

# Early Years Safeguarding Practice Review for PVI settings

## The review process

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The annual Safeguarding Practice Review aims to make sure that PVI settings who deliver early education funding are keeping children safe. It assesses your ability to meet the EYFS requirements and the Working Together to Safeguard Children 2018 guidance, Pan London Child Protection Procedures and Inspecting Safeguarding in Early Years, Education and Skills Settings (2016).

The Practice Review enables to the Local Authority to consider the setting's ability to meet the terms and conditions set out in Merton's Early Education Funding Agreement. More importantly, the review acts as a tool to support the setting in its own improvement cycle and can, and should, form part of the setting's annual Ofsted SEF.

The Practice Review will last between 1 and 3 hours, according to the size of your setting and the availability of staff and the manager to undertake discussions.

- Step 1:** You will receive this document two weeks prior to the Review
- Step 2:** With the support of your team, parents and children you should evaluate your setting against each of the elements of the Review
- Step 3:** On arrival, the Advisor will have a discussion with the manager/owner/named Safeguarding Coordinator about the judgements/evidence section of the review.
- Step 4:** The Advisor will then observe the practice, environment and review the policies that support children's safety and any key documents linked to those policies (see list over)
- Step 5:** A final discussion with the manager/owner of the setting will take place to consider recommendations to develop areas of strength and actions to support identified areas of weakness. Actions will be in areas of practice where the setting is not fulfilling any terms and conditions laid out in Merton's Early Education Funding Agreement. These actions will be given specific timescales for completion; otherwise the Removal from the Directory procedure will be instigated (see section 10.4 of the Funded Early Education Guidance)
- Step 6:** The setting will receive a written report of the discussion, recommendations and any required actions within 10 working days.

## Documentation

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Documentation that will be reviewed on the day includes:

- Safeguarding/Child Protection Policy and Procedures (to include Prevent Duty, FGM and Allegations)
- Whistleblowing Procedure
- Evidence of CPD/certificates related to safeguarding for all staff
- First Aid training certificates
- Child-led documents of children receiving early help or social work interventions (Child in Need, Child Protection, CASA, Looked After/PEP/MASH referral)
- Safeguarding Concerns Record
- Documentation linked to safety of the premises e.g. risk assessment, evacuation procedures, Health and Safety policy and records, public liability insurance, medicine procedure
- Safe Recruitment Procedure
- Central DBS record
- Confidentiality Procedure
- Complaints Procedure
- Ofsted certificate
- Child records – including required information laid out in the EYFS guidance.
- Procedures around the safe use of mobile phones and cameras
- Vehicle / driver Insurance

## Safeguarding quality review for PVI Settings

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| Name of Setting   |  | Date of Review  |   | Timing of Review              |  |
| Name of Manager present   |  | Name of EY Advisor  |   |                               |  |
| Name of Safeguarding Coordinator  |  | Numbers of children with early help or social services intervention |   |                               |  |
| <b>Practice Review Area</b>   |  | <b>Yes / No</b>   | <b>If no details of action(s) to be taken</b> | <b>Date (to be) completed</b> |  |
| <p>Safeguarding culture</p> <ul style="list-style-type: none"> <li>➤ Safeguarding leads and managers are aware of their safeguarding responsibility</li> <li>➤ Safeguarding lead and deputy have had safeguarding training</li> <li>➤ Staff are aware of what to do if a child is being abused, neglected or at risk of radicalisation, FGM</li> <li>➤ Induction for new staff includes safeguarding training and safe practices, that is updated regularly</li> <li>➤ Staff know what to do if they have concerns about colleagues/manager/owner/others living on the premises, including allegations, bullying, grooming, radicalisation, abuse, unsuitability</li> <li>➤ Where children have interventions (CASA, CINP, CPP, LAC) the lead professional is known and there is evidence of multi-agency working and information sharing</li> <li>➤ Poor child attendance is followed up and action taken</li> </ul> |  |   |   |                               |  |

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| <p>Safe recruitment and vetting</p> <p>Effective recruitment procedure in place which prevents unsuitable people from being recruited or having the opportunity to harm or place children at risk</p> <ul style="list-style-type: none"> <li>➤ Staff ID has been confirmed</li> <li>➤ Full work history recorded</li> <li>➤ Gaps in employment followed up</li> <li>➤ References</li> <li>➤ Information about disqualification sought</li> <li>➤ Health suitability checked</li> <li>➤ Risk assessments for staff/volunteers are put in place where necessary</li> <li>➤ Adequate vetting in place for students/volunteers/apprenticeships</li> <li>➤ On-going induction and probation ensures staff's suitability is monitored</li> <li>➤ Staff's on-going suitability is determined</li> <li>➤ Central DBS register meets requirements</li> <li>➤ Additional criminal records checks for staff who have lived in more than one country</li> <li>➤ All newly qualified entrants to the early years workforce, qualification on or after 30 June 2016, must also have either a full paediatric first aid (PFA) or an emergency PFA certificate within three months of starting work (Page 22 footnote 30 to 32)</li> <li>➤ All newly qualified staff have Maths / English to be counted in ratio as level 2.</li> </ul> |  |  |  |
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| <p>Safeguarding practice</p> <ul style="list-style-type: none"> <li>➤ Staffing ratios are met</li> <li>➤ Supervision of children is adjusted according to risk</li> <li>➤ Written records in relation to safeguarding concerns have been shared immediately, a written record has been made, with clear decision making and a record of referral (where applicable)</li> <li>➤ Appropriate follow-up with MASH / SW is undertaken and concerns escalated where necessary</li> <li>➤ Parents are made aware of any concerns or referrals that have been made, and their consent sought, when necessary</li> <li>➤ Where a child is on a CPP or CINP, there is a written plan in place that identifies the help the child should receive, the action those working with the child have to take, and those working with the child know who/how to report any further concerns</li> <li>➤ Staff know what to do when a child has an accident or arrives with an existing injury and written records are clear and accurate</li> <li>➤ Staff respond with clear boundaries about what is safe and acceptable behaviour and understand how to use de-escalation techniques and alternative strategies</li> <li>➤ Filters and monitoring systems are in place to protect children from potentially harmful online materials</li> <li>➤ Ofsted notification has been followed within timely manner</li> </ul> |  |  |  |
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| <p>Health</p> <ul style="list-style-type: none"> <li>➤ The provider promotes the good health of children attending the setting</li> <li>➤ Before a child is enrolled at the setting, information is obtained about any special dietary requirements, preferences and food allergies that children have and any special health requirements</li> <li>➤ Policy and procedures are in place for administering medication</li> <li>➤ Medications are stored safely</li> <li>➤ Where children are provided with meals, snacks and drinks they are healthy, balanced and nutritious</li> <li>➤ There are suitable facilities for hygienic preparation of food and an area adequately equipped to provide healthy meals, snacks and drinks for children as necessary</li> <li>➤ Providers are confident that staff responsible for preparing and handling food are competent to do so</li> <li>➤ Group setting staff have been trained in food hygiene</li> <li>➤ Fresh drinking water is accessible at all times.</li> </ul> |  |  |  |
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| <p>Premises and risk assessment</p> <ul style="list-style-type: none"> <li>➤ Toys, equipment and activities are safe and suitable for the age group of children accessing them</li> <li>➤ The premises are safe, meet fire safety requirements, fit for purpose and comply with space requirements.</li> <li>➤ Fire detection and control equipment is in place and in working order</li> <li>➤ Emergency/fire evacuation is practiced regularly</li> <li>➤ Security arrangements are effective in ensuring that children are kept safe and visitors are managed appropriately</li> <li>➤ Outings are fully risk assessed</li> <li>➤ Sleeping children are frequently checked</li> <li>➤ Toilets and nappy changing are appropriate</li> </ul> <p>All areas are clean and well-maintained</p> |  |  |  |
| <p>Allegation and serious incidents</p> <ul style="list-style-type: none"> <li>➤ Prompt action has been taken in relation to allegations and serious incidents, including notification to other agencies, effective record keeping and clear management decisions</li> <li>➤ Investigations undertaken are of a good quality and demonstrate a strong, robust and proactive response to ensure children are safeguarded and cared for by staff who are suitable</li> </ul>  |  |  |  |

## Summary of Practice Review Discussion and Observation

Overall QA Rating (please tick one)

Meets requirements

Does not meet requirements

*This section will be completed by the Advisor completing the review. The Advisor will record the discussion, observations and any evidence they have seen during the visit.*

## Recommendations

*This section will be completed by the advisor.*

*It will confirm any advice and guidance offered by the advisor that has not already been identified by the provider to support them in their improvement journey.*

## Actions

*This section will be completed by the Advisor.*

*It will confirm any actions required by the setting where they are failing to currently meet any of the terms and conditions laid out in Merton's Early Education Funding Agreement.*

*The date when actions must be met, where possible, will be in a timescale that allows the provider to make the changes required effectively.*

|                                    |           |                          |                 |                          |   |                          |
|------------------------------------|-----------|--------------------------|-----------------|--------------------------|---|--------------------------|
| Follow-on action (please tick one) | Annual QA | <input type="checkbox"/> | Follow-up visit | <input type="checkbox"/> | Letter to Ofsted and Merton Early Education Funding Team (high concern) | <input type="checkbox"/> |
| Date when actions must be met      |           |                          |                 |                          |   |                          |
| Signature of manager               |           |                          |                 |                          | Date  |                          |
| Signature of person undertaking QA |           |                          |                 |                          | Date  |                          |