

REVIEWED MAY/JUNE 2019 – ANNUAL REVIEW REQUIRED

Safeguarding and welfare requirements checklist from the Statutory Framework for the Early Years Foundation Stage (2017)

Childminders are not required to have written policies and procedures. However, they must be able to explain their policies and procedures to parents, carers and others (refer to Statutory Framework paragraph 3.3).

Please note: practitioners in out of school care settings should refer to the Safeguarding and Welfare Requirements Checklist in 'Playwork - Beyond Quality' the Quality Framework for playwork settings.

Additionally, practitioners working in the EYFS in maintained schools should refer to the Early Years Quality Framework for Schools.

Statutory Requirement	Are you able to demonstrate that you have the following effectively in place/or planned for?	Yes	No	Review
Child protection	A safeguarding policy and procedures for child protection that include: <ul style="list-style-type: none"> • Actions to be taken in the event of an allegation • Action to be taken if there are concerns about the welfare of a child. 	✓		Policies and Procedures are in place across the setting and are reviewed on a regular basis. The LA Knowledge Hub is accessed regularly to keep track of current concerns and updates in best practice. NE has purchased a support package through the LA for professional time, to assess current policies and procedures, to ensure they continue to reflect current statutory requirements and 'best practice'.
	An appropriately trained Designated Person is available to take responsibility for all safeguarding issues including: <ul style="list-style-type: none"> • Taking responsibility for liaison with local statutory children's services agencies and the Local Safeguarding Children Board (LSCB) • Providing relevant support, advice and guidance to all staff in the setting on all safeguarding issues. 	✓		We have DPCP staff within the team who are always available when needed. In the unlikely event of these people not being immediately available, robust processes are in place to access additional support and guidance from the trained personnel within Brampton Village Primary School. NLE is scheduled to attend refresher training in Huntingdon, on 14th and 15th May 2019.
	Providers must have regard to the Government's statutory guidance 'Working Together to Safeguard Children', 2015.	✓		A paper copy is held on-site and is accessible to all staff and visitors. Staff are aware of the location of all statutory guidance document, held in paper copy.
	Providers must train all staff to understand their safeguarding policy and procedures and ensure they all have up to date knowledge of safeguarding issues.	✓		Basic Child Protection/Safeguarding training is provided for all staff. Whole team training held on 6th March 2019, supported by Allison Box, LA Safeguarding Lead.

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	Concerns about children's safety or welfare must be referred to the Multi Agency Safeguarding Hub (MASH) without delay.	✓		Nov 2018. Referrals will now be made into the Council's Contact Centre, with trained call handlers able to make faster decisions on all clear cut cases, and referring only complicated or unclear issues on to social workers in the MASH. Update email (1st November 2018, 06:28) was shared with whole team who signed to acknowledge receipt and understanding.
	Providers must inform Ofsted: ** <ul style="list-style-type: none"> • Of any allegations of serious harm or abuse by any person living, working or looking after children at the premises • Of the action taken in respect of the allegations. 	✓		All staff are aware of local and national procedures regarding allegations of harm or abuse to any person working, or looking after, any children on the premises. Posters are on display, with readily accessible information, for all staff and visitors, to ensure they are able to follow the correct processes for any concerns they may have. 'Logging concern' forms are accessible for all staff to use if, and when, needed.
Statutory Requirement	Are you able to demonstrate that you have the following effectively in place/or planned for?	Yes	No	Review 1
Suitable people	Effective systems / procedures / policy in place to ensure the safer recruitment of suitable practitioners and committee members.	✓		Robust procedures are in place to ensure that all staff and adult volunteers are suitable to work with children. NE updated 'safer recruitment' training, online, on 7th March 2019.
	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.	✓		Effective systems are in place to ensure all staff and volunteers who have contact with children are suitable. Robust processes, including receipt of completed application forms, face-to-face interviews, job descriptions, suitable and appropriate references are completed.

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	Providers * must obtain an enhanced criminal records disclosure for every person aged 16 and over who works directly with children or lives/works on the premises. Additional criminal record check/s have taken place for any staff member that has lived or worked abroad (for full detail refer to Statutory Framework, paragraph 3.10).	✓		Enhanced Criminal Records are checked for all staff and adult volunteers through the Disclosure and Barring Service. A contract is held with Disclosure Services, through their online portal, disclosureservices.com
	Procedures to ensure all staff must disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children or who are living in the same household as the registered provider on the premises where childcare is provided. Disclosures must be made at the latest within 14 days of the date the provider became aware of the information (refer to Ofsted guide 'Disclosure and Barring Service' 090103).	✓		Applicants are requested to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children, when completing the job application form. Regular supervisions are held with staff and any updates or change in circumstance are discussed, reviewed and acted upon.
	Providers * must record information about staff qualifications and the identity checks and vetting processes that have been completed.	✓		Information is held regarding staff qualifications, identity and vetting processes. Individual staff record files are maintained and a summary of DBS/vetting and qualifications is updated.
	Providers have 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). Refer to Section 35 of the Safeguarding Vulnerable Groups Act 2006. All staff on the Ofsted system need to be signed up to the DBS update service.	✓		Processes are in place to make a referral to the Disclosure and Barring Service where a member of staff is dismissed. It is not currently a legal requirement for all staff on the Ofsted system to be signed up to the DBS update service.
	Committee members must complete not only their DB checks, but EY2's in the expected time frame. Please see guidance notes.	✓		Brampton Kids Club moved from Committee to private ownership in August 2010. NE and NLE are the registered Directors and owners of BKC Ltd.

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Disqualification	Providers must notify Ofsted ** 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.	✓		Processes are in place to notify Ofsted of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises. Safeguarding policies are always followed and contain appropriate and up to date information. Ofsted contact details are on public display.
Safeguarding	Disqualification by association - <ul style="list-style-type: none"> • All staff have completed a declaration • At each supervision practitioners are asked if there have been any changes since signing their declaration. Should a declaration be made, or circumstances change from making the declaration, providers should check a list of the offences and cautions for which a person may be disqualified.	✓		In previous years staff were asked formally, on an annual basis, to verify the current position of those persons living with them. Statutory guidance was updated on 31st August 2018 and this is no longer a legal requirement.
Staff taking medication/other substances	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, refer to the Statutory Framework 3.19.	✓		Robust processes are in place to ensure all staff are suitable and have the ability to effectively care for the children when employed to do so. Senior staff will raise concerns with individuals, as necessary, if required. Any concerns raised and acted upon will be reviewed and discussed under formal supervision.
	Staff medication on the premises must be securely stored, and out of the reach of children, at all times.	✓		Staff medication is stored securely. All staff have access to secure lockers where personal belongings, including medication, are stored while they care for the children.
Staff qualifications, training, support and skills	Providers must ensure all staff receive induction training which includes: <ul style="list-style-type: none"> • Emergency evacuation procedures • Safeguarding • Child Protection • PREVENT • Health and Safety issues. 	✓		Induction training is provided for all new staff. A Level 3 qualified Playworker is allocated as mentor to each new staff member. They are responsible to ensure that all policies and procedures are shared and understood. This is enhanced by shadowing experienced staff who demonstrate good practice.

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Statutory Requirement	Are you able to demonstrate that you have the following effectively in place/or planned for?	Yes	No	Review
	Providers must put appropriate procedures in place for staff supervision which includes opportunities to: <ul style="list-style-type: none"> • Discuss any issues regarding children's development or wellbeing, including child protection concerns • Identify solutions to address issues as they arise • Receive coaching to improve their person effectiveness. 	✓		A system is in place for regular staff supervisions. A new/clearer approach has recently been adopted, that allows staff to raise issues of concern in a quicker and less formal way, which is more appropriate for our childcare setting. This also allows the time and opportunity for more considered 1:1 discussion on a more structured basis. Less formal supervisions are held on a daily basis, prior to the start of each session.
	The manager must hold full and relevant Level 3 qualification and at least two years' experience in an early years setting (or other suitable experience).***	✓		The manager, named Deputy and 4 additional staff members hold relevant Level 3 Playwork qualifications. Following the publication of the Statutory Framework for the Early Years Foundation Stage 2017, under Section 3 – The safeguarding and welfare requirements, paragraph 3.40, it is no longer a legal requirement for us to have this qualification in place.
	At least half of all other staff must hold at least a full and relevant Level 2 qualification. ***	✓		This is not required, as detailed above.
	The named Deputy Manager must be capable and qualified to take charge in the manager's absence.	✓		A named Deputy Manager is in place and is capable and qualified to take charge in the Manager's absence. NE and NLE are both Directors and owners of BKC Ltd and have Level 3 qualifications in Playwork. Additionally we have 4 other Playworkers that hold current Level 3 qualifications in Playwork who may act in a deputy role, if required.
	Staff holding an Early Years Educator qualification must have GCSEs in English and Maths at grade C or above. ***	✓		This is not applicable in our setting.
	Childminders must have relevant EYFS training and ensure that assistants are competent in all areas of work they undertake.	✓		This is not applicable in our setting.

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	All staff members who have a current paediatric first aid certificate must: <ul style="list-style-type: none"> Accompany children on outings Be able to respond to emergencies quickly (re premises layout and staffing). 	✓		All qualified staff hold the 12-hour paediatric first aid qualification. An external training provider attends and provides whole team training every 3 years to ensure compliance with statutory requirements. There are currently 9 qualified staff employed.
	Staff must have sufficient understanding and use of English to ensure the well-being of children in their care.	✓		All staff currently employed have English as their first language.
Key person	Each child must be assigned a key person.	✓		EYFS children have an assigned key person. Following the publication of the Statutory Framework for the Early Years Foundation Stage 2017, under Section 1 – The learning and development requirements, footnote 5, it is now for us to determine how the learning and development requirements are supported, in discussion with parents and school staff.
Staff:child ratios	Staffing arrangements must meet the needs of all children and ensure their safety.	✓		EYFS Framework paragraph 3.40 “sufficient staff as for a class of 30 children”. With up to 75 children at any one time we maintain a ratio of 1:10; Most afternoons, for example, have 8 staff. A minimum of 2 staff will be present with all groups of children, regardless of group size.
	Children must usually be within sight and hearing of staff and always within sight or hearing.	✓		Children are supervised inside and outside at all times. Internal doors are always open, maintaining a free-flow of movement but allowing appropriate supervision ensuring they remain within sight or sound at all times. Externally, children remain within agreed boundaries ensuring appropriate supervision is maintained.

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	Providers must ensure and demonstrate that staff:child ratios meet the requirements of the Statutory Framework for the number and age of children and staff qualifications.	✓		As a provider solely of before/after school care or holiday provision we must sufficient staff as for a class of 30 children. A high proportion of our staff team are qualified to Level 3, ensuring at least 1 Level 3 qualified manager is present at all times. Along with our increased ratio of 1:10 supervision of children this far exceeds the current statutory requirements.
	Childminders to refer to the Statutory Framework 3.41 – 3.43.	✓		This is not applicable in our setting.
Health Medicines	Procedures must be in place for responding to children who are ill or infectious.	✓		Statutory guidelines are followed. The 'Guidance on infection control in schools and other childcare settings' poster is displayed and followed. If children fall ill while with us, qualified first aid staff will assess and treat them and take appropriate action to ensure their personal safety and wellbeing is maintained, as well as possible. Contact will be made with parents asap. First aid and protection resources are held, to prevent the spread of possible infection. E.g. First aid kits, bodily fluids kits etc.
	The provider must have a policy and procedures for administering medicines.	✓		No medicines will be administered to children unless provided by parents and the appropriate written consent being given. An 'Administering Medication' form is available to parents on our website and in hard copy at the Club. Staff at the Club are not permitted to administer medication to any child if the form is not complete and returned in advance. Under no circumstance will members of staff administer medication against the will of any child.
	Training must be provided for staff where the administration of medicine requires medical or technical knowledge.	✓		Qualified First Aid staff are on duty daily. Specific training is sought for EpiPen, Diabetes assessment and management etc to meet individual child needs, as appropriate and as required.

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	Written permission must be obtained from parents and / or carer where medicine is being administered to a child and providers must keep a written record each time medicine is administered. 3.46	✓		An 'Administering Medication' form is available to parents on our website and in hard copy at the Club. The form also includes a full record of administered medicines which is dual signed by staff at the point of administering and also countersigned by parents, on collection, to ensure they are fully aware of the action taken.
Food and drink	Meals, snacks and drinks must be healthy, balanced and nutritious.	✓		All food provided is listed in the County guidance for Healthy Eating. As we are situated on school premises, we have a duty to support and follow the guidance supplied.
	Fresh drinking water must be available and accessible at all times.	✓		Fresh drinking water is available at all times. All water supplied through all accessible taps is potable. Annual inspections are carried out by the school for such things as legionella.
	Providers must obtain information about any special dietary requirements, preferences and food allergies that a child has, and any special health requirements and act on these.	✓		All areas of diet and allergies are requested from parents on the Registration Form. Information is gathered before children attend the setting in order for us to fully ensure we have the correct protocols in place before the child attends. Information is shared with staff on a 'need to know' basis. A full record of all children and any associated dietary requirements is held inside the food cupboard, away from public display.
	There must be suitable facilities for the hygienic preparation of food.	✓		We have a fully equipped kitchen space to prepare food. Tables are wiped clean as required, and at least daily. Glass mats are used for food preparation; chopping fruit and vegetables.

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	All staff involved in preparing and handling food must receive training in food hygiene.	✓		Staff hold Intermediate and Basic food hygiene qualifications. Training and guidance is cascaded to all staff, as required, to ensure they are confident and responsible for preparing and handling food and are competent to do so.
	Cases of food poisoning affecting two or more children must be reported to Ofsted. ***	✓		There have been no cases of food poisoning in our setting.
Accident or injury	Providers must ensure there is a first aid box accessible at all times with content for use with children.	✓		First Aid boxes are kept in the first aid cupboard. The cupboard is accessible to all staff at all times. Additionally, first aid 'bum-bags' are available to be worn outdoors. Items are replaced when used. Regular inspection are carried to ensure all items are fit for purpose.
	Providers must keep a written record of accidents or injuries and first aid treatment given.	✓		Accident Report forms are maintained at the setting. Individual reports are written each time first aid is provided. Parents are requested to countersign these to acknowledge transfer of information on collection.
	Providers must inform parents and / or carers of any accident or injury sustained by the child on the same day.	✓		Accident Report forms are maintained at the setting. Individual reports are written each time first aid is provided. Parents are requested to countersign these to acknowledge transfer of information on collection. If parents are not seen on collection, or reports not signed, parents will be telephoned in cases of concern.
	Providers must notify Ofsted ** of any serious accident, illness or injury of any child in their care.	✓		There have been no cases of any serious accident, illness or injury of any child in our setting. We are, however, fully aware of our statutory requirements.
Managing behaviour	Providers are responsible for managing children's behaviour in an appropriate way.	✓		Children's behaviour is managed appropriately, working with the children to deliver this. 'Rules by the children, for the children' are established and reviewed each year. Adults, including staff and visitors are also expected to follow the same rules set by the children.

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	Providers, including childminders, must keep a record of any occasions where physical intervention is used and parents and / or carers must be informed on the same day.	✓		Children's behaviour will always be managed in an appropriate way. Corporal punishment is STRICTLY forbidden. Physical interventions will only be used to ensure the safety of all children and staff. If physical intervention occurs, and it then becomes a predicted risk, a formal plan of appropriate interventions will be created and agreed in conjunction with parents and the child. Incident Report forms are used to record all 'non-accident' events.
Safety and suitability of premises, environment and equipment	Providers must ensure their premises are fit for purpose and suitable for the age of children cared for.	✓		The setting occupies existing Primary School premises. Throughout the setting, play-areas are fit for purpose and suitable for the age-related activities available. We also have full access to the wider outdoor school premises.
	Providers must comply with requirements of Health and Safety legislation (including fire safety and hygiene requirements).	✓		We are aware of the Health & Safety legislation requirements. All premises are maintained by school as part of our lease agreement, including weekly fire alarm testing, PAT testing, thermostatic valves, legionella, water safety etc.
	Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or other emergency and must have: <ul style="list-style-type: none"> • An emergency evacuation procedure • Appropriate fire detection and control equipment in working order • Clearly identifiable fire exits • Fire doors free of obstruction and easily opened from the inside. 	✓		Protocols are in place for emergency evacuation, fire detection and control. All fire equipment, fire exits, and fire doors are maintained by school as part of our lease agreement.
Smoking	Providers must not allow smoking in or on the premises when children are present or about to be present.	✓		Smoking is strictly prohibited. We occupy a school site, covered by County policy which also support our policy of No Smoking within the site boundaries of the school.

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Premises	Premises and equipment must be organised in a way that meets the needs of children (refer to the Statutory Framework 3.57).	✓		Premises and equipment are organised in a way that meets the needs of children. We work within 2.3 square metres per child, offering the opportunity for a maximum of 75 children per session.
	Providers must provide access to an outdoor area or ensure outdoor activities are taken on a daily basis.	✓		We operate on school premises. We have access to a dedicated outdoor space for Foundation and KS1 children, and also full access to the wider school premises.
	Providers must follow their legal responsibilities under the Equality Act 2010.	✓		We follow our legal responsibilities under the Equality Act 2010. We are aware of the protective characteristics of the Act and ensure that our premises are accessible to all children and staff.
	Sleeping children must be frequently checked and should be in a separate room for children under the age of two. *	✓		This is not applicable in our setting. However, we allow the opportunity for all children to rest and relax, and also sleep if needed, through the provision of a quiet area and the use of soft furnishings.
	Providers must ensure there is an adequate number of toilets and hand basins available.	✓		Toilets and basins are adequate. We have access to 13 toilets across the setting. Each separate boys/girls facilities have 2 toilets appropriate in size for Foundation Stage and Key Stage 1 along with trough sinks. Additionally, we have a DDA compliant adult toilet and two further toilets for men and women, separately.
	Providers must ensure there are suitable hygienic changing facilities for any children who are in nappies.	✓		This is not applicable in our setting. However, arrangements would be made with the school to use their equipment if necessary.
	Providers must ensure there is an area where staff may talk to parents and / or carers confidentially and for staff to take breaks away from areas used by children.	✓		Areas are available for staff to talk to parents. Confidential discussions can take place in additional space away from the children if required. Breaks are not legally required due to the number of hours employed at any one time. However, an opportunity to take a break is given to all staff on a daily basis.

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	Providers must only release children into the care of individuals who have been notified to the provider by the parent and / or carer.	✓		Registration Forms contain details of additional persons authorised to collect children from the setting and they sign personally, for their data to be shared with us. Upon visiting to collect, a robust ID check is conducted to ensure the collector is verified by the child and parents, if necessary.
	Providers must ensure children do not leave the premises unsupervised.	✓		Where possible we will always ensure children leave the premises with a responsible adult. Unless parents have given specific instruction, outside of the normal agreement with us, no child will be allowed to leave the premises unsupervised.
	Providers must take all reasonable steps to prevent unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitors.	✓		Processes are in place to prevent unauthorised persons entering the premises. Visitors, such as Local Authority advisers and Ofsted Inspectors will be asked to show photo ID and sign-in the Visitor's Record.
	Providers must consider what additional measures are necessary when children stay overnight.	✓		This is not applicable in our setting.
	Providers must carry public liability insurance to cover all premises.	✓		Public liability Insurance is held by the setting. Buildings are protected under the school insurance. Our policy, reviewed and updated annually, covers us for the work we do, the people we look after, staff and visitors.
Risk assessment	Providers must ensure that they take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risks.	✓		Risk assessments are carried out periodically. Health & Safety assessments for the building are carried out by Brampton Village Primary School. On a daily basis we conduct operational risk assessments to ensure the premises are suitable for children to attend. A reporting process is in place in order to feedback any issues with school. Risk/benefit assessments are completed dynamically, by both staff and children, to minimise hazards ,in order to allow children to experience risk & challenge play opportunities.

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	Providers must determine where it is helpful to make some written risk assessments.	✓		Written risk assessment help to ensure the safety of children and allow new experiences. A Daily Checklist is completed before each session to ensure the safeguarding and welfare requirements are met for all children in attendance.
	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.	✓		Risk assessments are carried out before children attend the setting, by staff. Staff are employed prior to children attending in order to complete the necessary safety checks, including the Daily Risk Assessment Checklist. While engaging in play, children are prompted by adults and their peers to consider 'what if?' scenarios, in order to measure risk/reward.
Outings	Providers must assess the risks or hazards to ensure all children are kept safe while on outings, including consideration of adult to child ratios.	✓		We have a policy for Outings and Visits. It is our current operational policy NOT to go on outings or visits. Instead, we 'buy-in' professional services to ensure the children experience new things in a safer environment e.g. archery.
	Providers who transport children must ensure the vehicles and drivers are adequately insured.	✓		This is not currently applicable in our setting. This is a consideration to be looked at in case of an emergency arising.
Special Educational Needs	Providers must have arrangements in place to support children with Special Educational Needs (SEN) or disabilities.	✓		We have a Designated SENCo employed within the staff team. Additionally, staff are employed above and beyond the ratio requirements of Ofsted, to ensure ALL children are supported and their needs are fully met, while at the Club.
	Providers who are funded by the local authority to deliver early education places must have regard to the Special Educational Needs (SEN) Code of Practice 2015.	✓		This is not currently applicable in our setting. Historically, when LA funds were available, we have employed 1:1 Playworkers with SEN experience in order to allow new play opportunities to those children requiring additional support e.g. ASD.

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	Providers (in group provision) are expected to, and childminders are encouraged to identify a Special Educational Needs Coordinator (SENCo).	✓		We have a Designated SENCo employed within the staff team. The SENCo supports staff to recognise and understand the needs of all children and is pro-active in engaging with parents to ensure the best experience possible for all children at the Club.
Information and records	Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting and to ensure the needs of all children are met.	✓		All statutory records and information are held at the Club. Registration Forms are completed annually, ensuring any changes are updated as required, by parents. Historical records are kept on-site.
	Providers must enable a two-way flow of information with parents and/or carers, and between providers.	✓		Communication with parents and providers is paramount. Parents are consulted at drop-off and collection times, ensuring a constant flow of relevant information. Where Accident and Incident Forms have been completed, parents are asked to co-sign in order to record the formal flow of information passing to them when events occur. We also liaise with other providers where consent has been given by parents, in advance.
	Records must be easily accessible and available. Confidential information and records must be held securely. Providers must be aware of their responsibilities under the Data Protection Act 1998 and Freedom of Information Act 2000. General Data Protection Regulations 2018.	✓		Registration Forms are held out of general sight, but within arm's reach of all staff. Current 'child specific' files are kept secure in a locked cabinet and only accessed by designated persons (DSLs). All records may be obtained by parents upon request, subject to specific child protection concerns.
	Providers must ensure that all staff understand the need to protect the privacy of children in their care.	✓		Staff understand the level of privacy required. On an annual basis, staff are asked to complete a 'confidentiality' agreement which aids to remind them formally of their duty of care towards all children and adults, in and around the setting.
	Parents and/or carers must be given access to all records about their child (except where DPA 1998 applies).	✓		Parents and/or carers may access their child's records while at the Club. All records may be obtained by parents upon request, subject to specific child protection concerns being observed.

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	Records must be retained for a reasonable period after a child has left the provision.	✓		All records are kept on-site after children have left the Club. We currently advise parents that all records will be kept until children reach the age of 25.
Information about the child	Providers must record the following information for each child in their care: <ul style="list-style-type: none">• full name;• date of birth;• name and address of every parent and/or carer who is known to the provider (and information about any other person who has parental responsibility for the child);• which parent(s) and/or carer(s) the child normally lives with;• emergency contact details for parents and/or carers.	✓		Records of all children are made before children attend the Club. Our Registration Form is a formal request to parents for them to provide specific information about their child in order for us to ensure we are fully equipped and able to support their child's needs in full, before they attend the Club.

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Statutory Requirement	Are you able to demonstrate that you have the following effectively in place/or planned for?	Yes	No	Review
Information for parents and carers	<p>Providers must make the following information available to parents and/or carers:</p> <ul style="list-style-type: none"> • how the EYFS is being delivered in the setting, and how parents and/or carers can access more information; • the range and type of activities and experiences provided for children, the daily routines of the setting, and how parents and carers can share learning at home; • how the setting supports children with special educational needs and disabilities; • food and drinks provided for children; • details of the provider's policies and procedures (all providers except childminders must make copies available on request) including the procedure to be followed in the event of a parent and/or carer failing to collect a child at the appointed time, or in the event of a child going missing at, or away from, the setting; and • staffing in the setting; the name of their child's key person and their role; and a telephone number for parents and/or carers to contact in an emergency. 	✓		Information is available to all Parents and/or carers as required. Information is made available to parents when contact is made with the Club, when they attend the Club and on our website. Parents are encouraged to come and view the Club and are given the opportunity to tour the premises and discuss in detail, the processes involved in the childcare we offer.
Complaints	Providers * must put in place written procedures for dealing with concerns and complaints and must keep a written record of complaints and their outcome.	✓		A complaints policy is in place. Policy and procedures are in effect to appropriately review concerns and complaints as they arise. On a daily basis we liaise with parents at drop-off and collection times to ensure that any issues or concerns are readily shared and addressed.
	Childminders must keep a record of any complaints and their outcome.	✓		This is not applicable in our setting.
	Providers must investigate written complaints within 28 days and notify complainants of the outcome.	✓		A complaints policy is in place. Our policy is to respond in writing within 15 working days.

REVIEWED MAY/JUNE 2019 – ANNUAL REVIEW REQUIRED

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Statutory Requirement	Are you able to demonstrate that you have the following effectively in place/or planned for?	Yes	No	Review
	Records of complaints must be made available to Ofsted ** on request.	✓		A complaints file is readily available if required. There are currently no complaints logged.
	Providers must make details of how to contact Ofsted ** available to parents and / or carers.	✓		Details of how to contact Ofsted are available. The official Ofsted poster is displayed in the Club and further details are available on our website.
	Providers must notify parents and / or carers about an inspection (by Ofsted **) and provide a copy of the report.	✓		Parents are notified about Ofsted inspections. All Ofsted Inspection Reports are readily available on our website. Additionally, a paper copy is displayed on the wall of our current inspection report and are available to parents as necessary.
	Providers must make Ofsted ** contact details available.	✓		Ofsted contact details are available. The Ofsted poster is displayed in the Club and further details are available on our website.
Information about the provider	Providers must hold the following documentation: <ul style="list-style-type: none"> • name, home address and telephone number of the provider and any other person living or employed on the premises (this requirement does not apply to childminders); • name, home address and telephone number of anyone else who will regularly be in unsupervised contact with the children attending the early years provision; • a daily record of the names of the children being cared for on the premises, their hours of attendance and the names of each child's key person; and • their certificate of registration (which must be displayed at the setting and shown to parents and/or carers on request). 	✓		Documentation is held for all areas listed. Individual staff records are maintained. Visitor records are maintained daily, as required. Daily Registers of attendance are kept for all children registered with the Club. A list of Designated Persons and Key persons is on display in the Club, along with the Ofsted Certificate of Registration, ICO Registration and Insurance documentation.
Changes that must be notified	Providers must notify Ofsted (or the relevant childminder agency) of any significant changes (see 3.77) including a change of manager (see 3.78).	✓		We are aware of the requirements to keep Ofsted updated. Our details were updated following a house move within the previous inspection cycle.

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Statutory Requirement	Are you able to demonstrate that you have the following effectively in place/or planned for?	Yes	No	Review
Safeguarding	<p>Disqualification by association -</p> <ul style="list-style-type: none"> • All staff have completed a declaration • At each supervision practitioners are asked if there have been any changes since signing their declaration. <p>Should a declaration be made, or circumstances change from making the declaration providers should check, a list of the offences and cautions for which a person may be disqualified this can be found at</p> <p>http://www.ofsted.gov.uk/resources/compliance-investigation-and-enforcement-handbook-childminding-and-childcare</p>	✓		Disqualification by Association is no longer required following a change in Law.
	Prevent - All team members have training to understand and be able to implement the Prevent strategy.	✓		All staff have received training specific to Prevent Duty. The Local Authority were contracted to provide 'whole setting' training for Safeguarding, including Prevent Duty.
	Committee members must complete not only their DB checks, but EY2's in the expected time frame. Please see guidance notes.	✓		This is not applicable in our setting.
Health food and drink	<p>Food labelling information can be found at: Food labelling and packaging - GOV.UK https://www.gov.uk/food-labelling-and-packaging/overview</p>	✓		All foods are reviewed regularly to ensure knowledge of specific ingredients. Many children the setting have food intolerances or allergies that may set off the need for immediate emergency medical care. A full list of all children attending the Club is available at the snack area for staff to review on an ongoing basis to ensure the requirements of health, allergy awareness and religious need are met.