

Norfolk County Council
Early Years Safeguarding Audit

Setting Name: Worstead Pre-school	Ofsted Reg no: EY490419
Setting email address: worsteadpreschool@btconnect.com	Setting telephone number: 01692 535692
Name of staff member completing Audit: Clare Gwilliam	Position/role in setting: Supervisor
Date of Audit: 20/11/2022	
Improvement and Development Worker: n/a	Date of IDW visit: n/a

'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.

	staff and discussed at team meetings.	Timescale and person responsible	Completion date
Child Protection/Safeguarding policy	In place-provide details Not in place/working towards-action required		
How is the policy shared with parents?	All policies are emailed or a paper copy given to all parents. Any new initiatives are put in the regular newsletters issued and a emailed update is sent out.		
Has the policy been approved and signed by relevant management?	Yes the chair of committee and staff approve the policies and it is then signed.		
Does the policy include a statement about how your setting aims to protect children from harm and promote their welfare?	Yes		
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		
Does the policy cover the use of images, cameras, social media and mobile phones or are these clearly covered in other policies?	Fully covered.		
Does the policy include the current contact details for asking for a professional consultation or making a referral to MASH?	Yes		
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	Yes		

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<p>contact details of the Local Authority Designated Officer (LADO)? Is this information also displayed clearly in the setting?</p>	<p>Yes, in the foyer as you come in.</p>		
<p>Other related policies and procedures</p>	<p>In place-provide details Not in place/working towards-action required</p>	<p>Timescale and person responsible</p>	<p>Completion date</p>
<p>How are the principles of British Values and Prevent Duty reflected in practice?</p>	<p>Fully in place. All adults' practice reflects democracy, respect and tolerance for others, understanding the consequences of our actions. All adults are aware of our responsibilities re Prevent duty (see policies)</p>		
<p>Training and Continuing Professional Development</p>	<p>In place-provide details Not in place/working towards-action required</p>	<p>Timescale and person responsible</p>	<p>Completion date</p>
<p>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</p>	<p>Fully in place</p>		
<p>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.</p>	<p>Fully in place - see induction prompt sheet which is signed by all adults working/volunteering.</p>		
<p>Refresher induction training is carried out for those staff returning after a period of absence. This includes all volunteers and students.</p>	<p>Fully in place.</p>		

<p>The person who is responsible for interviewing staff has attended Safer Recruitment training</p>	<p>Yes</p>		
<p>The nominated safeguarding management committee member has attended Committee child protection training</p>	<p>Clare Gwilliam is the SLP for the setting and the Committee Child Protection member.</p>		
<p>Safer Recruitment</p> <p>People whose suitability has not been checked including</p> <ul style="list-style-type: none"> • Committee members • Regular visitors • Family members • Volunteers • Apprentices <p>are not allowed to have unsupervised contact with children.</p>	<p>In place-provide details Not in place/working towards-action required</p> <p>Fully met.</p>	<p>Timescale and person responsible</p>	<p>Completion date</p>
<p>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.</p> <p>The setting records information about</p> <ul style="list-style-type: none"> • staff qualifications, • identity checks • pre employment references • health information • induction records • ongoing suitability <p>And vetting processes that have been completed. This includes</p>	<p>Yes</p>		

- the DBS disclosure, reference number,
- the date a disclosure was obtained
- details of who obtained the disclosure.

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?	Each practitioner has to sign a medical declaration to ensure this - this is resigned each year.		
All recruitment advertisements highlight the importance of safeguarding and the requirement for references and DBS checks	Yes		
All staff, students and volunteers are interviewed to ensure their suitability	Yes		
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?	Supervision meetings take place at least once a term.		
How does supervision provide support, coaching and training for each practitioner and promote the interests of children?	Their well-being is checked, the key worker children are discussed (progress) and any peer-reflections are analysed.		
Supervisions are recorded and staff receive a copy for their own records	Yes		
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	Have dedicated policies on this and a member of staff looks at some social		

	networking sites to ensure this is adhered to.		
The setting is aware of their responsibilities under the Data Protection Act (DPA) 1998 and where relevant the Freedom of Information Act 2000.	Yes		
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	Yes		
All child protection files are kept in a locked cabinet, separate to children's main files and accessible only to the Designated Person/s	Yes		
There is a note on the child's main file that indicates that a child protection file exists	Yes - initialled CP		
How is a decision made on whether child protection files are transferred to the next setting or school when the child leaves?	They are always transferred - sealed in an envelope and hand delivered to the SLP.		
A record is kept of the file transfer, where applicable, including who holds the file, date of transfer and relevant contact details	Yes		
Logging and Responding to Concerns	In place-provide details Not in placeworking 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	Yes		
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	Yes - families are asked to ring/text in. If they don't we will contact them in 3 working days and if we cannot we will		

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All staff, students and volunteers know how to log a concern	ring the MASH team. This is stated in our policies. Yes - told orally and it is in our policies.		
How do you log existing concerns and how are these concerns dealt with?	Concerns about children are logged on a 'confidential incident/concern' form. If it concerned an adult working in the group a new file would be set up only to be accessed by the Supervisor and Chair.		
The Designated Person/s monitors the use and quality of forms used to log concerns, existing injury and absence records and takes appropriate action	Yes - these are looked at at least annually.		
The Designated Person/s record all action taken after a log is completed and the outcome	Health and Safety officer looks at accident forms each term and these are discussed at least once a year - findings are recorded in our annual meeting minutes.		
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	Yes		

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The premises are secure – entry cannot be gained without authorised access and children cannot leave the premises unsupervised	Yes		
The outside fencing is secure and of a suitable height to ensure the safety of the children	Yes		
Parents have completed and signed the relevant registration and permission forms for their child	Yes		
Parental consent is obtained for emergency medical treatment	Yes		
Details of who has Parental Responsibility is recorded on the registration form	Yes		
Parental consent is recorded for the taking and using of digital images	Yes		
Existing medical conditions and/or distinguishing marks are recorded on the registration form	Yes		
A record is kept of each time a medicine is administered to a child and shared with parents on the same day	Yes		
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	Yes		
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	Yes		
All adults are aware of: <ul style="list-style-type: none"> • 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)	Yes – all staff are aware, but will re-read	Karen to print Staff to sign and date the pre school copy	January 2022