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| **Southampton Safeguarding Self-Evaluation Tool**  **Overall Effectiveness of Safeguarding Procedures**  **Early Years and Childcare 2021/2022** | | | | |
| **Name of Provider:** | | | | |
| **Safeguarding Area** | **Yes/No/Partly** | **Evidence** | ***RED - urgent immediate action, AMBER - action required within the term, GREEN - no action required*** | |
| **Action required** | **RAG** |
| **Section 1: Policies and Wider Safeguarding** | | | | |
| Does the setting have a child protection policy which is reviewed and revised annually? |  |  |  |  |
| Is there clear reference in the policy to DfE Guidance "Keeping Children Safe in Education" September 2020 and Safeguarding section of the Early Years Foundation Stage? |  |  |  |  |
| Is there clear reference in the policy to Southampton Policy and processes as found on the HIPS (formerly SSCP) Policy and Procedure website? |  |  |  |  |
| Is the policy freely available to parents on your Website or by other means? |  |  |  |  |
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| **Does the Safeguarding Policy refer to:** |  |  |  |  |
| Health and safety |  |  |  |  |
| Site security including what to do in an emergency situation |  |  |  |  |
| First Aid, recording processes, qualifications and storage and use of medications |  |  |  |  |
| Use of Physical restraint or restructure intervention (use of reasonable force) |  |  |  |  |
| Different types of abuse and how to recognise them |  |  |  |  |
| Taking, use and storage of images |  |  |  |  |
| Offsite visits |  |  |  |  |
| Children Missing (Stops attending with no explanation) |  |  |  |  |
| Exploitation of children, Child Sexual Exploitation, Child Criminal Exploitation, Slavery |  |  |  |  |
| Trafficked Children |  |  |  |  |
| Internet/e-safety including Social Media |  |  |  |  |
| Preventing Radicalisation - is a Prevent audit tool in use and updated. O*nline training available https://www.southampton.gov.uk/council-democracy/partnership-working/safe-city/prevent.aspx* |  |  |  |  |
| Female Genital Mutilation and Breast Ironing |  |  |  |  |
| Meeting the needs of children (and staff) with medical conditions (inc emergency evacuation) |  |  |  |  |
| Intimate care |  |  |  |  |
| Mental Health and wellbeing issues in both children and staff |  |  |  |  |
| Without prejudice of faith, race or gender |  |  |  |  |
| Whistleblowing Policy |  |  |  |  |
| Drugs and Alcohol abuse (staff) |  |  |  |  |
| Dealing with allegations between staff and/or children |  |  |  |  |
| Safe use of Mobile phones and Cameras |  |  |  |  |
| Staff behaviour policy (code of conduct) to include use of internet/email/Tapestry … |  |  |  |  |
| Transfer of information - Child Protection Files and Child Welfare Concerns |  |  |  |  |
| Safe use of Social Media |  |  |  |  |
| Safe Sleeping procedures |  |  |  |  |
| Safer Recruitment Procedures |  |  |  |  |
| **Section 2: Leadership** | | | | |
| **Role of DSL (Designated Safeguarding Lead)** |  |  |  |  |
| Is there a senior member of the leadership team who has the role of DSL ? |  |  |  |  |
| Is there a named deputy/deputies to cover the DSL Role during absence who has a clear understanding of the role? |  |  |  |  |
| Are the DSL and deputies attending network meetings to maintain an overview of new developments and updating staff and policy as necessary in line with Keeping Children Safe in Education 2020? |  |  |  |  |
| Is a record of all safeguarding training maintained and regularly monitored? |  |  |  |  |
| Does the DSL have a job description that can support conversations during supervision? |  |  |  |  |
| Does the DSL have the opportunity to share concerns with the manager/owner/committee chair |  |  |  |  |
| Is there a committee member (where applicable) who is the designated safe guarding lead, and who has relevant training to oversee the DSL? |  |  |  |  |
| Is there regular supervision for DSLs to have an opportunity to reflect, debrief especially when difficult case meetings and reviews are attended or have information collated to support their ability and well-being? |  |  |  |  |
| Has at least Part 1 of "Keeping Children Safe in Education, September 2020" been read and understood by ALL staff and Committee (where applicable) is there a record of this? |  |  |  |  |
| Do ALL staff, including supply staff and volunteers know who the DLS/s are and how to contact them? |  |  |  |  |
| Are policies and procedures adopted by the Staff (and Committee where applicable) implemented, and followed by staff? |  |  |  |  |
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| **Manager / Key Worker** |  |  |  |  |
| Is there a designated practitioner to promote and support the educational achievement of children who are looked after? |  |  |  |  |
| Have they had appropriate training, including in the writing of E-PEPs? |  |  |  |  |
| Have they provided the DSL with the details of the named Social Worker for each looked after child? |  |  |  |  |
| Does the setting have an open culture where all individuals feel able to talk about their concerns believing they will be listened to and valued? |  |  |  |  |
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| **Training** |  |  |  |  |
| Has the DSL and deputies undertaken initial training, refresher training annually, and demonstrated they keep up to date of new developments in safeguarding? Are all staff able to demonstrate their responsibilities in relation to safeguarding children? |  |  |  |  |
| Have all staff and other adults who work within the setting undertaken appropriate training, at least annually, this to include the role of the DSL, SCC's procedures regarding Safeguarding issues including Children with SEND, Prevent, online safety issues, FGM and CSE. Has DSL read appropriate section from EYFS |  |  |  |  |
| Has Part 1 of "Keeping Children Safe in Education, September 2020" been read and understood by ALL staff (including Committee where appropriate) and is there a record of this? |  |  |  |  |
| Is there a mechanism for updating staff for issues that arise in between scheduled training and keeping everyone up to date with any safeguarding updates and new policies? |  |  |  |  |
| Are all new staff, temporary staff and volunteers given an induction that includes information about safeguarding procedures, named DSLs and their personal responsibilities? |  |  |  |  |
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| **Safer Recruitment** |  |  |  |  |
| Are there procedures in place for safer recruitment and vetting, and do they have regard for "Keeping Children safe in Education September 2020" , including the updates to regulated activity? |  |  |  |  |
| Is every interview conducted by at least two people, at least one of whom is safer recruitment trained? Are questions and responses recorded? |  |  |  |  |
| Is the setting compliant with "Disqualification under the childcare act 2006" DfE Statutory guidance 31 August 2018? Are staff aware of their duty to report if they become disqualified? Is there a record? |  |  |  |  |
| Are there two written references on file for each member of staff, and are these written references checked by 'phone? |  |  |  |  |
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| **Staffing - Single Central Register (SCR)** |  |  |  |  |
| Is there a SCR in place that includes: |  |  |  |  |
| Identity checks carried out, completion of check is dated and by whom it was carried out? |  |  |  |  |
| Have checks been made that documents held to verify identity and qualifications are held in personnel files, DBS certificates are seen, date and number recorded? |  |  |  |  |
| Is the record of qualifications on the SCR supported by information held within file? This may include documents to confirm name changes if names on qualifications are different to that legally used by the person. |  |  |  |  |
| Is right to work in the UK evidence recorded and placed in a file? Do these meet the relevant checking requirements published by on .gov.uk? |  |  |  |  |
| Are overseas police checks carried out if they have lived abroad, where required? |  |  |  |  |
| Do all staff and volunteers working in regulated activity (check update in Keeping children safe in Education September 2020) have an Enhanced DBS check? |  |  |  |  |
| Has written confirmation from a supply agency, where relevant, that all the appropriate checks that the setting would otherwise perform have been carried out and are satisfactory? And this is recorded, including the date checked and by whom it is checked? |  |  |  |  |
| Proof of "Disqualification by association check" recorded , dated and who carried out the check, as needed (domestic premises) |  |  |  |  |
| **Section 3: Allegations** | | | | |
| Are there policy and procedures in place for dealing with allegations **against staff** and are they in line with Southampton SSCP, EYFS and DfE guidance? |  |  |  |  |
| Has managing allegations training been completed? |  |  |  |  |
| Do you know when to contact the LADO for support and advice? Do they know where to contact them? |  |  |  |  |
| Are there policy and procedures in place for dealing with allegations against **children** and are they in line with Southampton SSCP, EYFS and DfE Guidance? |  |  |  |  |
| Are staff (and Committee where appropriate) aware of the above policies and procedures? |  |  |  |  |
| Are staff all made aware of the whistleblowing policy and understand how and when this might be used? |  |  |  |  |
| **Section 4: Reporting and Recording** | | | | |
| Are Child Protection (CP) records stored securely and away from other children's files? |  |  |  |  |
| Are records of concern of good quality, up to date indicating actions taken when and by whom? |  |  |  |  |
| Can ALL staff confidently report CP concerns and know what action to take if their concerns are not acted upon appropriately or how to report to MASH if DSL is not available? |  |  |  |  |
| Are ALL staff clear of the difference between "concerns" and "in immediate danger/at risk of harm"? |  |  |  |  |
| Are all staff aware of the statutory reporting duties regarding FGM and Prevent? |  |  |  |  |
| Has permission been obtained to transfer any child welfare/wellbeing concern records and has the transfer of these records protocol been appropriately followed including where consent has not been gained, the decision to share recorded? |  |  |  |  |
| If children have left, has the CP record been copied and transferred separately and securely from the main child's file to the new setting? |  |  |  |  |
| If children have transferred to another Pre School/Nursery, has the setting they have left got evidence of receipt of the file, and has the guidance for transfer of records been followed including where consent has not been gained. Decision to share recorded? |  |  |  |  |
| **Section 5: Inter Agency working** | | | | |
| Is the setting working with Early Help to provide timely intervention (if required)? |  |  |  |  |
| Are there systems that are prompt and effective for referring safeguarding concerns about children to the relevant agencies, including MASH, Early Help? |  |  |  |  |
| Is the DSL allocated sufficient time and resources to discharge their responsibilities, including taking part in inter agency assessments and meetings? |  |  |  |  |
| Has the setting provided a report for ALL Child Protection meetings?, even if out of term time? |  |  |  |  |
| Has the setting provided a representative for ALL CP meetings?, even if out of term time? |  |  |  |  |
| Has the setting provided information or taken part if invited to MARAC (Multi agency risk assessment conferences)? |  |  |  |  |
| Is the DSL aware of children in the setting who may be living in a private fostering arrangement and have they made the Early Years Advisory Team know? |  |  |  |  |
| **Section 6: Behaviour and Safety (inc safety on and offsite, within and outside of the normal day)** | | | | |
| **Within Setting** |  |  |  |  |
| Are staff aware of children who are Persistently Absent or missing, and have they taken appropriate action, especially regarding the most vulnerable children? |  |  |  |  |
| Are staff aware of the actions they should take for children with patterns of absence that they notice, especially the most vulnerable? |  |  |  |  |
| Are there effective systems for monitoring visitors and volunteers using the premises during the opening times? |  |  |  |  |
| Are there adequate security arrangements for the grounds and buildings during the day, including emergency procedures that can be implemented effectively and are understood by all Staff? |  |  |  |  |
| Are COVID arrangements onsite appropriate to Safeguarding Children and Staff, monitored and reviewed regularly? |  |  |  |  |
| Is there appropriate signage and procedures for COVID arrangements such as NHS track and trace signage? |  |  |  |  |
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| **Offsite or Out of Hours (OOH)** |  |  |  |  |
| Are there adequate security arrangements for the grounds and buildings before and after the end of day? |  |  |  |  |
| Are appropriate safeguards in place for children on offsite visits, including the use of volunteer helpers and supervisors of activities? |  |  |  |  |

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| **ACTION PLAN as a result of completion of the audit** | | | | |
| **Areas for development/urgent action** | **Audit section** | **Action to be taken by when** | **Person responsible** | **This will result in:** |
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| **Completed on** |  |  |  |  |
| **Staff involved in the audit completion** |  |  |  |  |
| **Committee (Where appropriate)** |  |  |  |  |
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