

The Safeguarding and Welfare Requirement Audit March 2017

A tool to support us to ensure that they are meeting the statutory requirements of the EYFS from March 2017 and that all the required documentation for the safe and efficient management of the setting and for the welfare, care and learning of children are fully effective. This audit must be undertaken with Statutory Framework for the Early Years Foundation Stage published by the Department for Education in 2017.

	Key questions /Indicators – taken from Statutory Framework 2017 SECTION 3 – The Safeguarding and welfare Requirements with paragraphs noted	Yes	No – what further development	Area of Location
Pg.16	Safeguarding and child protection			
3.4	<ul style="list-style-type: none"> Providers must have and implement a policy and procedure to safeguard children. (must include an explanation of the action to be taken when there are safeguarding concerns about a child, allegation against a staff member and cover use of mobiles and cameras) 	Y		<p>Safeguarding policy is kept in Policies and procedures. Each room has a copy and there is also one based in the office and staff room.</p> <p>Before staff start at Woodlands the policies and procedures are emailed to them so they all have a copy too.</p>
3.5	<ul style="list-style-type: none"> A practitioner must be designated to take lead responsibility for safeguarding children in every setting. 	Y		<p>Manager (Katie Pollione) and assistant manager has training and the support of the owner (Sam Faulkner)</p>
3.6	<ul style="list-style-type: none"> Providers must train all staff to understand their safeguarding policy and procedures and must include FGM. Have a copy of 'what to do if you're worried a child is being abused: advice for practitioners. 	Y		<p>Have Safeguarding training once a year done by the Owner.</p> <p>Have educare training that has safeguarding on, staff advised to do this also to refresh on their knowledge.</p> <p>Staff guarding quiz given out.</p> <p>Safeguarding discussed at all staff training days.</p> <p>Have copies of useful information in staff room</p>
3.7	<ul style="list-style-type: none"> Providers must have 'Working Together to Safeguard Children 2015 and to prevent duty'. If providers have concerns about children's safety or welfare, they must notify agencies with statutory responsibilities without delay. 	Y		<p>There is a flow chart on the staff room board that shows the steps to reporting a concern.</p>
3.8	<ul style="list-style-type: none"> Inform Ofsted of any safeguarding issues within 14 days of the allegations being made. 	Y		<p>Any allegations need to be kept documented in a folder (in Office) Report to Ofsted within 48 hours of the allegation made</p>

The Safeguarding and Welfare Requirement Audit March 2017

Pg.17	Suitable People			
3.9	<ul style="list-style-type: none"> people looking after children are suitable 	Y		<p>A declaration is filled out when they start at the company and updated yearly.</p> <p>Db's check started soon as offered a job.</p> <p>Interviews formal and working ones done on working ones the person is not left unattended.</p>
3.10	<ul style="list-style-type: none"> obtain an enhanced criminal records disclosure 	Y		All staff have got a Db's, their numbers are kept on the back of the door and in their personal file.
3.11	<ul style="list-style-type: none"> Staff are informed that they are expected to disclose any changes which may affect their suitability to work with children Not allow individuals who have not undergone suitability checks to be unsupervised. 	Y Y		<p>This is asked on the application form, also asked in supervisions done by room leaders.</p> <p>Staff are always supervised till Db's has come back.</p>
3.12	<ul style="list-style-type: none"> must record information about staff suitability. 	Y		All kept in the staff members personal file; Interview questions, application form, 2 references and declaration
3.13	<ul style="list-style-type: none"> Providers must also meet their responsibilities under the Safeguarding Vulnerable Groups Act 2006 	Y		
3.16	<ul style="list-style-type: none"> A provider must notify Ofsted within 14 days of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided. 	Y		<p>Any significant event is to be documented and kept in a folder (in the office)</p> <p>Ofsted is to be emailed</p>
Pg.20	Staff taking medication/other substances			
3.19	<ul style="list-style-type: none"> Practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If practitioners are taking medication assess their on-going suitability. Staff medication securely stored. 	Y		<p>This is clearly stated in the staff handbook that all staff are emailed before they start. There is also a copy in the policy and procedures. If staff do have any concerns, we have a whistle blowing policy for them to follow. To fill out a health declaration form which is kept in their personal folder.</p> <p>To be kept in their lockers, in office or in the small office. Never to be in reach of the children even out of room.</p>

The Safeguarding and Welfare Requirement Audit March 2017

Pg.20	Staff qualifications, training, support and skills			
3.20	<ul style="list-style-type: none"> Providers must ensure that all staff receive induction training to help them understand their roles and responsibilities. Providers must support staff to undertake the appropriate training and professional development opportunities to ensure they offer quality learning and development experiences for children that continually improves. 	Y	Need to print of the training courses and put them up in staff room for staff to see.	<p>All staff have an induction kept in their personal file. This includes an induction checklist, a 1st day, 1st week, 2nd week, 3rd week, 4th week, 1st month, 2nd month, 3rd month. The weeks are done by room leaders and the months by management more formal.</p> <p>All staff have access to Educare training, also training courses through the Leicestershire county council. Unqualified staff are trained up to their level 2 and 3. Also manager doing a level 5 in leadership and management course.</p>
3.21	<ul style="list-style-type: none"> Appropriate arrangements for supervision. 	Y		Staff have supervisions one on one in the little office.
3.22	<ul style="list-style-type: none"> Supervision should provide opportunities for staff to: discuss any issues, particularly concerning children's development or well being, including child protection concerns –identify solutions to address issues as they arise; and receive coaching to improve their personal effectiveness. 	Y		<p>These are all questions on the new supervision forms, supervisions are done by room leader but any concerns are communicated to manager/owner.</p> <p>Supervisions are kept in each staff members personal file.</p>
3.23	<ul style="list-style-type: none"> the manager level 3 qualification and at least half of all other staff must hold at least a full and relevant level 2 qualification. named deputy. 	Y		<p>Manager is Level 3 qualified, staff rotas done on a weekly basis to make sure correct qualified/unqualified ratios are kept. All old rotas are kept in folder in the office.</p> <p>Have a named deputy for when manager is not in, also room leaders that step up to named person in absence of manager and deputy.</p>
3.25	<ul style="list-style-type: none"> At least one person who has a current paediatric first aid certificate must be on the premises at all times when children are present, and must accompany children on outings. Be renewed every 3 years. All newly qualified entrants to the early years workforce who have completed a level 2 or level 3 after 30 June 2016 must have full PFA within 3 months to be included in ratios. 	Y		<p>We aim for all our staff to have paediatric first aid, holding a course at one of the settings once a year by a vetted trainer.</p> <p>There is a list displayed in both buildings of PFA</p>

The Safeguarding and Welfare Requirement Audit March 2017

	<ul style="list-style-type: none"> • Must display a list of staff that have completed PFA • 			
3.26	<ul style="list-style-type: none"> • staff have sufficient understanding and use of English to ensure the well-being of children in their care. 	Y		All staff have good use of English. Have one polish lady whose English is good and she is also undertaking English lessons.
Pg.21	Key Person			
3.27	<ul style="list-style-type: none"> • Each child must be assigned a key person 	Y		By their start date each child is allocated a key worker, parents are sent out an all about me (about their keyworker) and it can be seen on each rooms keyworker board.
Pg.21	Staff: child ratios			
3.28	<ul style="list-style-type: none"> • children are adequately supervised and decide how to deploy staff to ensure children's needs are met. • inform parents and/or carers about staff deployment, aim to involve them in these decisions. • Children must usually be within sight and hearing of staff and always within sight or hearing. 	Y		Applying zones in rooms to make sure that all areas are supervised, but staff to use initiative if there are more children in other areas Letters and newsletter goes out to parents to inform them off any staff changes
3.29	<ul style="list-style-type: none"> • Only those aged 17 or over may be included in ratios 	Y		Alex is not counted in ratio or left unsupervised but is counted as a body in the room.
3.30	<ul style="list-style-type: none"> • The ratio and qualification requirements below apply to the total number of staff available to work directly with children. 	Y		
Pg. 24	Early Years providers			
3.31	<ul style="list-style-type: none"> • Children aged under two 1:3 	Y		Staff rotas are done around each rooms staff registers to make sure that ratios are always kept
3.32	<ul style="list-style-type: none"> • For children aged two 1:4 	Y		Staff rotas are done around each rooms staff registers to make sure that ratios are always kept
3.33	<ul style="list-style-type: none"> • EYP/EYT 1:13. 	Y		Staff rotas are done around each rooms staff registers to make sure that ratios are always kept
3.34	<ul style="list-style-type: none"> • Children 3 to 8 years old 1:8 	Y		Staff rotas are done around each rooms staff registers to make sure that ratios are always kept

The Safeguarding and Welfare Requirement Audit March 2017

Pg.27	Health Medicines			
3.44	<ul style="list-style-type: none"> • procedure, discussed with parents and/or carers, for responding to children who are ill 	Y		This is stated in the parents copy of term and conditions. Room leaders also go through this on settling in visits.
3.45	<ul style="list-style-type: none"> • a policy, and procedures, for administering medicines 	Y		This is in all policies and procedure folders that are in each room and one in main office. Also in the staff handbook which is kept in the same folder and all staff emailed one prior to starting with Woodlands.
3.46	<ul style="list-style-type: none"> • prescription medicine must only be administered where written permission obtained. Record maintained • Aspirin medicine only given if prescribed by a doctor. 	Y		<p>On the registration form parents sign to give Woodlands permission to give calpol in an emergency. If emergency calpol is given this is recorded on an emergency calpol form and signed by parents when collecting their child.</p> <p>These records are kept in each rooms contact detail forms of the children behind their names so patterns can be seen emerging.</p>
Pg.28	Food & Drink			
3.47	<ul style="list-style-type: none"> • healthy menu • Fresh drinking water must be available and accessible at all times. • Providers must record and act on information from parents and carers about a child's dietary needs 	Y		<p>Menus are reviewed every season. We always aim to have a well-balanced menu including our 5 portions of fruit and vegetables a day. Menus can be found in each room, one by the kitchen and one is emailed out to all the parents. When reviewing menus, we always ask all staff and parents for their input.</p> <p>All rooms have water at a reachable height for the children available all day.</p> <p>Children's allergies are written by parents on their registration form, this is then put onto an allergy form that is kept in all rooms, office and kitchen for all staff to be aware off. Any new allergies we ask parents to fill out a new allergy form and this is then updated on the system.</p>

The Safeguarding and Welfare Requirement Audit March 2017

3.48	<ul style="list-style-type: none"> • There must be an area which is adequately equipped to provide healthy meals, snacks and drinks for children as necessary. • There must be suitable facilities for the hygienic preparation of food for children, • staff must receive training in food hygiene 	Y		<p>Each room has an eating area which is properly cleaned and prepped before children sit down to eat.</p> <p>Each room has a side where food can be prepped hygienically, but staff are asked to do it in front of children where possible to extend on their learning.</p> <p>All staff are to have food hygiene or they are asked not to touch food. We do this by educate or we have paper copies in staff room.</p>
3.49	<ul style="list-style-type: none"> • Registered providers must notify Ofsted of any food poisoning affecting two or more children within 14 days 	Y		To be kept documented and information sent to Ofsted if needed
Pg.28	Accident or Injury			
3.50	<ul style="list-style-type: none"> • first aid box accessible at all times • must keep a written record of accidents or injuries and first aid treatment. • Providers must inform parents and/or carers of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, of any first aid treatment given. 	Y	To make sure staff are all aware this is their responsibility. (first aid boxes)	<p>There is a first aid box in all rooms including the kitchen. Staff are asked to make sure these are full.</p> <p>These are all documented on accident/incident forms and kept in each rooms registration folder behind the child's name. Parents sign when collecting the child at the end of the day. Debbie now monitors the accident forms and makes any changes necessary for reoccurring accidents.</p> <p>Parents are informed on collection of the child and asked to sign an accident/incident form. If we feel the accident is a little serious we will ring parents and inform them before they pick up.</p>
3.51	<ul style="list-style-type: none"> • must notify Ofsted and local child protection agencies of any serious accident, illness or injury to, or death within 14 days of the incident occurring 	Y		Keep documented and inform Ofsted, local child protection agencies as needed.

The Safeguarding and Welfare Requirement Audit March 2017

Pg.29	Managing Behaviour			
3.52	<ul style="list-style-type: none"> • Providers are responsible for managing children’s behaviour in an appropriate way. • Providers must not give corporal punishment to a child. • must keep a record of any occasion where physical intervention is used, and parents and/or carers must be informed on the same day, or as soon as reasonably practicable 	Y	Place some more information about behaviour management on board in the staff room.	Have a policy on behaviour management in all policy and procedure folders. Have books on behaviour management in staff room and little office. Also print outs attached to the staff room board for all staff to look at.
3.53	<ul style="list-style-type: none"> • Providers must not threaten corporal punishment, and must not use or threaten any punishment which could adversely affect a child's well-being. 	Y		Any member of staff seen to be breaking our procedure can face discipline
Pg.30	Safety and suitability of premises, environment and safety equipment			
3.54	<ul style="list-style-type: none"> • Providers must ensure that their premises, including outdoor spaces, are fit for purpose. • Providers must keep premises and equipment clean, and be aware of, and comply with, requirements of health and safety legislation (including hygiene requirements). 	Y		Risk assessments of the whole setting are done and kept in the office as well as a copy attached to the staff notice board for staff to have access to at all times. Daily checks are done by all staff on a daily basis to make sure the environment is safe. If any concerns/problems, then staff are asked to report this to the manager who then reports it to the correct person.
3.55	<ul style="list-style-type: none"> • emergency evacuation procedure. • fire detection and control equipment which is in working order. • Fire exits must be clearly identifiable, and fire doors must be free of obstruction and easily opened from the inside. 	Y		<p>Emergency evacuation is in each room on the wall.</p> <p>Smoke alarms in all rooms, these are checked weekly. Fire control equipment is kept in easy reach for all rooms and cook in the kitchen.</p> <p>All fire exits are clearly signed above the fire exit door. All new staff are shown this on their first day at Woodlands and told what to do in case of a fire.</p>

The Safeguarding and Welfare Requirement Audit March 2017

Pg.27	Smoking			
3.56	<ul style="list-style-type: none"> Providers must have a no-smoking policy and prevent smoking in the rooms, outside play or where children are present 	Y		Included in policies and procedures
Pg.28	Premises			
3.57	<ul style="list-style-type: none"> must meet the following requirements: Children under two years: 3.5 m² per child. Two year olds: 2.5 m² per child. Children aged three to five years: 2.3 m² per child 	Y		We meet these requirements and there is a floor plan in the operational folder
3.58	<ul style="list-style-type: none"> Providers must provide access to an outdoor play area Providers must follow their legal responsibilities under the Equality Act 2010 (for example, the provisions on reasonable adjustments). 	Y		All rooms are free flow for all day access to outdoor play. All rooms have access to an undercover decking and a grass area, as well as the golf course and its park.
3.59	<ul style="list-style-type: none"> Sleeping children must be frequently checked. there should be a separate baby room for children under the age of two. ensure that children in a baby room have contact with older children and are moved into the older age group when appropriate. 	Y		<p>Sleep checks are carried out every 10 minutes and recorded with a staff member signature in a sleep book. We have a separate room for our under 2's and they have their own sleep room but the doors to this are kept open while children asleep in the area.</p> <p>Our under 2's join up with our Foxcubs room when quiet. When it comes to the children moving up age group all parents are consulted and we do room transition visits with their keyworker.</p>
3.60	<ul style="list-style-type: none"> Providers must ensure there is an adequate number of toilets and hand basins available suitable hygienic changing facilities, an adequate supply of clean bedding, towels, spare clothes and any other necessary items is always available. 	Y		<p>Two toilets and hand basins in both Fox cubs and badgers. Two girl toilets and Two Boys Toilets with two hand basins in each set of bathroom in Owls. Butterflies can use Fox cubs hand basins/toilets when needed.</p> <p>Butterflies have their own changing area with anti bac hand gel and all other rooms have access to a changing unit. All items needed for nappy changing/ potty training are kept in the unit of each's room changing unit.</p> <p>Owls have a mobile changing table and can use the communication room for privacy.</p>

The Safeguarding and Welfare Requirement Audit March 2017

3.61	<ul style="list-style-type: none"> Providers must also ensure that there is an area where staff may talk to parents, as well as an area for staff to take breaks away from areas being used by children. 	Y		<p>To talk to parents we have the communication room in owls, also the staff room, little office or the main office.</p> <p>For staff breaks we have the staff room with kitchen next to it, if the staff room becomes to full they can sit in the communication room but with door shut.</p>
3.62	<ul style="list-style-type: none"> must only release children into the care of individuals who have been notified to the provider by the parent, and must ensure that children do not leave the premises unsupervised. prevent unauthorised persons entering the premises, and have an agreed procedure for checking the identity of visitors 	Y		<p>Parents fill out on the registration form who can collect we also ask them to place a password on here in case of an emergency and someone different is to pick up. We always ask parents to notify us if someone new is picking up and if they forget and someone new turns up we ring the parents to double check.</p> <p>We have a latch on the door which we ask staff if they are unsure who is on the other side to leave the latch on and ask them who they are here to collect and for the password. They then go to that child's room to fetch a member of staff or they go to the manager. For visitors we always ask staff to ask for id before letting them enter the building, then ask them to sign in on the visitor's book, never leaving them unattended.</p>
3.63	<ul style="list-style-type: none"> Providers must carry public liability insurance to cover all premises they use 	Y		<p>A copy of this is on the information board in both hallways.</p>
Pg.31	Risk Assessment			
3.64	<ul style="list-style-type: none"> Risk assessments should identify aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked, and how the risk will be removed or minimised. 	Y		<p>Risk assessments are kept in the office lockable cupboard and also in the staff room so all staff have access at all times.</p>

The Safeguarding and Welfare Requirement Audit March 2017

Pg.31	Outings			
3.65	<ul style="list-style-type: none"> Children must be kept safe while on outings Providers must do risk assessment. The assessment must include consideration of adult to child ratios. The risk assessment does not necessarily need to be in writing; this is for providers to judge. 	Y	When going out on a new outing staff to be doing a risk assessment.	We have a policy and procedure on outings that we ask all staff to follow. Kept in the policy and procedures folder that can be found in all rooms and office. Risk assessments are done for the golf course and places regularly visited, kept in office and staff room. On the outing form it has a box for any problems while out, so we are always reviewing this. We have an outing form we ask staff to fill out before an outing. Once completed these are kept in an outings folder in the little office.
3.66	<ul style="list-style-type: none"> Vehicles in which children are being transported, and the driver of those vehicles, must be adequately insured 	Y		All this information is kept in the vehicle folder in office, all staff license is photocopied and kept in this folder with MOT, Tax, Insurance Manager or deputy to take the staff out in car prior to them taking children out.
Pg.31	Special Educational Needs			
3.67	<ul style="list-style-type: none"> Providers must have arrangements in place to support children with SEN or disabilities. regards to the Special Educational Needs (SEN) Code of Practice. identify a SENCO. 	Y		We have two Senco's which are Sally Williams and Lisa Ellis
Pg.32	Information and records			
3.68	<ul style="list-style-type: none"> Providers must maintain records and obtain and share information Providers must enable a regular two-way flow of information with parents and/or carers, and between providers, if a child is attending more than one setting. 	Y	To make sure setting information sharing is happening.	We share information by Eylog, newsletters and sending out questionnaires. We have a setting information sharing form that we ask the child's keyworker to fill out and post to the child's other setting.
3.69	<ul style="list-style-type: none"> Records must be easily accessible and available Confidential information and records about staff and children must be held securely 	Y		All children's records are kept in room folders in the little office that has a lock on the door. Any confidential information is always locked away. Children's in the little office and staff in the main office both have keypad locks on the door.

The Safeguarding and Welfare Requirement Audit March 2017

3.70	<ul style="list-style-type: none"> ensures confidentiality. Parents and/or carers must be given access to all records about their child, 			
3.71	<ul style="list-style-type: none"> Records relating to individual children must be retained for a reasonable period of time after they have left the provision 	Y		All old records off staff and children that have left, paper copies are kept in the loft at park lane and copies on computer are put into archive.
Pg.35	Information about the child			
3.72	<ul style="list-style-type: none"> Providers must record the information for each child in their care: 	Y		All children fill out a registration form which is inputted on to the contact data base also paper copy is kept in their room folder locked in the little office.
Pg.35	Information for parents and carers			
3.73	<ul style="list-style-type: none"> Providers must make information available to parents and/or carers 	Y		We put any information to parents on the parent's notice board, we also email it out and place it on the Eylog.
Pg.35	Complaints			
3.74	<ul style="list-style-type: none"> written procedure for dealing with concerns and complaints 	Y		
3.75	<ul style="list-style-type: none"> Providers must make available to parents and/or carers details about how to contact Ofsted, if they believe the provider is not meeting the EYFS requirements. After an inspection by Ofsted must supply a copy of the report to parents and/or carers of children attending on a regular basis. 	Y		The information for parents on how to contact Ofsted is in terms and conditions given out to all parents in the registration pack.
Pg.35	Information about the provider			
3.76	<ul style="list-style-type: none"> Providers must hold required documentation: 			
Pg.35	Changes that must be notified to Ofsted			
3.77	<ul style="list-style-type: none"> Required to Notify Ofsted of changes 	Y		Email Ofsted to notify of any changes.
3.78	<ul style="list-style-type: none"> If there is a change of manager, providers must notify that a new manager has been appointed within 14 days. 	Y		Email Ofsted with new manager's details and when the change occurred.