

Norfolk County Council
Early Years Safeguarding Audit

Setting Name: Worstead Pre-school	Ofsted Reg no: EY490419
Setting email address: Admin@worsteadpreschool.co.uk	Setting telephone number: 01692 535692
Name of staff member completing Audit: Clare Gwilliam	Position/role in setting: Manager
Date of Audit: 12/03/2026	
Improvement and Development Worker: Robyn	Date of IDW visit:

‘Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them. The safeguarding and welfare requirements are designed to help providers create high quality settings which are welcoming, safe and stimulating, and where children are able to enjoy learning and grow in confidence’.
EYFS (2017)

Completion of this checklist is a requirement of being signed up to the Local Authority Agreement and therefore receiving early education funding.

Settings Checklist

Please check each section carefully to ensure you have the following in place or have plans to do so.

Child Protection/Safeguarding Policy	In place - provide details Not in place/working towards-action required	Timescale and person responsible	Completion date
Child protection policy is in place and embedded in practice, including: • Reference to the procedure to follow where there are concerns about a child • Reference to action to be taken should an allegation be made against a member of staff • Reference to the use of images, mobile phones and camera fitted devices • Statements about social media and babysitting	Yes, in place and reviewed annually	Clare Gwilliam	Review date 12/03/2027
How do you evidence that you and your staff have read and implement child protection/ safeguarding policy and that you/your staff are up to date with current good practice?	Discussed at two weekly team meetings. All staff sign to say they have read the policy. Staff are asked to review the policy with the manager to pick up on any areas of improvement.	Clare Gwilliam	

Child Protection/Safeguarding policy	In place-provide details Not in place/working towards-action required	Timescale and person responsible	Completion date
How is the policy shared with parents?	By email as part of new admissions process. When updated sent to all	Admin - Karen Norfolk	
Has the policy been approved and signed by relevant management?	Yes	Clare Gwilliam Alicia (Chair)	
Does the policy include a statement about how your setting aims to protect children from harm and promote their welfare?	Yes	Clare Gwilliam	
Does the policy include the names of the Safeguarding Lead Practitioner and Deputy and is this information also displayed and accessible in the setting?	Yes, all designated safeguarding leads are named	Clare Gwilliam	
Does the policy cover the use of images, cameras, social media and mobile phones or are these clearly covered in other policies?	Yes	Clare Gwilliam	
Does the policy include the current contact details for asking for a professional consultation or making a referral to MASH?	Yes	Clare Gwilliam	
Does the policy include information about how to respond to an allegation against a staff member or adult working in the setting and what to do if there are concerns about the inappropriate behaviour of an adult and does the policy include the contact details of the Local Authority Designated Officer (LADO)? Is this information also displayed clearly in the setting?	Yes	Clare Gwilliam	

Other related policies and procedures	In place-provide details Not in place/working towards-action required	Timescale and person responsible	Completion date
How are the principles of British Values and Prevent Duty reflected in practice?	In place We teach the children it's ok to have choice. We vote on activities, story books etc. We are all inclusive and children learn to be inclusive within the setting	Clare Gwilliam All staff	
Training and Continuing Professional Development	In place-provide details Not in place/working towards-action required	Timescale and person responsible	Completion date
Safeguarding training for all staff, committee and volunteers is up to date including SLP (good practice for childminders) training, and refresher training is planned within your staff development programme	In place	All staff to complete in house training every 2 weeks at team meetings. Multi agency training every 3 years. DSL every 2 years. Admin - Karen Norfolk to book	
Staff receive induction training to help them understand their roles and responsibilities. This includes information about safeguarding and child protection. This includes all volunteers and students.	In place	Clare Gwilliam	
Refresher induction training is carried out for those staff returning after a period of absence. This includes all volunteers and students.	In place	Clare Gwilliam	

The person who is responsible for interviewing staff has attended Safer Recruitment training	In place	Admin - Karen Norfolk to book Clare Gwilliam to check	
The nominated safeguarding management committee member has attended Committee child protection training	In place	Admin - Karen Norfolk to book Clare Gwilliam to check	
Safer Recruitment	In place-provide details Not in place/working towards-action required	Timescale and person responsible	Completion date
People whose suitability has not been checked including • Committee members • Regular visitors • Family members • Volunteers • Apprentices are not allowed to have unsupervised contact with children.	In place	Clare Gwilliam Admin - Karen Norfolk	
The setting has obtained an enhanced DBS with barred list checks in respect of every person aged 16 and over who 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.	In place	Admin - Karen Norfolk	
The setting records information about • staff qualifications, • identity checks • pre-employment references • health information • induction records • ongoing suitability And vetting processes that have been completed. This includes • the DBS disclosure, reference number, • the date a disclosure was obtained • details of who obtained the disclosure.	In place	Admin - Karen Norfolk	

How does the setting ensure that practitioners taking medication only work directly with children if the medication is unlikely to impair that staff member's ability to look after children properly?	Staff declaration forms are filled out and signed by staff	Clare Gwilliam	
All recruitment advertisements highlight the importance of safeguarding and the requirement for references and DBS checks	In place	Admin Karen Norfolk	
All staff, students and volunteers are interviewed to ensure their suitability	In place	Clare Gwilliam A committee member Karen Norfolk	
Supervision and Appraisal	In place-provide details Not in place/working towards-action required	Timescale and person responsible	Completion date
What arrangements are in place for the supervision of staff, students and volunteers?	All staff have a review twice a year and an appraisal once a year with the manager	Clare Gwilliam	
How does supervision provide support, coaching and training for each practitioner and promote the interests of children?	Ensures staff have the support they need to fulfil their role. Training is organised for them to attend to gain knowledge and boost confidence. The manager covers staff well-being and measures are out in place if staff need support.	Clare Gwilliam	
Supervisions are recorded and staff receive a copy for their own records	In place		
Confidentiality and Information Sharing	In place-provide details Not in place/working towards-action required	Timescale and person responsible	Completion date

What protocols are place to ensure professional boundaries are appropriately maintained e.g., babysitting and social networking	In place	Clare Gwilliam	
The setting is aware of their responsibilities under the Data Protection Act (DPA) 1998 and where relevant the Freedom of Information Act 2000.	In place	Clare Gwilliam	
A separate child protection file is created for each child about whom there are concerns and contains all child protection information including, where relevant, CP meeting minutes and plans	In place	Clare Gwilliam	
All child protection files are kept in a locked cabinet, separate to children's main files and accessible only to the Designated Person/s	In place	Clare Gwilliam	
There is a note on the child's main file that indicates that a child protection file exists	In place	Clare Gwilliam	
How is a decision made on whether child protection files are transferred to the next setting or school when the child leaves?	If we conclude a safeguarding issue that has been discussed with parent/cares. If CADS has been contacted, ongoing issues, social worker involved in the family	Clare Gwilliam	
A record is kept of the file transfer, where applicable, including who holds the file, date of transfer and relevant contact details	In place	Clare Gwilliam	
Logging and Responding to Concerns	In place -provide details Not in place/working towards -action required	Timescale and person responsible	Completion date
Existing injuries are recorded on the same day and where appropriate discussed with parents and children and parents are asked to sign a copy of the record	In place	All staff	

Children's absences are recorded and where no explanation has been given or there may be a reason to question the explanation, followed up appropriately	In place	All staff	
All staff, students and volunteers know how to log a concern	In place	Clare Gwilliam	
How do you log existing concerns and how are these concerns dealt with?	Any safeguarding concerns are logged in the child file and discussed with a designated safeguarding lead	Clare Gwilliam	
The Designated Person/s monitors the use and quality of forms used to log concerns, existing injury and absence records and takes appropriate action	In place	Clare Gwilliam Bethany Pilkington	
The Designated Person/s record all action taken after a log is completed and the outcome	In place	Clare Gwilliam Bethany Pilkington	
Safe Environment	In place-provide details Not in place/working towards-action required	Timescale and person responsible	Completion date
Visitors sign in and out and identification is checked and logged	In place	Staff on duty	
The premises are secure – entry cannot be gained without authorised access and children cannot leave the premises unsupervised	In place	Clare Gwilliam	

The outside fencing is secure and of a suitable height to ensure the safety of the children	In place	Clare Gwilliam	
Parents have completed and signed the relevant registration and permission forms for their child	In place	Clare Gwilliam Admin - Karen Norfolk	
Parental consent is obtained for emergency medical treatment	In place		
Details of who has Parental Responsibility is recorded on the registration form	In place		
Parental consent is recorded for the taking and using of digital images	In place		
Existing medical conditions and/or distinguishing marks are recorded on the registration form	In place This is reviewed with parents annually		
A record is kept of each time a medicine is administered to a child and shared with parents on the same day	In place		
Specialist training is accessed by staff to ensure they have the necessary medical knowledge when a child has specific medical needs	Yes		
A written record is kept of incidents, accidents or injuries and any first aid treatments	In place		
Parents are informed on the same day of any accident or injury sustained by the child whilst at the setting and sign the accident record	In place		
All adults are aware of: • Working Together to Safeguard Children 2018 • What to do if you are worried a child is being abused 2015 • Statutory Framework for the Early Years Foundation Stage 2018 • Inspecting Safeguarding in early years, schools and colleges 2019 (Ofsted) • Prevent Duty guidance for England and Wales 2019 NCC Safeguarding in early years and childcare guidance – Available at Safeguarding guidance and reporting - Schools (norfolk.gov.uk)	In place		