments/ Actions Required
Consider the points below:		
116	The provision enables two way flow of information between parent and/or carers and other settings (if the child attends more than one setting).	
117	The provision incorporates parent and/or carers comments into children's records	
118	<p>The provision maintains up to date records to ensure efficient management of the setting and ensure the needs of children are met. (This could involve sharing information with parent and/or carers, other professionals working with the child, police, social care and Ofsted as appropriate).</p> <p>A system to track the progress made by all children including those eligible for early years pupil premium and two year old funded children – evidence of IMPACT is required.</p>	
Information and Records		Comments/ Actions Required
Consider the points below:		



119	Records are organised and easily accessible and available (with prior agreement with Ofsted, these may be kept securely off the premises). Prior to inspection Ofsted will complete an online safeguarding check. During an inspection Ofsted will check DBS records, first aid certificates and may wish to see a sample of: planning and assessment records, the SEF, recruitment records, staff qualifications, staff training for safeguarding practice and procedures, records of complaints, discrimination behaviour incidents & actions taken, records of incidents, accidents, exclusions, and any incidents of racialism (PREVENT DUTY).	
120	All confidential information and records about staff and children must be held securely and only accessible and available to those with a professional need to see them.	
121	The provision is aware of their responsibility under the Data Protection Act (DPA) and where relevant the Freedom of Information Act 2010.	
122	Parent and/or carers are given access to all records about their child (provided that no relevant exemptions apply to their disclosure under the DPA).	
123	Information about children is handled in a confidential way by all staff.	
124	Staff understand the need to protect the privacy of children in their care.	
125	Records relating to individual children must be retained for a reasonable period after they have left the provision.	

Information about the provider	Comments/ Actions Required
--------------------------------	----------------------------

Consider the points below:

126	The provision holds a copy of the following: <ul style="list-style-type: none"> • The name, home address and telephone number of the provider and any other person living or employed on the premises • The name, home address and telephone number of anyone else who will be regularly be in unsupervised contact with the children attending the early years provision • A daily record of the names of the children being cared for on the premises, their hours of attendance and the names of each key person 	
127	The provision displays their certificate of registration, and shows parents on request.	

Changes that must be notified to Ofsted	Comments/ Actions Required
---	----------------------------

Consider the points below:

128	When the provision appoints a new manager the provision must give Ofsted the new person's name, any former names or aliases, date of birth, and home	
-----	--	--



	<p>address. If there is a change of manager the provision must notify Ofsted that a new manager has been appointed. Where it is reasonably practicable to do so, notification must be made in advance.</p>	
--	--	--

Changes that must be notified to Ofsted	Comments/ Actions Required
---	----------------------------

Consider the points below:

129	<ul style="list-style-type: none"> • Any change in the address of the premises • Any change to the premises which may affect the space available to children and the quality of childcare available to them • Any change in the name and address of the provider, or the providers other contact information • Any changes to the person who is managing the provision • Any proposal to the change the hours during which childcare is provided or to provide overnight care. • Any significant event which is likely to affect the suitability of the early years provider or any person who cares for, or is in regular contact with, children on the premises to look after children • Any changes where the early years provision is provided by a company, any change in the name or registered number of the company 	
-----	--	--

130	<p>The provision will notify Ofsted of:</p> <ul style="list-style-type: none"> • Any changes where the early years provision is provided by a charity, any change in the name or registration number of the charity • Any changes where the childcare is provided by a partnership, body corporate or unincorporated association, any change to the 'nominated individual • Any changes where the childcare is provided by a partnership, body corporate or unincorporated association whose sole or main purpose is the provision of childcare, any change to the individuals who are partners in, or a director, secretary or other officer or members of its governing body. 	
-----	--	--

Date of completion:

Completed by:

Review date: