Safeguarding Children, Child Protection and Safer Recruitment

Audit for Settings – June 2016

This audit is a tool to help you check that you are meeting your statutory safeguarding duties. It will help you identify any gaps and put in place plans to safeguard children.

The issues outlined are not exhaustive and the audit does not claim to cover every area comprehensively.

This document can be used to inform your annual safeguarding report to your committee or owner

- It will support you in meeting the statutory welfare requirements as stipulated in the EYFS 2014.
- In providing information to your committee with reference to the Somerset Safeguarding Children Board (SSCB) if procedures and protocols.
- It will help you ensure that you have clear policies, strategies and procedures in place to ensure safeguarding and welfare of children.
- It will ensure that your setting has clear evidence for the Ofsted Self Evaluation Form (SEF).

Ideally, the nominated committee member for safeguarding, and the designated safeguarding lead should work together on this audit. The audits should be formally recorded in committee or management meeting minutes so that you can evidence them for Ofsted.

Each early years and childcare setting should have:

- An up to date written safeguarding and child protection policy which references the Somerset Safeguarding Children Board protocols and procedures, and is agreed with the committee or owner. This policy must include the process for dealing with an allegation against a member of staff and how personal phones and cameras are managed within the setting.
- A designated safeguarding lead with a clear understanding of the role and the responsibilities, a nominated committee member for safeguarding (preferably not the chair).
- Appropriate safeguarding procedures to ensure children are kept safe within the setting
- Training at the appropriate level for all staff and volunteers
- Robust staff recruitment and selection processes which safeguard children.
Please refer to the documents listed below along with any other local guidance, policies and procedures available on the Somerset Safeguarding Children Board (SSCB) website at: https://slp.somerset.org.uk/sites/somersetlscb/

If you have any safeguarding concerns about children please contact Somerset Direct on 0300 123 2224 and select the safeguarding option.

Documents

Statutory framework for the Early Years Foundation Stage published September 2014 (Safeguarding and Welfare Requirements Section 3). Can be downloaded from http://www.education.gov.uk


HM Government (2015) What To Do If You’re Worried a Child Is being Abused. Explains the signs of abuse and neglect to look out for and the action to take if you think a child is being abused or neglected. Can be downloaded from https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2

Information Sharing: Guidance for Practitioners and Managers (2015) provides guidance for practitioners on when and how to share personal information legally and professionally. Can be downloaded from https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-


Inspecting safeguarding in early years, education and skills (2015)


Somerset County Council Early Help Assessment – EHA – based on the CAF – A key assessment tool for multi-agency partnerships to support children and their families. More information can be found at http://www.somerset.gov.uk/caf or email theCAF Coordinator: CAFCoordinator@somerset.gov.uk

The Threshold guidance document, regarding the continuum of need and intervention available, should be used when completing an EHA to provide guidance into the process and services available.
Early Years and Childcare Safeguarding Audit

Name of Setting: ____________________

This document is intended to support settings in reviewing their Safeguarding Practice and Child Protection Procedures. It should be seen as a tool to support settings working towards achieving best practice.

1. **Leadership and Management**

   Providers must be alert to any issues for concern in the child’s life at home or elsewhere. Providers must have and implement a policy, and procedures, to safeguard children. These should be in line with the guidance and procedures of the relevant Local Safeguarding Children Board (LSCB). The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting. *EYFS 2014 paragraph 3.4*

   A practitioner must be designated to take lead responsibility for safeguarding children in every setting. Childminders must take the lead responsibility themselves. The lead practitioner is responsible for liaison with local statutory children's services agencies, and with the LSCB. They must provide support, advice and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue as required. The lead practitioner must attend a child protection training course that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect. *EYFS 2014 paragraph 3.5*

   Providers must train all staff to understand their safeguarding policy and procedures and ensure that all staff have up to date knowledge of safeguarding issues. Training made available by the provider must enable staff to identify signs of possible abuse and neglect at the earliest opportunity and respond in a timely and appropriate way. *EYFS 2014 paragraph 3.6*

1.1 Who is the setting’s Designated Safeguarding Officer Lead?

   Name:  
   Role:

1.2 Who will deputise in the absence of the Designated Safeguarding Lead?

   Name:  
   Role:
1.3 Who is the named member of the Management Committee with responsibility for Safeguarding? (If appropriate)
Name:

1.4 Has the setting got an effective Safeguarding Children Policy and clear Procedures in line with the Somerset Safeguarding Children Board? Yes/No

1.5 Does the safeguarding children policy include cover explanation of the action to be taken in the event of an allegation being made against a member of staff? Yes/No

1.6 Does the chair of the committee/owner know what to do if an allegation is made against the play leader or manager and are they aware of the appropriate procedures that should be followed properly and reported to the Local Authority Designated officer (LADO) and that clear reports are kept? Yes/No

1.7 Does the safeguarding children policy include the use of mobile phones and cameras in the setting? Yes/No

1.8 Has the policy has been adopted by the committee or management group. Yes/No
Date adopted:

1.9 Date when your policy was last reviewed
Date reviewed

1.10 Have all staff and volunteers signed to say they have read and understood the Safeguarding Policy? Yes/No

How are parents made aware of it? Through the prospectus and nursery policies and procedures folder and if available on the setting website? Yes/No

2.0 Training

2.1 Has the Designated Safeguarding Lead attended the “Introduction to Child Protection” in the last three years, “Working Together” 2 day course in the last two years and if appropriate “Update to Child Protection” Yes/No

2.2 Have all other staff and the designated committee person received appropriate ‘Basic Awareness’ level safeguarding training in the last three years. Yes/No

2.3 Has training been made available by the provider to enable staff to identify signs of possible abuse and neglect at the earliest opportunity? Yes/No

2.4 Does the Designated Safeguarding Lead support staff to understand the safeguarding policy and procedures and ensure that all staff have up to date knowledge of safeguarding issues. Yes/No
2.5 Is the Designated Safeguarding Lead familiar with the Government's statutory guidance 'Working Together to Safeguard Children” “ Keeping Children safe in Education” and “Effective Support for Children and families in Somerset” Yes/No

3.0 Suitable people

Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles. Providers must have effective systems in place to ensure that practitioners, and any other person who is likely to have regular contact with children (including those living or working on the premises), are suitable.  

*EYFS 2014 paragraph 3.9*

Providers must also meet their responsibilities under the Safeguarding Vulnerable Groups Act 2006, which includes a duty to make a referral to the Disclosure and Barring Service where a member of staff is dismissed (Or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm.  

*EYFS 2014 paragraph 3.13*

A registered provider or childcare worker may also be disqualified because they live in the same household as another person who is disqualified, or because they live in the same household where a disqualified person is employed.  

*EYFS 2014 Paragraph 3.15*

Please ensure that you check “disqualification by association” guidance. A list of offences and cautions for which a person may be disqualified can be found in Table 4 & 5 in Ofsted’s compliance, investigation and enforcement early years handbook


3.1 Is recruitment undertaken safety and is the selection process fully compliant with Safer Recruitment Guidance? Yes/No

3.2 Have all Interview panels have a member who has completed safer recruitment training. Yes/No

3.3 Is there a central list of enhanced CRB/DBS checks undertaken on every person aged 16 and over who works directly with children, or lives on the premises in which the childcare is provided, and/or works on the premises in which the childcare is provided? Yes/No

3.4 There is a safeguarding statement in adverts and induction for all new staff which includes safeguarding expectations. Yes/No
3.5 Are all staff aware that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children? Yes/No

3.6 Are appropriate records kept about staff qualifications and the identity checks and vetting processes that have been completed? Yes/No

3.7 Are all staff aware that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings of anyone living or working in their household, which may affect the staff member’s suitability to work with children (‘disqualification by association’)? Yes/No

4.0 Safeguarding files

4.1 Does the provision have child safeguarding files with correct and up to date data in line with the Somerset Safeguarding Children Board guidelines and they are applied consistently? Yes/No

4.2 Are all records of child protection concerns dated (including the year) and always indicate the outcomes of any actions taken? Where there is more than one concern, is a chronology started, moving to an EHA if required and any further referrals made using the Threshold document for guidance Yes/No

4.3 Do all staff understand how to record and respond to an allegation or disclosure from a child? How is this evidenced? Yes/No

4.4 Do staff meetings and supervision include discussions on safeguarding issues and these are appropriately recorded? Yes/No

If you have any concerns about a child you are caring for ring Somerset Direct

0300 123 2224

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**Safeguarding Action Plan**

Complete the following Action Plan taking recommendations from the audit.

Setting Name: ____________________________________________

Date: ____________________________________________________

Completed by: ____________________________________________

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