

Safeguarding and Welfare Audit Tool

Last update: April 2020

Setting/RCM Name	
Date Assessed	
Review Date	
Staff/RCM signature	
Print Name	
Role of staff member	

The aim of the Safeguarding and Welfare Audit Tool is to give childcare providers Safeguarding guidance. In conjunction with this document, the Statutory Requirements relevant to your type of provision should be read in full. The Safeguarding and Welfare Audit Tool should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.

A safer provision is one where safeguarding ethos thread through all elements of practice. A provision which develops a culture of belief, which is open and transparent with the staff and families it works, with will be a happy and safe place for both the provider and the children cared for.

Safeguarding Policy and Procedures

Your Safeguarding policy should be a statement of your aims and objectives in providing a service for children. This should include:

- your responsibilities in safeguarding children
- what you intend to encourage in the children to be cared for
- what kind of environment you intend to provide for children
- a date to review your policy in the light of any new procedures, processes or knowledge.

Safeguarding procedures are the systems ensuring that the Safeguarding policy is put in place. It is a tool for you/staff members to use when there is a concern about a child, protect vulnerable children from harm or abuse and guard practitioners from placing themselves in vulnerable situations. It should ensure that any children wishing to report any kind of harm or abuse are listened to and concerns are acted upon. Your procedures should include:

- outlines of the course of action to be taken
- names and contact details of the relevant agencies to be contacted
- guidance about recording information.

Your Safeguarding policy and procedures should also include procedures for escalating, responding and managing allegations or concerns which may arise about you or other adults on the premises.

You may also wish to make reference to a range of associated policies or documents (the list below is not exhaustive):

- Anti-bullying policy
- Administration of medicines policy
- Accident Recording and Reporting policy
- Behaviour Management policy
- Code of conduct
- Critical incident planning e.g. In the event of severe weather, snow, flooding, fire, etc.
- Exclusion and infection control policy
- Inclusion policy
- Outings policy
- Parent contract / agreement
- Health and Safety policy i.e. Non-smoking policy, Intimate care and toileting policy, etc.
- E-safety policy i.e. Mobile phone use (staff, parents, etc.), ICT equipment, taking and storage of digital images, social networking, Data protection, use of Tapestry, etc.)
- Lost or uncollected child policy
- The Risk Assessment
- The Retention Schedule
- The Statutory Requirements relevant to your type of provision

RAG Rating

Use the RAG Rating below to self-evaluate effectiveness of the safeguarding statutory requirements and help you prioritise any action required.

Rating	Description	Action Priority
For Action	Statutory Requirements are not complied with; Immediate action is required; and/or The threshold for meeting Quality Standards is not met	Immediate action
In Progress	The threshold for meeting Quality Standards is at risk of not being met	Medium priority action
In Place	Where Statutory Requirements and Quality Standards are met	No action or low priority

1. Safeguarding and Child Protection Policy (S&CP Policy)

Safeguarding Arrangements	In Place	In Progress	For Action	Evidence	Next Steps
There is a Safeguarding and Child Protection Policy					
The policy includes the main categories of abuse					
The policy has been reviewed and updated in the last 12 months				Last review date	
The policy is available publicly					
Is it shared and understood by staff, children, young people, families, carers, or other stakeholders.					
Where English isn't the first language, it is accessible for parents in another language					
Parents know who to contact if they have concerns about; abuse, bullying or E-safety (online issues)					
Children/young people are aware of the policy and how to access it					
Children/young people have an understanding of their rights and the provider's responsibilities towards them in relation to age appropriate safeguarding?					

The policy link child protection to bullying, cyber-bullying, e-safety and health & safety policies				Information to support could be available on website or handbook	
Policies and procedures are closely linked so staff understand implications (see page 2 for list of other policies and procedures)					
Your provision promotes current good practice i.e. NSPCC, Safeguard Partnership Board, Jersey Children First, etc.					

2. Safeguarding Responsibilities, Early Intervention and Managing Concerns

Safeguarding arrangements	In Place	In Progress	For Action	Evidence	Next Steps
There is a named Designated Safeguarding Lead (DSL) to take responsibility for safeguarding arrangements					
There is a Deputy DSL					
DSL/Deputy DSL names are clearly displayed, and all staff know them					
DSL/Deputy DSL attend training and have access to resources to: <ul style="list-style-type: none"> • Provide advice and support to other staff • Plan and provide training • Contribute to assessments and complete records • Participate in multi-agency meetings and support staff to do so when required 					
Meetings are recorded (how and where)					
Early Help Assessments have been initiated in the last 12 months					
A member of staff has oversight of Early Help Assessments				Name/role	
Number of current children with a Team Around Child & Family (TAC & F) Plan					
Managing Concerns					

Your policy includes details on the information needed for taking concerns forward with relevant agencies i.e. MASH, Independent Safeguarding and Standards (ISS), Early Help, Jersey's Children First, others.					
You understand the importance of your role and duty in taking concerns forward					
You are confident about the referral procedures to other agencies should concerns need to be escalated					
You are aware of the Safeguarding Partnership Board Escalation and Resolution Policy					
The DSL/Deputy DSL are responsible for new concerns and to follow them up					
All staff know who to report concerns to					
A Contingency Plan is in place to ensure that someone is available should concerns arise					
Allegations against adults					
All staff know the procedure and who to report allegations made by a child against an adult employed at the provision					
All staff know the procedure for allegations made by a child against an adult outside the provision					
All staff are aware of the Independent Safeguarding and Standards (ISS) and the procedure for managing allegations against adults by staff within the provision					

There are clear reporting lines for allegations made against adults					
There is a Whistleblowing policy in place					
Incidents/allegations are recorded					
The DSL/Deputy DSL or Management Team understand who to report allegations made against the manager/owner					

3. Children's Welfare

Safeguarding arrangements	In Place	In Progress	For Action	Evidence	Next Steps
Monitoring of children's attendance is rigorous					
Concerns around children's drop off and pick up is communicated with parents					
Procedures are in place if a child goes missing from your care					
How does your provision respond to children going missing from your care, particularly on repeated occasions?					
What actions are taken when a child is not collected as expected?					
What is the process of releasing children into the care of an adult deemed unsafe/unknown?					
What actions do you take if a child's physical presentation is of concern?					
Children's contact details for parents/carers and collection arrangements are kept up-to-date					
Parental Responsibility/Court Orders and contact agreements are in place					
Information of admissions on medical, SEND, HSSD, etc. is asked and is regularly updated					
There are emergency procedures, including written parental permissions and details, of medical advice and treatment					
There are accident forms and procedures for notifiable accidents					

Children with Special Education Needs or Disabilities (SEND)

There is a policy for children with medical needs (or is included in the Safeguarding policy)					
The policy reflects the increased risks for children with SEND					
All staff can explain why children with SEND are at higher risk of harm					
Is the lead for SEN a senior member of staff?					
Looked-After Children (LAC)					
Staff working with LAC have the skills, knowledge and understanding necessary to keep them safe					
Information about a look-after child is shared with the appropriate staff <i>i.e. whether it is under voluntary arrangements, an interim or full care order, contact arrangements with birth parents or those with parental responsibility are clear, etc.</i>					
The DSL/Deputy DSL have knowledge of LAC in the provision and details about their Social Worker and arrangements					
Information relating to LAC is stored in the Safeguarding Records section of their personal file					

4. Suitable People and Safer Recruitment

Safeguarding arrangements	In Place	In Progress	For Action	Evidence	Next Steps
CEYS Safer Recruitment policy is followed					
All adults working with or around children are DBS checked and have gone through the pre-employment screening process					
Volunteers are appropriately DBS checked and supervised					
All new staff understand the Safeguarding and Child Protection Policy and their role and responsibilities					
The staff handbook refers to a code of conduct including adult/child relationships and communications, and use of social media					
All adults in your provision are aware of this code of conduct (including adults of 16+ in Registered Childminders' home)					
All new staff are given a copy of the Safeguarding and Child Protection policy, and at the end of their induction are asked to sign to confirm they have: <ul style="list-style-type: none"> • Read the policy • Understood how and who to report concerns • Know the name of the DSL/Deputy • Understood their responsibility in keeping children safe 					
New staff are given the opportunity to meet the DSL/Deputy as part of their induction					
Training					

You and all staff have attended the mandatory 6 hours Safeguarding and Child Protection training					
The mandatory 6 hours Safeguarding and Child Protection training is included in the induction programme for all new staff					
All staff update their safeguarding knowledge annually					
Safeguarding training and updates are monitored and recorded on the HR Central log including dates					
The DSL/Deputy DSL undergo training regularly and often to provide the knowledge and skills required to carry out their role				Date of last CPD event attended	
The DSL/Deputy DSL and Management Team attended the level of training recommended by the Jersey Safeguarding Partnership Board or CEYS? <i>i.e. Designated Lead (Children), Continuum of Need for Services to Children (Thresholds – Children), Child Protection Case Conferences, CEYS DSL update</i>					
All staff are aware of training opportunities via Virtual College					
Staff receive regular safeguarding updates <i>i.e. via email, bulletins, staff meeting, etc.</i>					
The provision participates and/or support safeguarding events <i>i.e. CSE Awareness, NSPCC campaigns, etc.</i>					
In addition to the minimum requirements of safeguarding training, all staff update their safeguarding skills and knowledge. <i>i.e. attend various training or conferences, read new childcare researches or articles, review policies, access supervision/support, etc.</i>					

Visitors					
There is a procedure for anyone visiting the provision <i>i.e. signing of a register, wearing badge, supervised, etc.</i>					
There are arrangements specific for contractors/workmen/others working on site?					
There is a procedure if concerns arise about visitors					

5. Information, Records and Data Protection

Safeguarding arrangements	In Place	In Progress	For Action	Evidence	Next Steps
There is a systematic process in place for recording concerns and safeguarding information and is referred to in your policy					
You are aware and follow the current retention schedules for registered childcare providers					
You and all staff know how to record a concern					
Do you and all staff have access to the 'Record of Concern' form?					
Significant information is dated and recorded chronologically					
Safeguarding records are stored securely, and are					
Safeguarding records are encrypted when being shared via email					
The provision complies with the Data Protection (Jersey) Law 2018 (GDPR)					
Who has access to the children's safeguarding records?					
Sharing Information					

The provision contributes to multi-agency working i.e. MASH, CS, CAMHS, health, police? <i>i.e. Referral forms, health, CAMHS, Meeting notes/minutes, example of police support, etc.</i>					
The DSL/Deputy DSL <i>always</i> attend safeguarding meetings. If not, who does? <i>Ideally, this should be the person who knows the child best.</i>					
When possible, information is discussed with parents/carers prior to safeguarding meetings					
Whenever appropriate, parent/carers' consent is sought prior to MASH enquiries					
Information contained in the Safeguarding Records are shared with parents/carers beforehand					
E-Safety and GDPR					
Online safety is identified as a safeguarding issue of priority, with leadership and management oversight					
There is an e-safety policy and is familiar to all staff					
Policy updates are communicated to staff					
Information on e-safety is available to staff and parents					
Parents regularly engage in relation to e-safety <i>i.e. via newsletters, parent evenings, website, etc.</i>					
There are appropriate e-safety filters and monitoring systems					

A member of staff is responsible for checking these systems				Name/role & date of last check	
All staff are aware of e-safety issues, are able to recognise them and take appropriate action					
Staff, children and parents know how to report e-safety concerns					
Online searches of concern are addressed					
Have there been any e-safety incidents and how are they dealt with?					
E-safety incidents are documented, and any concerns shared with parents					

6. Outings and Others

Safeguarding arrangements	In Place	In Progress	For Action	Evidence	Next Steps
Outings					
There is a risk assessment in place for outings <i>i.e. activities outside the provision, overnight, out of island trips, etc.</i>					
A member of staff is responsible for risk assessing outings					
Health and safety checks are made regularly to ensure a safe environment					
Additional safeguarding measures are taken for overnight or off-island trips					
Others					
You are aware of other safeguarding concerns such as: <ul style="list-style-type: none"> • Child Sexual Exploitation (CSE) • Radicalisation • Female Genital Mutilation (FGM) 					