

Safeguarding and Child Protection Audit of statutory duties and associated responsibilities- for all childminders who are registered with Ofsted or with a childminding agency.

Please note, all childminders should complete this audit whether they have children on roll or not.

This audit should be used to monitor, review and evaluate safeguarding policies and procedures, to ensure the maximum effectiveness of safeguarding children in your care.

This audit:

- will support you to meet the safeguarding and welfare requirements of the Early Years Foundation Stage (EYFS)
- will help you to assess the quality of your safeguarding practice
- will help to ensure that gaps in safeguarding are identified and prompt action is taken to address these areas
- should be reviewed twice a year
- can be included as evidence for self-evaluation

It is the responsibility of the childminder to ensure that they **understand** their safeguarding responsibilities and that arrangements for safeguarding children comply with current guidance from government and the [Safeguarding Children and Young People in Herefordshire](#) (SCYPH) website.

Childminders must have the following in place (relating to the EYFS statutory requirements):

- A written safeguarding policy and up-to-date child protection procedures that include the risks of peer-on peer-abuse. The policy must be updated annually in line with current legislation (see table below). If employing assistants you must also have a staff code of conduct.
- Appropriate training at least annually to ensure current knowledge of safeguarding and child protection issues. Click to visit the [training page for SCYPH](#). A childminder is the Designated Safeguarding Lead for their setting, and needs to refresh knowledge and skills at least annually, and all other staff/assistants need to receive regular updates annually and be able to access training. A DSL Handbook is available [here](#)
- Procedures for notifying the Local Authority Designated Officer (01432 261708) lado@herefordshire.gcsx.gov.uk of any allegations of abuse against yourself or persons living or working on the premises at which the childminding takes place without delay, and must notify Ofsted as soon as possible.
- Procedures for notifying the Multi-Agency Safeguarding Hub (MASH - 01432 260800) of any concerns you have about a child being harmed or neglected.
- You MUST notify Ofsted of serious accidents, injuries and deaths and notify local child protection agencies.
- An Acceptable Users Policy for IT equipment used by children, and yourself (this should include use of computers, social networking sites, mobile phones, cameras, memory sticks etc.) If children have access to the internet, you must have appropriate filters and monitoring systems in place to protect children from harmful online material.

Further information to support the safeguarding of children is available on the following websites:

<p>Herefordshire Safeguarding Children Partnership website hosts policies and guidance which apply to all agencies working with children across Herefordshire:</p>	<p>https://herefordshiresafeguardingboards.org.uk/herefordshire-safeguarding-children-partnership/</p>
<p>Ofsted’s <i>‘Inspecting Safeguarding in Early Years, Education and Skills Settings’</i> - guidance for inspectors undertaking inspection under the Education Inspection Framework:</p>	<p>https://www.gov.uk/government/collections/education-inspection-framework?#guidance-for-education-providers</p>
<p><i>‘Working Together to Safeguard Children’</i>- Department for Education:</p>	<p>https://www.gov.uk/government/publications/working-together-to-safeguard-children-2</p>
<p><i>‘What to do if you’re worried a child is being abused: advice for practitioners’</i>:</p>	<p>https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2</p>
<p>The 2015 Counter Terrorism and Security Act places a duty on early years providers “to have due regard to the need to prevent people from being drawn into terrorism” (the Prevent Duty):</p> <p>A link to online Prevent training from the Home Office is on page 28. All staff should complete this as a minimum.</p>	<p>www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales</p>

Audit of statutory duties and associated responsibilities for childminders

Name of childminder.....
 Ofsted Unique Reference Number (URN).....
 Name(s) of any other registered childminders in your setting.....
 Name(s) of any assistants in your setting.....
 Date of last Ofsted inspection.....

Instructions for completing the audit

- When responding to each statement provide a Yes, No or N/A answer where applicable.
- If answered 'yes' evidence can be provided
- If answered 'no' an action **must** be provided

Before starting the audit it would be useful to have the following information to hand: staff files, training records, and policies and procedures including your safeguarding policy.

Please tick appropriate box	Yes	No	Title of course and training provider:
I am the Designated Safeguarding Lead for Child Protection (DSL) and I have completed an appropriate training course to be able to fulfil this role within the last 2 years .			
			Date of training:
I have another childminder/assistant working with me who is a deputy DSL(s) who has completed appropriate training within the last 2 years .			Name of other childminder or assistant:
			Date of training:

If I employ other childminders/assistants, I have delivered universal safeguarding training to them on their roles and responsibilities, and they also receive regular updates and refresher training from me, at least annually.			List the names and positions of all others registered to work in your childminding setting and dates of training for each person:
I am familiar with the Ofsted document: Inspecting Safeguarding in Early Years, Education and Skills Settings			
I have a current Paediatric First Aid certificate. This is renewed every 3 years			Date of Training:

I agree that the information in this audit is correct and the actions have been agreed.

Signature of Childminder(s).....

Self-evaluation: identify which of the statements below best describes/fits your practice:

If you score **mostly 1's** – well done and thank you for your continuing commitment in this area.

If you score **mostly 2's or 3's** - you clearly have made a good start but still have some work to do. Plan some work in before your next Ofsted inspection. Please use the Safeguarding Action Plan, (Appendix 1) to highlight areas for improvement.

If you score **mostly 4's** - you need to make safeguarding and child protection planning a priority; your next Ofsted inspection may be very critical of the gaps. Seek help and advice from your Early Years Improvement Advisor, who will be able to provide advice and signpost you to relevant guidance and training.

1) The childminders safeguarding policy

1. I have a policy which is up to date and includes the correct information in order to make appropriate referrals to MASH. West Midlands Child Protection Procedures Manual and includes the risk of peer abuse and takes account of the guidance in the EYFS Statutory Framework. There is evidence the policy has been read by all assistants and volunteers. Also, parents are aware of it through the prospectus and/or my website if applicable. The policy is reviewed annually. The policy covers all safeguarding elements described in the Ofsted publication: Inspecting Safeguarding in Early Years, Education and Skills Settings
2. I have a safeguarding policy which is up to date, takes account of the guidance in the EYFS Statutory Framework. The policy is shared with and accessible to parents but not fully effective in that not all assistants and volunteers are aware of it. The policy is reviewed annually.
3. I have a policy but it needs updating.
4. I have no safeguarding policy currently in place.

2) Safeguarding and child protection procedures

1. I, and any assistants or volunteers, know where to find the Safeguarding Children and Young People in Herefordshire (SCYPH) procedures (Safeguarding Children and Young People in Herefordshire) and use these local safeguarding arrangements within my setting. If relevant, assistants are given a copy of my safeguarding policy and are made aware that I am the DSL. As DSL I regularly check the SCYPH website for the most up-to-date guidance and documentation and I know how to use the Resolution of Professional Disagreements Policy when necessary. I am aware of the revised document: What to do if you are worried a child is being abused
2. I and any assistants or volunteers and parents are aware of the SCYPH and my setting's safeguarding policy and procedures. I check the SCYPH website to access the most up to date guidance and documentation.
3. Procedures are in place but only I know about them. I have not checked the SCYPH website regarding updates and documentation.
4. Safeguarding policy and procedures are not in place.

3) Consistency and cross-referencing of procedures

1. All of my key policies/procedures are aligned and cross-refer to my safeguarding policy, e.g. anti-bullying, medical needs, first aid, physical intervention, managing behaviour, health and safety, complaints, whistleblowing, Acceptable User Policy, SEN, outings and attendance. All policies are reviewed annually with assistants within the appropriate timescales for each policy. Children with medical needs have had their individual care plan updated to ensure their safety and this includes those with asthma.
2. All of my policies and procedures have been identified and those due to be reviewed in line with current safeguarding policy and CP procedures have been drawn up in an action plan to ensure they are cross-referenced appropriately.
3. I have made a start at looking at other policies/procedures that need to reference to the safeguarding policy and CP procedures
4. Although CP procedures are in place, other policies and procedures (e.g. anti-bullying, positive handling and restraint, discipline, health and safety, complaints etc.) contradict or do not reference them.

4) Offer of Early Help

1. In line with legislation, I have carefully considered how I can signpost parents to offers of Early Help, including examples such as:- guidance on parenting, language development, dietary advice, money management, toileting, CSE screening tool (if applicable), listening to the voice of the child to identify FGM, promoting fundamental British values, multi-agency working (MARAC, MASH and Social Care), accident prevention, referral processes and training and considering permanency for the child. If I employ assistants or volunteers they are also aware of these and know how to raise a concern and the Herefordshire 'Right Help, Right Time' guidance document. The offer of Early Help is written and referred to in a policy and for parents. I know about the Early Help Hub and what they offer, and how to access Herefordshire Council and Talk Community website information
2. In line with legislation, I have carefully considered how I can sign post parents to offers of Early Help including examples such as:- guidance on parenting, language development, dietary advice, money management, toileting, CSE screening tool, listening to the voice of the child to identify FGM, promoting fundamental British values, multi-agency working (MARAC, MASH and Social Care), accident prevention, referral processes and training and considering permanency for the child. If I employ assistants not all are aware of these and know how to raise a concern. The offer of Early Help is not written and referred to in a policy, or explained to parents.
3. In line with legislation, I am considering how I can find out about offers of Early Help to parents, including examples such as:- guidance on parenting, language development, dietary advice, money management, toileting, CSE screening tool, listening to the voice of the child to identify FGM, staff supervision, promoting fundamental British values, multi-agency working (MARAC, MASH and Social Care), accident prevention, referral processes and training and considering permanency for the child. I am not aware of the Herefordshire 'Right Help, Right Time' guidance document.
4. What is Early Help?

5) Training

1. As the DSL I have received safeguarding training appropriate to my role in the last two years and all other assistants/childminders have received basic awareness training in the last three years and have had annual updates.
2. I have had updated safeguarding training in the last two years and other assistants have been offered training.
3. I have received safeguarding training in the past, but this has not been updated in the last two years. I employ assistants and they have not been offered training (NB this would be a potential negative judgment for Ofsted Inspection).
4. I have not attended any safeguarding training and assistants have not received any training.

6) Safeguarding and the Early Years Foundation Stage (The Voice of the Child)

1. Through play-based activities, children are encouraged to talk about feelings to deal assertively with pressures, are listened to, and know they can turn to me for help and advice if necessary. I have identified, listened to and made provision for my most vulnerable or those destined for disadvantage children. I can identify those who are more vulnerable (e.g. who have a parent in prison, drug using parents, domestic abuse in the home, Special Educational Needs, medical needs, are on a Child Protection Plan or have had Child Protection concerns raised about them, are Children in Care, or are children with a disability or children who may have been subject to FGM or vulnerable to CSE) I have sought their views on my setting life and can evidence that provision is in place to support them within my setting.
2. I provide some opportunities for children to consider risk situations and explore strategies for keeping safe. I have identified and made provision for my most vulnerable children. I can identify those who are more vulnerable or destined to disadvantage (e.g. who have a parent in prison, drug using parents, domestic abuse in the home, Special Educational Needs, medical needs, are on a Child Protection Plan or have child protection concerns raised about them, are Children in Care, or are children with a disability or children who may have been subject to FGM or vulnerable to CSE) and I can evidence that provision is in place to support them within my setting but I have not sought their views about my provision.
3. I am seeking training/advice about how to develop opportunities for safeguarding and child protection work. I can identify those who are more vulnerable (e.g. who have a parent in prison, drug using parents, domestic abuse in the home, Special Educational Needs, medical needs, are on a Child Protection Plan or have child protection concerns raised about them, are Children in Care, or are children with a disability or children who may have been subject to FGM or vulnerable to CSE) and I am currently looking at seeking their views and ensuring provision is in place to support them in my setting.
4. I generally do not view safeguarding and child protection as having a place in the activities in my setting. I would struggle to identify my most vulnerable children and any provision in place is not informed by the most vulnerable groups.

7) Safer Working Practice

<p>1. I am confident that my premises are secure and that no one may enter or leave without my knowledge. I ensure that all assistants, visitors and volunteers who come regularly into my setting sign in. Identification of visitors is verified and checked. Only assistants who have been carefully scrutinised and have had a DBS check have unsupervised access to children on my premises. I have a written guide for any assistants, visitors (if applicable) on safer working practice who come regularly into my premises which they have signed to confirm they have read. I have informed all persons living or working at my premises that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at my setting) and they sign a declaration to confirm this annually. I record information about assistant's qualifications and continuous professional development. I am aware that as a registered provider I may be disqualified because I live in the same household as another person who is disqualified, and or that any assistants I employ may be disqualified because they live in the same household as a disqualified person. I am aware that I 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. The disqualification of an employee could be an instance of a significant event. If a registered person or childcare worker is disqualified they may, in some circumstances, be able to obtain a 'waiver' from Ofsted. I am aware of the information that I must provide to Ofsted, in line with the EYFS Statutory Framework.</p>
<p>2. I am confident that my premises are secure and that no one may enter or leave. I check the identification of any visitors and have a visitor's log. If I employ assistants they sign in and have DBS checks. I have informed all persons living or working at my premises that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at my setting) and they sign a declaration to confirm this. I am aware that as a registered provider I may be disqualified because I live in the same household as another person who is disqualified, and or that any assistants I employ may be disqualified because they live in the same household as a disqualified person. I am aware that I 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. The disqualification of an employee could be an instance of a significant event. If a registered person or childcare worker is disqualified they may, in some circumstances, be able to obtain a 'waiver' from Ofsted. I am aware of the information that I must provide to Ofsted in line with the EYFS Statutory Framework.</p>
<p>3. I believe my premises are secure. I do not sign visitors into my premises. My assistants sign in and have DBS checks. I do verbally check assistant's ongoing suitability but I am not aware of the disqualification by association.</p>
<p>4. I am not sure my premises are always secure. I do not sign visitors into my setting. My assistants do not sign in but DBS checks are in place. I do not check assistant's ongoing suitability and I am not aware of the disqualification by association.</p>

8) Children with Special Educational Needs and Disabilities (SEND)

1. I have a SEND policy that is up to date and reflects the Herefordshire Local Offer as published on the council website- this outlines the early identification, assessment and provisions put in place to aid a child with SEND and my role as the SENCo. There is evidence the policy has been read by any assistants and it is accessible to parents. The policy is reviewed annually. Information is shared appropriately with assistants and other professionals regarding Integrated Reviews, EHC Plans. Continual sharing takes place if the child attends or moves to another setting and there is strong communication with parents. Measures are also put in place to support the individual needs of a child and I am fully aware of the appropriate care actions. I understand and follow the EYFS Statutory Requirements and the SEND Code of Practice.
2. I have a SEND policy that outlines the identification, assessment and provisions put in place to aid a child with SEND and my role as the SENCo. Information is shared with assistants regarding a child with SEND and communication with parents take place. Some measures are put in place to support the individual needs of a child and I am aware of the appropriate means of communication and contact with a child in regard to additional care they require. I have a local offer which is written and shared with parents, but not published.
3. I have a SEND policy and share information appropriately with parents regarding a child with SEND. There are measures to aid in the individual learning of a child. I am not aware of who else I could contact to support the individual needs of a child. I am aware of the requirement to have a local offer but have not recorded this.
4. I do not have a SEND policy and there are no measures in place to support the individual needs of a child. I do not have a local offer.

9) Acceptable User and E-Safety (inclusion within Safeguarding Policy)

1. I have a safeguarding policy that covers all areas of IT equipment for both myself, assistants and children i.e. mobile phone use by anyone on the premises, photographing children, use of childminder's official setting cameras only, downloading of photographs only on the childminder's computer, Facebook use, internet use, social networking sites and email use (where applicable). I have considered use of my personal email address and confidentiality issues and am aware of my responsibilities regarding GDPR. All assistants and parents are aware of this policy. This policy is reviewed at least annually. I have knowledge of how to keep myself and children safe using technology and this is communicated with parents to ensure they know how to keep children safe at home.
2. I have a safeguarding policy which is known to assistants and parents. It covers use of cameras and mobile phones but doesn't cover the full range of IT equipment. I have limited knowledge of E-Safety but know where to go for more information.
3. I have a safeguarding policy which covers mobile phone and cameras but is not known by assistants and parents, and doesn't cover all IT aspects and limited knowledge of E-safety. I don't know where to get any more information.
4. I have a safeguarding policy which includes no aspects of IT and I have no knowledge of E-Safety.

10) Procedures on how to manage allegations made against assistants/volunteers

1. Procedures for the management of allegations are known by myself and any assistants. If an allegation has been made there is evidence that the procedures are followed properly, reported to the Local Authority Designated Officer (LADO) and clear records kept. West Midlands Child Protection Procedures Manual
2. Procedures for the management of allegations are known by myself and I know where they are kept if I need to refer to them. If assistants are employed they know what to do if an allegation is made and know what procedures to follow. Clear records are kept.
3. Procedures for managing allegations are known by myself and I know where they are kept if I need to refer to them.
4. I am not aware of the procedures which will be followed if allegations are made, and I do not know who to contact for guidance.

11) Record keeping procedures

1. I have reviewed my procedures on recording, retaining and sharing child protection concerns against LA SCYPH guidance, and the West Midlands Child Protection Procedures Manual . I have amended my procedures accordingly and they are applied consistently. A chronology is kept and is taken to every multi-agency meeting. There is evidence that I and any assistants are following the procedures, and actions/outcomes are recorded against each concern. Child Protection files are passed on to any new school or educational setting to which the child has moved.
2. I have reviewed my procedures on recording, retaining and sharing child welfare and child protection concerns against LA guidance, I have amended my procedures accordingly and they are applied consistently.
3. I have procedures on recording, retaining and sharing child welfare and child protection concerns but they have not been reviewed against LA guidance.
4. I do not have a procedure for recording, retaining and sharing records of child welfare and child protection concerns

12) Outings

1. I take all reasonable steps to manage risks on outings, and when considered appropriate, a written risk assessment is put in place, which includes consideration of adult to child ratios. I and any assistants wear a suitable high visibility jacket when supervising and accompanying the children. I use my vehicle to transport children for outings, which has suitable insurance and a valid MOT. Parents give permission and provide suitable car seats. Parents have given written permission for their child(ren) to go on outings. I have an emergency plan recorded in the case of accidents or breakdowns. All incidents are recorded and reported to parents.
2. I take reasonable steps to manage risks on outings, but do not have written risk assessments. I usually wear a suitable high visibility jacket to supervise the children. I take children on outings and use my own vehicle which is suitably insured and has an MOT.
3. I consider some risks before going on outings.
4. I do not undertake any risk assessments for outings.

13) Lost/Non Collection Policy (for when children are not collected)

1. I have an established policy that all assistants are fully aware of. If not collected parents are aware of the process and a referral to Social Care is made within a reasonable timescale. The child's welfare remains paramount whilst an investigation into parent's whereabouts takes place. A clear policy is in place for lost children and is known by all parents and assistants.
2. I understand my Lost/Non Collection Policy and follow it consistently.
3. Parts of my Lost/Non Collection Policy are followed but not consistently and this practice is not known to parents.
4. I do not have a Lost/Non Collection Policy.

14) Managing Behaviour

1. I have a behaviour management policy which is understood and followed consistently by all assistants. Physical intervention is taken for the purpose of averting immediate danger of personal injury to any person (including the child). I know I must keep a record of any occasion where physical intervention is used, and parents must be informed on the same day, or as soon as reasonably practicable. Parents are familiar with the policy and procedures. I am 'TeamTeach' trained and understand how to de-escalate potentially challenging behavior in young children without resorting to physical restraint. https://www.teamteach.co.uk/
2. I have a behaviour management policy and all assistants are familiar with this. I am aware of the need to record physical intervention and why. Incidents are not reviewed and monitored.
3. I have a behaviour management policy but not all are aware of it. I am not aware of the need to record physical intervention.
4. I have no behaviour management policy.

15) Female Genital Mutilation (FGM)

1. I am aware of the issues and have ensured that assistants are also aware of the potential risks. I have undertaken training either through SCYPH or the on-line FGM training http://www.safeguardingchildren.co.uk/resources/female-genital-mutilation-recognising-preventing-fgm-free-online-training/ or at https://www.fgmelearning.co.uk/ I am aware of the signs that a child may become subject to female genital mutilation i.e. talking about a journey/becoming a woman plus a planned extended holiday abroad. I know to report this <u>before</u> the child leaves the UK. It is illegal for FGM to be practiced in the UK and it is illegal to remove a child from the UK for this purpose. I am aware that regulated health and social care professionals and teachers in England and Wales will have a mandatory requirement to report visually confirmed or verbally disclosed cases of FGM in girls under 18 to the police.
2. I am aware of the issues and the potential risks and have some information which I have shared with assistants. I have some awareness of the signs that a child may become subject to female genital mutilation i.e. talking about a journey/becoming a woman plus a planned extended holiday abroad. I know to report this as a child protection concern.
3. I am aware of the issues and potential risks. Assistants are not aware of the issues or potential risks. I would not know what process to follow if I had a concern.
4. Neither me nor my assistants are aware of the issues or the potential risks around FGM.

16) Attendance

	1. I am aware that I should be alert to patterns of absence that may indicate wider safeguarding concerns. I keep clear records of attendance. I work closely with parents to encourage good attendance and have a system in place to respond to poor or non- attendance that I feel may be linked to child protection concerns by following the SCYPH safeguarding procedures.
	2. I am aware that I should be alert to patterns of absence that may indicate wider safeguarding concerns. I keep clear records of attendance and am aware poor attendance may link to safeguarding but do not take any action about poor attendance.
	3. I keep clear records of attendance but am not aware poor attendance may link to safeguarding concerns.
	4. I do not record attendance.

17) Prevent Duty

	1. I am aware of the Prevent Duty and I promote Fundamental British Values. I know how to identify children who may be at risk or vulnerable to radicalization/extremist views, and know what to do when they are identified. I have completed the Home Office on-line training and/or attended a Workshop to Raise Awareness of Prevent. Any assistants and volunteers who come into the setting regularly have also completed the on-line training module. I have evidence of training taken. http://www.elearning.prevent.homeoffice.gov.uk
	2. I have completed the on-line training and am aware of the expectations placed on me to promote Fundamental British Values, but would benefit from more training to raise my awareness.
	3. I am aware of the expectations to promote Fundamental British Values but I have not attended any training and have limited understanding of the Prevent Duty.
	4. I have no knowledge of the Prevent Duty.

18) Anti-bullying Practice

	1. As part of my safeguarding policy, or as a stand-alone policy, I have procedures covering all types of peer-on-peer abuse and bullying (including homophobic, cyber, Lesbian, gay bi-sexual and transgender, racist, Gypsy, Roma Traveller children etc.) This is embedded into everyday practice and has been developed in consultation with children at the setting. The policy is known and followed by assistants and volunteers, reviewed annually and shared with parents.
	2. I have an anti-bullying policy that covers most types of bullying. It is known to assistants and volunteers and reviewed annually.
	3. I have an anti-bullying policy but it has not been reviewed in the last year.
	4. I do not have an anti-bullying policy (either stand alone or as part of another policy).

19) Any other areas of achievement in relation to safeguarding and child protection for your particular setting that you wish to tell us about such as, an example of how you have listened and responded to a safeguarding concern from a child.

1.
2.
3.
4.

Additional information

Disclosure and Barring Service:

Are the following statements accurate?

- I have an existing DBS check in place **Yes / No**
- The requirements under the Disclosure and Barring Service (DBS) are understood and all assistants and persons over the age of 16 years, living or working on my premises have an enhanced DBS disclosure with a check of the barred list completed through the Ofsted portal **Yes / No**
- Any student volunteer posts within my setting have been notified to Ofsted to determine if additional checks are required. **Yes / No**
- I keep Ofsted informed of any changes to persons living or working on my premises **Yes / No**

Disqualification, including by association

Every Early Years setting, including childminders, must adhere to the requirements set out by the Disqualification under the Childcare Act 2006:

- I am aware of the requirements that applies to me and people who live in my home **Yes / No**

I have other childminder(s)/assistant(s)/volunteer(s) working with me Yes/No

If you have answered yes to the last question answer the following:

- I offer my assistant(s) regular supervision opportunities (which include opportunities to discuss safeguarding and child protection concerns and I provide feedback and support **Yes/No**
- I have a whistleblowing policy that is shared with my assistant(s) **Yes/No**
- It is good practice that childminders who employ another childminder or assistant(s) have undertaken safer recruitment training. I have completed either the NSPCC online, SCYPH Safer Recruitment day course or another approved course within the last 5 years **Yes/No**
If 'Yes'- date refresher is due:
- I am not knowingly employing a person who is disqualified under the Disqualification under the Childcare Act 2006 (by ensuring that anyone covered by the guidance is made aware of the legislation including that they may be disqualified, including 'by association') **Yes/No**
- A 'Single Central Record' is kept securely for myself and any assistant(s)/volunteers and it is kept up-to-date **Yes/No**

Safeguarding Action Plan following self-audit

Action	By whom	Target date	Date achieved