

**Norfolk County Council**  
**Early Years Safeguarding Audit**

***Please complete this audit and return it to your Early Years Development Worker by email by 25<sup>th</sup> June 2014. Your Development Worker will be making an appointment to visit you to discuss your audit.***

<b>Setting Name: Dilham Pre-school</b>		<b>Ofsted Reg no: 254037</b>
<b>Setting email address: <a href="mailto:office@dilhampreschool.co.uk">office@dilhampreschool.co.uk</a> paulamself@hotmail.co.uk</b>		<b>Setting telephone number:07818264929</b>
<b>Name of staff member completing Audit: Paula Self</b>		<b>Position/role in setting:Supervisor and SENCO and SLP</b>
<b>Development Worker: Sue Saunders</b>		<b>Date of Audit: 23<sup>rd</sup> June 2014 (Actions in red)</b>
<b>Date of DW visit: 10<sup>th</sup> July 2014</b>	<b>Follow up: 2<sup>nd</sup> February 2015 (Updates in blue)</b>	

*'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, specified in this section, 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 (2012) 3.1 pg 13*

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

**Having completed this Audit would you rate your safeguarding practice and documentation to be fully in place, partly in place or not in place? Fully in Place**

## Settings Checklist

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

Child Protection	In place	Working towards	Not in place	In place-provide details Not in place/working towards-action required	Timescale and person responsible	Completion date
<b>Safeguarding policy</b>						
Is the policy clear, easy to understand and accessible to all?	X			<p><b>All parents, staff and committee are given a full copy when they join and a copy is held in the foyer.</b></p> <p>Dilham have one large policy document which includes all relevant policies which are broken up into sections. The Safeguarding Policy is comprehensive, but just requires additional additions and amendments.</p> <p>Add MASH details into the policy under the Safeguarding procedures and remove other contact details for consultation line. Update the CRB section - remove any references made to the ISA and add DBS. Make reference to FSP and not CAF.</p> <p>Ensure you make reference to the key legislation and guidance you have referred to in the policy and ensure they are the most recent versions. Make reference to the Early Years Foundation Stage 2014 and 'Working Together to Safeguard Children 2013' documents in the Safeguarding Policy.</p> <p>Please refer to the section 'Safeguarding Procedures' in the Toolkit for the information you need to include at the back of the policy. This includes the referral process flowchart, how you would record concerns and the</p>		23.6.14

				<p>professional consultation process. The MASH and NSPCC posters are displayed in the setting.</p> <p>Setting to obtain copy of the 2013/2014 (2014/2015 in September) Critical Incident Red Book. Available to download via <a href="http://www.schools.norfolk.gov.uk">www.schools.norfolk.gov.uk</a></p> <p>Have a copy of the Critical Incident red book.</p> <p>Made all the above amendments to the policy. Just need to add an NSCB 1 form and a referral flow chart to back of Safeguarding Policy.</p>	
Has the policy been approved and signed by relevant management?	X			<p><b>And reviewed at least annually</b></p> <p>Current policies signed and dated.</p> <p>Following the amendments, the policy will need to be ratified by the Committee and signed/dated.</p> <p>Ratified by Committee and signed and dated by Chair.</p>	23.6.14
Does the policy include a statement about how your setting aims to protect children from harm and promote their welfare	X			Clearly defined aims.	23.6.14
Does the policy include the names of the Safeguarding Lead Practitioner and Deputy and is this information also displayed and accessible in the setting?	X			<p><b>And on the wall in foyer.</b></p> <p>In policy and displayed on wall in entrance hall. Make sure all information on the notice board reflects SLP not Lead Safeguarding Practitioner.</p> <p>Completed</p>	23.6.14
Does the policy cover the use of images, cameras, social media and mobile phones or are these clearly covered in other policies?	X			Included in the Safeguarding Policy in detail.	23.6.14
Does the policy include the current contact details for asking for a professional consultation or making a referral?	X			<p>Current numbers are no longer correct. Need to add the contact details for MASH into the Safeguarding Policy and remove all other Children's Services consultation numbers.</p> <p>Also amend the contact list on the board for</p>	23.6.14

				parents – e.g. remove the Great Yarmouth number and add LADO details. Completed		
Does the policy include information about how to respond to an allegation against a staff member of adult working in the setting and what to do if there are concerns about the inappropriate behaviour of an adult?	X			Comprehensive process detailed in the policy.		23.6.14
Does the policy include the contact numbers of the Local Authority Designated Officer (LADO) and is this information also displayed clearly in the setting?	X			LADO contact details are in the policy but suggest you put the abbreviation beside the full title. Completed		23.6.14
Does the policy cross reference to other policies as appropriate?	N/A			Need to cross reference to all the policies in section 7, page 2 which come under the safeguarding umbrella. However, all policies are included in one large Policy Document which is given to all parents and staff.		
<b>Other related policies and procedures</b>	<b>In place</b>	<b>Working towards</b>	<b>Not in place</b>	<b>In place-provide details</b> <b>Not in place/working towards-action required</b>	<b>Timescale and person responsible</b>	<b>Completion date</b>
Does the setting have other safeguarding related policies as listed in the Safeguarding in Early Years and Childcare guidance Section 7 page 2		X		<b>To check when Lynn has downloaded</b> All policies identified in Section 7 of the Safeguarding in Early Years and Childcare Guidance are in place apart from Whistle Blowing and Staff Disciplinary Procedures.  The revised EYFS which takes effect from Sept 2014 states that it is no longer a requirement to have a Behaviour Management, Health & Safety Policy and risk assessments, however the preschool have decided to retain these policies. The setting now have a Whistle Blowing Policy and Staff Disciplinary Procedures in	Lynn Ross and Paula Self	10.7.14

				place.		
<b>Training and Continuing Professional Development</b>						
The Safeguarding Lead Practitioner (SLP) has attended a child protection training course that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect	<b>X</b>			<b>Attended NSCB Safer programme</b> Supervisor and deputy supervisor have completed the SLP training.	<b>Paula Self</b>  <b>Clare Gwilliam (Deputy)</b>	<b>21.9.12 &amp; 9.11.12</b> <b>14.9.13 &amp; 19.10.13</b>
Staff have attended the appropriate level of safeguarding training and understand the safeguarding policy and procedures and have up to date knowledge of safeguarding issues	<b>X</b>			All staff members have completed the Safer NSCB Child Protection Course and are confident with safeguarding issues and processes.	<b>Emma McCrudden</b> <b>Lucy Wilson</b> <b>Sue Brown</b>	<b>13.3.13</b> <b>22.5.13</b> <b>10.2.14</b>
Safeguarding training is updated regularly at all levels and there is a training plan that enables staff to update in order to meet statutory requirements	<b>X</b>			Training Plan is in place detailing all the statutory courses required and the date the training needs to be reviewed.	<b>Lynn Ross</b>	<b>23.6.14</b>
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.	<b>X</b>			All staff, students and volunteers undergo induction training in which they read all policies and procedures, including the Safeguarding Policy, and sign to say they have understood and agree to abide by the policies Have a Code of Conduct for the setting which is included under the Safeguarding Policy. Include in the Induction pack and display a copy in the setting. Code of Conduct displayed in the setting and is part of the Induction pack for new staff and students.	<b>Paula Self or Clare Gwilliam</b>	<b>23.6.14</b>
Refresher induction training is carried out for those staff returning after a period of absence. This includes all	<b>X</b>			Manager would complete a refresher induction with any staff returning after a period of absence and check their training is	<b>Paula Self or Clare Gwilliam</b>	<b>23.6.14</b>

volunteers and students.				in date.		
At least one member of staff in the setting has attended Family Support Process (FSP) training (previously CAF training)	X			Manager and Deputy have attended FSP training.	Paula Self	10.6.14
Staff are encouraged to attend relevant training available through the Norfolk Safeguarding Children's Board (NSCB) to extend their safeguarding knowledge and awareness	X			<b>All Staff Attend, see above.</b> Only staff who have completed the SLP training can access the NSCB multi agency training. Recommend Manager and any other staff who have completed the SLP training attend when possible and disseminate content of course to all staff. For more information on courses go to: <a href="http://www.nscb.norfolk.gov.uk">www.nscb.norfolk.gov.uk</a>		23.6.14
The person who is responsible for interviewing staff has attended Safer Recruitment training	X			Manager has attended the Safer recruitment training. The Chair needs to complete the training. The Chair is still trying to attend the Safer Recruitment training. Plan in place for her to complete this as soon as possible.	Paula Self	4.11.2013 & 11.11.13
The nominated safeguarding management committee member has attended Committee child protection training	X			Nominated Safeguarding Committee member has attended the course. (9/3/2013)	Louise Gauntlett	9.3.2013
<b>Safer Recruitment</b>	<b>In place</b>	<b>Working towards</b>	<b>Not in place</b>	<b>In place-provide details</b> <b>Not in place/working towards-action required</b>	<b>Timescale and person responsible</b>	<b>Completion date</b>
People whose suitability has not been checked are not allowed to have unsupervised contact with children.	X			Clearly in policies, all staff enforce.	All staff	23.6.14
The setting has obtained an enhanced criminal records disclosure in respect of every person aged 16 and over who works directly with children, lives	X			<b>In operational plan file</b> Staff all have CRB or DBS enhanced disclosure checks. Nobody else has unsupervised contact with children at any time. Currently have work experience pupils	Lynn Ross and Committee	23.6.14

on the premises on which the childcare is provided, and/or works on the premises on which the childcare is provided.				from the local schools who are closely supervised at all times. If you have college students obtain DBS checks from the college for these students and keep these records with other members of staff.		
The setting records information about <ul style="list-style-type: none"> <li>staff qualifications,</li> <li>identity checks</li> <li>pre employment references</li> <li>health information</li> <li>induction records</li> </ul> And vetting processes that have been completed. This includes <ul style="list-style-type: none"> <li>the DBS disclosure, reference number,</li> <li>the date a disclosure was obtained</li> </ul> details of who obtained the disclosure.		X		<b>Lynn Ross to check all in place – Lynn we need to prove identity checks have been completed.</b> All staff also sign a health and self declaration form annually.  <b>Lynn – please detail and send me a copy for ops file.</b>	<b>Lynn Ross and Committee</b>	<b>10.7.14</b>
The setting ensures 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	X			<b>Health Questionnaire issued annually.</b> Manager aware of what she would need to do and would ensure a Care Plan is in place and all staff would be trained to know what to do if an incident occurred. Contingency plan would be put in place.	<b>Lynn Ross and Committee</b>	<b>23.6.14</b>
All recruitment advertisements highlight the importance of safeguarding and the requirement for references and DBS checks	X			Advertise on NCC's early years & childcare website. All information included in the advertisements and follow the guidance in the Safeguarding Toolkit.	<b>Lynn Ross and Committee</b>	<b>23.6.14</b>
All staff, students and volunteers are interviewed to ensure their suitability	X			<b>See on staff files</b> All staff, students and volunteers go through an interview process with the manager.	<b>Paula Self and Committee</b>	<b>23.6.14</b>
<b>Supervision and Appraisal</b>						

Arrangements are in place for the supervision of staff, students and volunteers	X			All staff have supervisions every 6 weeks currently, but this is going to be reduced to termly in the Autumn term 2014 as the staff team are very experienced and would highlight any safeguarding issues or concerns with the manager. Supervision will continue to be half termly for less experienced staff. The Chair of the Committee carries out supervision with the manager.	Paula Self and Chairperson on Committee	23.6.14
Supervision provides support, coaching and training for each practitioner and promotes the interests of children	X			EYFS September 2014 states that Appraisals no longer have to take place, this is the decision of the preschool. However, regular supervisions must remain in place. The Management will decide whether they will continue with annual appraisals and alter Safeguarding Policy if required. Need to amend your policy to reflect your decision. The manager thinks these will continue. The preschool are going to continue to have annual appraisals in addition to their termly supervisions.	See notes from meetings	23.6.14
Supervisions are recorded and staff receive their copy for their own records	X			Staff receive a copy of their supervision record.		23.6.14
Safeguarding is a regular agenda item at team meetings	X			Safeguarding is an agenda item at every team meeting and minutes are recorded. Suggest members of staff who were unable to attend the staff meeting read, sign and date the minutes on their return. Absent staff now read, sign and date the minutes.	See team minutes	23.6.14
<b>Early Intervention and Multi Agency Working</b>	<b>In place</b>	<b>Working towards</b>	<b>Not in place</b>	<b>In place-provide details Not in place/working towards-action required</b>	<b>Timescale and person responsible</b>	<b>Completion date</b>
The staff member responsible for overseeing the Family Support	X			Staff aware of the changes, Manager has disseminated the new process to staff at a	Paula Self	23.6.14



Process (FSP, previously known as CAF) has ensured staff are aware of what FSP is and how it can be used to support children and families				staff meeting.		
The registration form includes a question about whether or not a CAF/FSP is already in place	X			Amended 23.6.14 Already added by the manager.	Lynn Ross	23.6.14
FSPs are undertaken by the setting whenever the need is identified	X			The Manager has undertaken 3 FSPs with families.	Paula Self and Keyworker and parents	23.6.14
The nominated member of staff supporting individual children takes full part in the FSP process, involving parents, carers and children as well as other professionals	X			The Manager, SENCo or Key Person takes full part in FSPs and attend any relevant multi-agency meetings.	Paula Self and Keyworker and parents	23.6.14
<b>Confidentiality and Information Sharing</b>						
Confidentiality is given a high priority and staff are aware of their own responsibilities in maintaining confidentiality	X			Confidentiality is given a high priority by all staff. The preschool have a confidentiality agreement/Non-Disclosure Agreement (NDA) which all committee members and staff sign/date to include all the areas we discussed during the audit. Recommend that Students and volunteers also sign the NDA.	Paula Self and Committee	23.6.14
There are protocols in place to ensure professional boundaries are appropriately maintained e.g. babysitting and social networking	X			See policies Babysitting Policy in place which gives staff clear guidelines on the expectation that if they babysit for children outside preschool hours this is acceptable providing staff adhere to all confidentiality and code of conduct policies. In addition, there is absolutely no liability to Dilham Pre-school in the event of a parent having a complaint, or any accident or incident occurring.	Lynn Ross and Committee	23.6.14

<p>The setting is aware of their responsibilities under the Data Protection Act (DPA) 1998 and where relevant the Freedom of Information Act 2000.</p>	X			<p>Aware of their responsibilities under the Data Protection Act 1988 and Freedom of Information Act 2000. Recommend you look on the Government website and register with the 'Information Commissioners Office' (ICO) and purchase a Data Protection Controller for £35 annually. Have a copy of the 'Working together to Safeguard Children 2013' and 'What to do if you are worried a Child is being Abused 2006'. Manager has downloaded a copy of SEN Code of Practice 2014 so it's available in the setting for all staff.</p> <p>Need to obtain a copy of 'Information Sharing: Guidance for Practitioners and Managers' and 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'. Both of these can be downloaded from internet.</p> <p>Make reference to them under legislation in Safeguarding Policy.</p> <p>It has just been agreed to register with the ICO. Paula will print off the certificate when it arrives and keep it with Safeguarding file. All of the required documents as above have been obtained and copies are in the setting.</p>		23.6.14
<p><b>Child Protection Files and Record Keeping</b></p>						
<p>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</p>	X				Paula Self	23.6.14
<p>All child protection files are kept in a locked cabinet, separate to</p>	X				Paula Self	23.6.14

children's main files and accessible only to the Designated Person/s						
There is a note on the child's main file that indicates that a child protection file exists	X			You may like to just have a symbol on the file which all staff are aware means that a CP file is in place. The setting are going to add the initials CP onto the child's main file.	Paula Self	23.6.14
Child protection files are transferred to the next setting or school when the child leaves	X			Currently the setting photocopy the file and give a copy to the next setting. Need to check with Social Care whether they need to keep a copy or transfer the originals.	Paula Self	23.6.14
A record is kept of the file transfer including who holds the file, date of transfer and relevant contact details	X			Discussed with Manager – need to produce a form which would need to be confidential and stored appropriately. The setting have produced a form.	Paula Self	23.6.14
A system is in place to alert Social Care if a child about whom there are child protection concerns leaves the setting	X			Recommend it is the SLP's responsibility to inform social care by letter. Add this into Safeguarding policy. This has been added into the policy. 23/06/14	Paula Self	23.6.14
<b>Logging and Responding to Concerns</b>	<b>In place</b>	<b>Working towards</b>	<b>Not in place</b>	<b>In place-provide details Not in place/working towards-action required</b>	<b>Timescale and person responsible</b>	<b>Completion date</b>
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	X			See individual child registration forms (back of)	All staff	23.6.14
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	X			Telephone parents/carers if child does not come into pre-school for 3 consecutive days and they have not rung in. Recorded in Confidential incident if there are concerns	Key worker to child and Paula Self	23.6.14

All staff and volunteers know the name of the Designated Person/s	X			Foyer and told at induction	Paula Self or Clare Gwilliam	23.6.14
All staff, students and volunteers know how to log a concern	X			Explained at induction and shown flow charts and numbers and given a copy of policies	Paula Self or Clare Gwilliam	23.6.14
Forms for logging concerns are readily accessible and used	X				Lynn Ross and Paula Self	23.6.14
The Designated Person/s monitors the use and quality of forms used to log concerns, existing injury and absence records and takes appropriate action	X				Paula Self	23.6.14
The Designated Person/s record all action taken after a log is completed and the outcome	X				Paula Self	23.6.14
If the Designated Persons are not contactable, staff, students and volunteers know who to contact	X				Emma McCrudden	23.6.14
<b>Safe Environment</b>	<b>Fully in place</b>	<b>Partly in place</b>	<b>Will be in place by</b>	<b>In place-provide details Not in place/working towards-action required</b>	<b>Action req. Y/N</b>	
Visitors sign in and out and identification is checked and logged	X			Visitor book in Foyer	N	
The premises are secure – entry cannot be gained without authorised access and children cannot leave the premises unsupervised	X				N	
The outside fencing is secure	X				N	

and of a suitable height to ensure the safety of the children						
Parents have completed and signed the relevant registration and permission forms for their child	X					N
Parental consent is obtained for emergency medical treatment	X					N
Details of who has Parental Responsibility is recorded on the registration form	X			Recommend you send out an updated information form to all parents every September to ensure all details are correct. Preschool have sent out new registration forms to all children.		N
Parental consent is recorded for the taking and using of digital images	X					N
Existing medical conditions and/or distinguishing marks are recorded on the registration form			23.6.14	Lynn Ross has updated This has been added to the form.		N
A record is kept of each time a medicine is administered to a child	X			And parents sign to say they have been informed it has been administered Staff administering medication and staff member who witnesses it signs and dates the medication book. Parent signs at the end of each day when it has been administered.		N
Specialist training is accessed by staff to ensure they have the necessary medical knowledge when a child has specific medical needs	X			Parents show us how asthma inhaler for their child is administered. Access specialist training as and when required.		N
A written record is kept of incidents, accidents or injuries and any first aid treatments	X					N
Parents are informed on the same day of any accident or injury sustained by the child whilst	X			Parents sign and dated the form.		N

at the setting and sign the accident record						
Staff are effectively deployed (both inside and out) to ensure the safety and well being of children and young people at all times	X					N
Flowcharts detailing managing allegations and referral processes are displayed	X			Foyer Duty of Care /Child Protection Referral Process and Managing Allegations Posters are all displayed on information board. These posters need to be updated by NCC to remove the phone numbers for all areas and just refer to MASH number for all consultations. Preschool to amend the posters as advised. All other information was correct. Posters have been amended as above.		N
Contact details for referral and consultation lines, Police and emergency medical help are easily accessible	X			Change contact details as described above on your laminated poster. Completed		N
There is a copy of 'What to do if you are Worried a Child is being Abused' available	X			Foyer Have a 2006 version		N
A copy of Working Together to Safeguard Children 2013 is accessible			10.7.14	Lynn Ross to put in file and Foyer Have a 2013 version.		Y
There is a copy of the Norfolk County Council 'Safeguarding in early years and childcare – guidance for early years and childcare settings in Norfolk' available to all staff, volunteers and students			10.7.14	Lynn Ross to put in file and Foyer The setting have a copy of the Safeguarding in Early Years and Childcare Toolkit The Safeguarding Toolkit is in the process of being updated to reflect the changes around DBS and the revised EYFS effective from September 2014. It will then be available on the FIS website under Safeguarding in Early Years.		Y

