

# Childminder Details

|  |  |
| --- | --- |
| Name of Childminder:  |       |
| Date Completed |       |

# This safeguarding audit is a self-assessment tool for childminders who work on their own. There is no statutory requirement to have written policies and procedures but you must have, as a bare minimum, a safeguarding statement. Completion of this document will help ensure you are meeting the statutory safeguarding duties. The Statutory Framework for the EYFS 2023 is mandatory for all early years providers in England.

# Please refer to key safeguarding documents including – Working Together to Safeguard Children 2018, Inspecting safeguarding in early years, education and skills settings 2021, What to do if you are worried a child is being abused 2015, Prevent Duty guidance for England and Wales 2015, Keeping Children Safe in Education 2023 and NYSCP Threshold Guidance.

# How to Grade your Practice

Childminders should achieve a 4 grading to show that safeguarding concerns have been addressed. When safeguarding concerns have been addressed, and or action plans are in place, compliance should be recorded as a 4 grading. Where actions have been identified (grades 1 -3) an action plan should be developed and implemented immediately to ensure compliance with statutory requirements.

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | 2 | 3 | 4 |
| **Not in operation – potential safeguarding concerns** | **Identified safeguarding concerns/weakness to be addressed - no action plan in place** | **Identified safeguarding concerns/weakness - with an action plan in place** | **Safeguarding concerns have been addressed** |
| Not in operation. The childminder should develop and implement an action plan. | Safeguarding concerns or identified weakness. The childminder should develop and implement an action plan. | Safeguarding concerns or identified weaknesses. The childminder has an action plan in place to address these concerns. | Safeguarding concerns have been addressed and the childminder is compliant with statutory requirements.Improvements and modernisation of arrangements may be taking place but these do not expose any safeguarding concerns.There are no safeguarding concerns |

For each question, childminders should briefly reference evidence to support their answer e.g. the name of a policy and date it was last reviewed.

# Section 1 – Suitability Checks

|  | **Key Questions** | **Guidance Notes** | **Grading** | **Evidence** | **Actions Required** |
| --- | --- | --- | --- | --- | --- |
| **1.1** | **Has the childminder completed all suitability checks for themselves and anyone connected with the application who is over 16 years old?**  | *EYFS (2023) 3.9 and 3.10* *Ofsted or CMA completes checks on suitability and anyone connected with the application who is over 16 years or over. This includes including children at university but back for holidays and anyone staying at the childminder’s home overnight for one or more nights per week. Checks include:- DBS check including online update service; EY2 form, Health Declaration Form, People who have lived abroad in last 5 years, Ministry of Defence checks.*[*https://www.gov.uk/guidance/people-connected-with-ofsted-registered-childcare*](https://www.gov.uk/guidance/people-connected-with-ofsted-registered-childcare)[*https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted/suitability-checks*](https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted/suitability-checks)[*https://www.gov.uk/become-childminder-nanny*](https://www.gov.uk/become-childminder-nanny) |  |       |       |
| **1.1a** | **Is the childminder signed up to the DBS online Update Service?**  |  |  |  |
| **1.2** | **Are all reasonable steps taken to ensure the childminder does not have anyone working or living on the childminding premises who is disqualified from registration by Ofsted or CMA or use, in regulated activity, any person barred by the DBS from working with children?** | *Circumstances which disqualify a person from becoming a childcare provider are set out in the Ofsted guides to registration, the Childcare (Disqualification) regulations 2018* and *Sec 75 and 76 Childcare Act 2006.**EYFS (2023) 3.14 – 3.18* |  |       |       |
| **1.2 a** | **Is the childminder aware that it is a criminal offence to knowingly have anyone working or living on the childminding premises who is disqualified from registration by Ofsted or CMA or use, in regulated activity, any person barred by the DBS from working with children?** |  |  |       |       |
| **1.3** | **Is the childminder aware of Ofsted or CMA’s requirements in the event of Disqualification?** | *In the event of disqualification of a registered childminder, a person living in the same household as the registered childminder, or a person employed in that household, the childminder must not continue as an early years provider.*[*https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006*](https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006)*Information to be given to Ofsted or CMA in EYFS (2023) 3.17.* |  |       |       |

# Section 2 – Suitable people and safe practices

|  | **Key Questions** | **Guidance Notes** | **Grading** | **Evidence** | **Actions Required** |
| --- | --- | --- | --- | --- | --- |
| **2.1** | **Does the childminder ensure that people whose suitability has not been checked through DBS and Disqualification checks do not have unsupervised contact with children being cared for?** | *EYFS (2023) 3.11*[*https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006*](https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006) |  |       |       |
| **2.2** | **Does the childminder ensure that the identity of all visitors is verified and written records kept of date and time of visit?**  | *Visitors include anyone not connected with the registration of the childminder’s business.* |  |       |       |
| **2.3** | **Does the childminder have arrangements in place for making referrals to the Local Authority Designated Officer (LADO) within one working day where an allegation is made against themselves or a person working or living at the childminding premises?**  | *Refer to “Managing Allegations Against Staff” on the North Yorkshire Safeguarding Children Board (NYSCP) website.* [*http://www.safeguardingchildren.co.uk/professionals/managing-allegations-against-staff*](http://www.safeguardingchildren.co.uk/professionals/managing-allegations-against-staff) |  |       |       |
| **2.3a** | **Does the childminder know how to contact the Duty LADO?** | *Referrals to the LADO must be made to the Duty LADO within one working day and by completing the LADO Referral Form when there is an allegation, relating to either within or outside of the Childminder’s premises.* [*http://safeguardingchildren.co.uk/admin/uploads/one-minute-guide/lado-omg-1-1-1.pdf*](http://safeguardingchildren.co.uk/admin/uploads/one-minute-guide/lado-omg-1-1-1.pdf) |  |       |       |
| **2.4** | **Is the childminder aware they must not be under the influence of alcohol or any other substance which may affect their ability to care for children?**  | *Childminders under medical investigation, treatment and/or taking medication should advise their medical practitioner of their employment to determine if this may affect their ability to care for children and their fitness for work.* *Medication on the premises must always be securely stored and out of reach of children EYFS (2023) 3.19.*  |  |       |       |
| **2.4a** | **Is the childminder aware that they must not smoke, vape or use e-cigarettes in or on the premises when children are present or about to be present?** | *EYFS (2023) 3.19 and 3.57.* |  |       |       |
| **2.5** | **Does the childminder have a full and current paediatric first aid (PFA) certificate?** | *“Criteria for effective PFA training” points 1 - 7 in EYFS (2023) 3.25.*  |  |       |       |
| **2.6** | **Is the childminder also the Key Person?** | *EYFS (2023) 3.27.* |  |       |       |
| **2.7** | **Are the children adequately always supervised?** | *EYFS (2023) 3.20 – 3.31* |  |       |       |
| **2.7a** | **Are the correct adult:child ratios always in place?** | *EYFS (2023) 3.42 – 3.44.* |  |       |       |
| **2.8** | **Does the childminder undertake appropriate training in child protection and safeguarding to fulfil their role as Designated Safeguarding Lead (DSL)?** | *See NYSCP website* [NYSCP (safeguardingchildren.co.uk)](https://www.safeguardingchildren.co.uk/)*EYFS (2023) 3.4 – 3.8.* |  |       |       |
| **2.9** | **Does the childminder ensure that that they can identify signs of possible abuse and neglect and respond in a timely and appropriate way?**  | *The childminder must ensure that they undertake training and access information and guidance to ensure that their safeguarding and child protection knowledge is up to date with current legislation. EYFS (2023) 3.6.**Identify the signs of possible abuse, neglect and other safeguarding concerns as outlined in Working Together 2018, Appendix A* |  |       |       |
| **2.9a** | **Does the childminder keep up to date with training to ensure their knowledge and skills are current?** | *Safeguarding updates sent in NYC’s monthly Key Messages. Also NYSCP website including registering for NYSCP e-bulletin* [NYSCP (safeguardingchildren.co.uk)](https://www.safeguardingchildren.co.uk/) |  |       |       |
| **2.10** | **Does the childminder’s knowledge and procedures of child protection and safeguarding include the statutory Prevent duty?**  | *EYFS (2023) 3.4 – 3.8.* *Statutory guidance “The Prevent Duty: Guidance for England and Wales* [Prevent duty guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/prevent-duty-guidance)*Statutory guidance “What to do if you’re worried a child is being abused 2015”* [*https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/419604/What\_to\_do\_if\_you\_re\_worried\_a\_child\_is\_being\_abused.pdf*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)*and “Working Together to Safeguarding Children 2018”* [Working together to safeguard children - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2) |  |       |       |
| **2.10a** | **Does the childminder have up to date knowledge on the use of, and associated safeguarding risks relating to the use of Smart Devices, etc?**  |  |  |       |       |
| **2.10b** | **Does the childminder have procedures which include online safety, use of mobile phones, cameras and other SMART technology including recording videos on phones, tablets, and other electronic equipment with capacity to record, store or transmit images?** |  |  |       |       |
| **2.10c** | **Does the childminder have appropriate technological controls in place, including firewalls, monitoring, filtering and parental controls?** |  |  |       |       |
| **2.10d** | **Does the childminder have appropriate policies and procedures in place regarding the use of images and video clips and the use of social media.**  |  |  |  |  |

# Section 3 – Child Protection

|  | **Key Questions** | **Guidance Notes** | **Grading** | **Evidence** | **Actions Required** |
| --- | --- | --- | --- | --- | --- |
| **3.1** | **As best practice, does the childminder have a safeguarding children policy and procedure?** | *EYFS (2023) 3.3 and 3.4.* |  |       |       |
| **3.1a** | **Does the policy meet the statutory child protection and safeguarding and welfare requirements of the EYFS?** | *Section 3 – “The safeguarding and welfare requirements” of the EYFS.* |  |       |       |
| **3.1b** | **Do children feel safe to disclose? Does the childminder promote and keep adults and children safe online?**  | *Children should know that they can share concerns with any adult and children’s behaviour should show that they feel safe.*[Safeguarding children and protecting professionals in early years settings: online safety considerations - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations) |  |       |       |
| **3.2** | **Are procedures in place for dealing with allegations made against themselves, volunteers and others working/living at the premises?**  | *EYFS (2023) 3.8.**This links to 2.3 above.**Policy must also follow the NYSCP procedures including informing the Duty LADO within one working day.* [*https://www.safeguardingchildren.co.uk/professionals/one-minute-guides/managing-allegations-against-those-who-work-or-volunteer-with-children/*](https://www.safeguardingchildren.co.uk/professionals/one-minute-guides/managing-allegations-against-those-who-work-or-volunteer-with-children/) |  |       |       |
| **3.3** | **Are safeguarding procedures explained accessible to parents/carers?**  | *Is it available on the website? Is it emailed to parents?* |  |       |       |
| **3.4** | **Is the childminder aware of safeguarding action needed to protect children from neglect, physical, sexual or emotional abuse, bullying including online bullying and prejudice based bullying, racist, disability, homophobic or transphobic abuse, gender based violence or violence against women and girls, peer on peer abuse, radicalisation or extremist behaviour, child sexual exploitation and trafficking, child criminal exploitation and county lines?** | *See handbooks and frameworks* [Inspecting safeguarding in early years, education and skills settings - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills) |  |  **Neglect** **Physical** **Sexual abuse**  **Emotional abuse** **Bullying including online bullying and prejudice based bullying** **Hate crime including racist, disability, homophobic or transphobic abuse** **Gender based violence or violence against women and girls** **Peer on peer abuse** **Radicalisation or extremist behaviour** **Child sexual exploitation** **Trafficking and modern day slavery****Child criminal exploitation****County lines** |       |
| **3.5** | **Are child protection records securely passed to other providers when the child moves including school?** | *Records relating to child protection must be passed under separate cover to the ongoing Designated Safeguarding Lead (DSL). It is good practice to keep the original and provide photocopies to the DSL.* |  |       |       |
| **3.6** | **Has the childminder read key safeguarding documents including “What to do if you’re worried a child is being abused 2015” and “Working Together to Safeguard Children 2018”?** |  [Stat guidance template (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)[Working together to safeguard children - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2) |  |       |       |
| **3.6a** | **Is it recorded that the childminder has read these documents?** |  |  |       |       |
| **3.7** | **Is the childminder aware of the procedure if they have concerns about another person on the premises?** | *Concerns should be referred to the Duty LADO within one working day.*[*https://www.safeguardingchildren.co.uk*](https://www.safeguardingchildren.co.uk) |  |       |       |
| **3.8** | **Do parents/carers understand the childminder’s safeguarding responsibilities?**  | *Information is shared with parents about safeguarding on their child’s admission form and at meetings for new or prospective parents/carers.* |  |       |       |
| **3.8a** | **Do parents/carers know how to contact Ofsted or CMA if they believe the provider is not meeting the EYFS requirements?** | *EYFS (2023) 3.75 – 3.76.* |  |       |       |
| **3.9** | **Do the safeguarding procedures link to practices relating to welfare arrangements including online safety and meeting the needs of children with SEND?** | *These include: teaching and learning; rights and entitlements; equality of opportunity; meeting individual needs; behaviour management and physical intervention; bullying including online bullying; children not collected; children who go missing; confidentiality; records; intimate care; illness and injuries; administering medicines; accidents and incidents; food and drink; staff ratios; safety and security of premises, environment and equipment; outings; information to parents; recruitment; concerns and complaints; whistle blowing; disciplinary procedure; use of mobile phones/cameras/images; acceptable use of ICT, e and Smart technology; safe working practices.* |  |       |       |
| **3.11** | **Does the safe use of digital technology include parents, carers and visitors?** | *EYFS (2023) 3.4.**Are parents, carers and visitors required to switch off mobile devices?* |  |       |       |

# Section4 – Behaviour, attendance and SEND

|  | **Key Questions** | **Guidance Notes** | **Grading** | **Evidence** | **Actions Required** |
| --- | --- | --- | --- | --- | --- |
| **4.1** | **Does the childminder fulfil their statutory duty to prevent radicalisation and extremism (Prevent duty)?**  | *The Counter Terrorism and Security Act 2015 places a duty on early years providers “to have due regard to the need to prevent people from being drawn into terrorism.” EYFS (2023) 3.7.* [*https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty*](https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty) |  |       |       |
| **4.1a** | **Has the childminder completed online Prevent duty training?** |  |  |       |       |
| **4.1b** | **Is evidence of Prevent Duty Training recorded** |  |  |       |       |
|  | **Is the childminder aware of possible concerns when a child or their family may be at risk of radicalisation?** |  |  |       |       |
| **4.1c** | **Does the childminder understand the expectation for behaviour including online?** |  |  |       |       |
| **4.1d** | **Does the childminder have consent from parents/carers for taking images of their child including using child’s name and displaying images within childminder’s premises, in any publications (paper or online) to promote their service and online through social media?** |  |  |       |       |
| **4.2** | **Are appropriate records kept on children who attend?** | *EYFS (2023) 3.69 – 3.77 and must comply with the General Data Protection Regulations (GDPR).*  |  |       |       |
| **4.2a** | **Are all records on children and family details stored safely on the premises in line with Data Protection Act 2018 and GDPR?**  | *Records should be shared with those who have a professional need to see them. Parents/carers should be provided with access to records about their child unless exemptions to disclosure under the GDPR i.e. information which might cause serious harm to the physical or mental health of the child or where the disclosure would reveal a child is at risk of abuse. EYFS (2023) 3.69 – 3.74.* |  |       |       |
| **4.2b** | **Are the child protection records for children kept separate from a child’s learning and development/assessment records?** |  |  |       |       |
| **4.2c** | **Is all information relating to each child and their family stored securely and accessible only to the childminder?**  |  |  |       |       |
| **4.2d** | **Is the information stored as securely as possible to prevent this information being stolen from the childminder’s home?** |  |  |       |       |
| **4.3** | **Does the childminder ensure that children are aware of unacceptable behaviour towards them and who they can tell if they are unhappy or concerned?**  | *Childminders can enable children to be protected from abuse and neglect. Children should feel secure and safe to express their views and preferences.*  |  |       |       |
| **4.3a** | **Are children taught how to keep themselves safe and encouraged to adopt safe and sensible practices including online safety?**  | *Childminders should seek the views of children and ensure that the child’s voice is heard in matters regarding their care. Childminders should promote a culture of actively listening to children to improve a child’s experience when making a disclosure.* [Digiduck Stories - Childnet](https://www.childnet.com/resources/digiduck-stories) https://www.thinkuknow.co.uk/ |  |       |       |
| **4.3b** | **Are children taught what to do if they see something that worries them online?** | *Children should be supported to understand the world, make choices, ask for help, understand appropriate behaviour and keep themselves safe.* |  |       |       |
| **4.4** | **Are arrangements in place to ensure that children cannot leave the premises without permission or supervision?** | *EYFS (2023) 3.63; 3.74.*  |  |       |       |
| **4.5** | **Does the childminder implement the requirements of the EYFS when a parent/carer fails to collect a child at the appointed time and in the event of a child going missing at, or away from, the provision?** | *EYFS (2023) 3.74* |  |       |       |
| **4.6** | **Are arrangements in place to support children with SEND or disabilities?** | *EYFS (2023) 3.68* |  |       |       |
| **4.7** | **Is the NYSCP Threshold Guidance used to identify children’s needs?**  | [NYSCP (safeguardingchildren.co.uk)](https://www.safeguardingchildren.co.uk/resource-library/page/37/) |  |       |       |

# Security/Hand Safety

|  | **Key Questions** | **Guidance Notes** | **Grading** | **Evidence** | **Actions Required** |
| --- | --- | --- | --- | --- | --- |
| **5.1** | **Does the childminder create an environment that is welcoming, safe and stimulating?**  | *These should be in line with NYSCP guidance and procedures.* [*https://www.safeguardingchildren.co.uk/professionals/practice-guidance/*](https://www.safeguardingchildren.co.uk/professionals/practice-guidance/)*Childminders should have measures in place to ensure that a culture of safeguarding is embedded, promoted and understood and that safeguarding is effectively implemented.*  |  |       |       |
| **5.1a** | **Have appropriate risk assessments been undertaken including on outings?**  | *EYFS (2023) 3.65, 3.66 and 3.67.* |  |       |       |
| **5.1b** | **Does the childminder have robust procedures to manage emergency situations should they arise?** | *Are emergency situations risk assessed, planned for and practised?* |  |       |       |
| **5.2** | **Does the childminder have clear guidance in place to ensure children remain safe from the harmful effects of exposure sunlight and extreme weather?** | *Application of sunscreen at appropriate times, wearing sun hats and appropriate clothing, continuous access to drinking water, access to shaded/protected areas. Risk assess extreme weather conditions which may cause harm to children.*  |  |       |       |
| **5.3** | **Are measures in place to promote good health including oral health?** | *EYFS (2023) 3.45* |  |       |       |
| **5.3a** | **Are children within sight and hearing of staff when eating?**  | *EYFS (2023) 3.29* |  |       |       |
| **5.3b** | **Is fresh drinking water always available and accessible to children?** | *EYFS (2023) 3.48* |  |       |       |
| **5.3c** | **Are sleeping children frequently checked?** | *EYFS (2023) 3.60* |  |       |       |
| **5.4** | **Are measures in place to ensure that children remain safe and appropriately supervised during free flow pay and outdoor play?** | *Children should be within sight or hearing and always within hearing EYFS (2023), 3.29.* |  |       |       |
| **5.5** | **Are robust arrangements in place for always registering the arrival and departure of children within the day?**  | *EYFS (2023) 3.77* |  |       |       |
| **5.6** | **Are robust arrangements in place for receiving and handing over children at the start and end of the day?**  | *EYFS (2023) 3.63.* |  |       |       |
| **5.7** | **Are robust measures in place to ensure that the premises, resources, children and adults are safe including any public health outbreaks and pandemics eg Covid-19?** |  |  |       |       |
| **5.8** | **Is there a plan to manage food safety including the risks of the 14 allergens listed in the Food Information Regulations (FIR) December 2014/2019 and any other allergens and food intolerances?** | *EYFS (2023) 3.49 and 3.50* |  |       |       |

# Section 6 – Information Sharing and Working Arrangements

|  | **Key Questions** | **Guidance Notes** | **Grading** | **Evidence** | **Actions Required** |
| --- | --- | --- | --- | --- | --- |
| **6.1** | **Does the childminder know the procedures to be followed about any abuse that may have taken place on or outside the premises?**  | *Ofsted or CMA must be informed and of the actions taken, failure to do so without reasonable excuse is a criminal offence.**They must also follow the NYSCP procedures* [*https://www.safeguardingchildren.co.uk/about-us/worried-about-a-child/*](https://www.safeguardingchildren.co.uk/about-us/worried-about-a-child/) |  |       |       |
| **6.1.a** | **Is there a written statement to reflect this?** |  |  |       |       |
| **6.2** | **Does the childminder have arrangements in place for record keeping, information sharing and confidentiality?** | *Childminders should be aware of the need to maintain clear, objective and accurate records.*  |  |       |       |
| **6.2a** | **Does the childminder recognise that Data Protection and GDPR do not prevent or limit the sharing of information to keep children safe?** | *This includes confidentiality requirements, reference to the GDPR and that failure to comply with this may be a criminal offence.* |  |       |       |
| **6.3** | **Does the childminder work in partnership with parents/carers and other professionals?** | *Parents/carers should be informed and consulted in all matters relating to their child’s welfare. When a child is at risk of harm referrals can be made without parents/carers knowledge or consent.* |  |       |       |
| **6.4** | **Does the childminder rectify immediately any deficiencies or weaknesses regarding safeguarding and child protection arrangements?** | *Evidence of risk assessments and development plans.* |  |       |       |
| **6.5** | **Does the childminder comply fully with Section 3 – The safeguarding and welfare requirements of the Statutory Framework for the EYFS (2023)**  | *The statutory requirements are indicated using the word “must” throughout the three sections of the Statutory Framework for the Early Years Foundation Stage (2023).* |  |       |       |
| **6.6** | **Does the childminder have a written procedure for dealing with concerns and complaints and make available to parents how to contact Ofsted or the childminder agency?** | *EYFS (2023) 3.75 and 3.76.* |  |       |       |
| **6.7** | **Is there evidence that the childminder has completed child protection and safeguarding training and keeps knowledge up to date?** | *EYFS (2023) 3.6; 3.20 – 3.23.* |  |       |       |