Staffordshire Safeguarding Self-assessment Tool (SSSAT) (version 10 January 2024)

Staffordshire Safeguarding Self-Assessment Tool has been developed to ensure that your provision and practice are compliant with current legislation including the **Children's Act 1989** and **2004**, The Working Together to Safeguard Children December 2023 and the *Statutory Framework for the Early Years Foundation Stage,* effective from 4th January 2024, separated in two frameworks one for group and school provision and one for the childminders. This tool will support your setting to prepare for future Ofsted inspections.

This document should be completed by the Designated Safeguarding Lead (DSL) with input from the management and staff team. As a self-assessment tool, it should be retained by the setting and will help you identify what future actions you need to take to ensure you are confident in applying safeguarding within your setting. All staff, students and volunteers must ensure the safety and wellbeing of the children and young people that they work with. Whilst it is essential to have safeguarding policies and procedures in place, safeguarding goes beyond this and is about preventative measures and ensuring effective systems are in place.

Name of setting:

Name of DSL completing the document:

Date evaluation started:

Date of review:

SSSAT completion date:

With pride. With purpose. With you.

	In place	Not in place	Action required (What? When? How?)	Person responsible	Completed (date and signature)
Safeguarding / child protection policies and procedures					
There is a safeguarding/child protection policy and procedure that reflects Staffordshire Safeguarding Children Board (SSCB) policies and procedures and statutory requirements (If this is not in place, please use the SSCB PVI safeguarding template and the SSCB Allegations of Abuse policy)					
• The safeguarding policy is clear, easy to understand and accessible to all.					
• The safeguarding policy has been annually reviewed, approved, and signed by relevant management.					
• The safeguarding policies and procedure should be in line with the guidance and procedure of the relevant local safeguarding partners (both statutory frameworks).					
• The safeguarding policy is accessible to parents and carers.					
• Childminders must ensure any assistants follow these policies and procedures.					
• The safeguarding policy includes a statement about how your setting aims to promote the safety and welfare of children.					

	In place	Not in place	Action required (What? When? How?)	Person responsible	Completed (date and signature)
• The safeguarding policy includes the names of DSL and deputy DSL.					
• The safeguarding policy covers the use of mobile phones, camera and any other electronic devices with imaging and sharing capabilities. **In both frameworks.** • The safeguarding policy covers the use of digital recording devices in the setting including social networking sites.					
• The safeguarding policy includes a procedure for managing allegations and concerns against those who work and volunteer with children. • The action to be taken in the event of an allegation being made against the member of staff /childminder or assistant.					

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• The safeguarding policy makes it clear to parents and carers that information may be shared with other agencies (in line with Government *Information Sharing* Guidance[1]) to ensure the safety of the child.					
• The safeguarding policy includes the contact numbers of the Local Authority Designated Officer (LADO) including those in other neighbouring authorities.					
• The safeguarding policy covers that the setting's DSL/DDSL will contact Education Safeguarding Advice Service (ESAS[2]) if they require further advice as to whether the presenting evidence/situation warrants a referral to Staffordshire Children Advice Service (SCAS).					

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[1] https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf

[2] ESAS is for education safeguarding advice which: Does not require immediate enquiry or communication with the SCAS front door or is a Safeguarding EG concern or issue which cannot be supported by the Local Support Team. For example, you may call ESAS for advice on: An unresolved professional disagreement regarding a safeguarding issue, managing risk or policy/procedure issues. **Phone:** 01785 895836 / **Email:** esas@staffordshire.gov.uk

	In place	Not in place	Action required (What? When? How?)	Person responsible	Completed (date and signature)
• The safeguarding policy reflects the additional vulnerabilities of groups of children such as those with disabilities when recognising and responding to the signs of abuse and neglect of children.					
• The safeguarding policy states that staff, leaders, managers and childminders recognise that children are capable of abusing their peers and this risk is covered adequately in the safeguarding policy and procedure.					
• The safeguarding policy cross-references with other relevant policies and procedures.					
• The safeguarding policy states that providers must notify **Staffordshire Childrens Advice and Support (SCAS) Ofsted and childminder agency** of any serious accident or injury to, or death of, any child while in their care, and must act on any advice from those agencies.					
• The safeguarding policy has a section on the PREVENT duty and makes reference to seeking protection from					

	In place	Not in place	Action required (What? When? How?)	Person responsible	Completed (date and signature)
radicalisation and extremist narratives as a safeguarding concern.					
• Clearly defines how PREVENT concerns should be reported within the setting by staff.					
• Includes a 'No Platform[3]' element within the PREVENT section (for settings that operate from a shared community building).					
Interlinked Policies and Procedures					
• Supervision and Appraisal					
• Whistle Blowing					
• Intimate Care					
• Code of Conduct					

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[3] 'No Platform' outlining how settings / services / organisations ensure that they balance the right of freedom of speech against the potential use of their facilities for the promotion of extremist ideological, religious or political beliefs. In this context beliefs are considered to be extremist if they include the expression of racist or fascist views; if they incite hatred based on religious interpretation, ideology or belief; or if they promote discrimination on the grounds of political opinion, age, colour, disability, ethnic or national origin, gender, marital status, race, religion or sexual orientation. Examples would include venue hire arrangements, use of IT facilities, materials posted on notice boards, external speakers etc.

	In place	Not in place	Action required (What? When? How?)	Person responsible	Completed (date and signature)
• Prevent Duty (this may be part of your child protection policy or a separate policy)					
• Safer Recruitment					
Training and Professional Development					
• Staff / childminders and assistants are trained to understand the safeguarding policy and procedures, which ensures they have up to date knowledge of safeguarding issues.					
• Childminders who work together take responsibility for safeguarding concerns as covered in the EYFS Statutory Framework for childminder.					
• Childminders working together ensure that they take responsibility to refer any concerns where another childminder does not continue to meet their requirements of registration.					
• Training is made available which enables all staff to identify signs of possible abuse and neglect at the earliest opportunity, and to enable					

	In place	Not in place	Action required (What? When? How?)	Person responsible	Completed (date and signature)
them to respond in a timely and appropriate way.					
• Staff recognise significant changes in children's behavior, deterioration in children's general well-being and unexplained bruising, marks or signs of possible abuse or neglect.					
• Staff take notes and report to the DSL /DDSL any child's comments which give cause for concern. • Childminders take responsibility for recording concerns.					
• Staff/childminders/ childminder assistants recognise and understand the procedures to take if they suspect neglect or abuse outside the setting, for example in a child's home or that a girl may have been subjected to (or at risk of) female genital mutilation.					
• There is a trained DSL who understands their role and responsibilities (including PREVENT).					
• During term time or when the setting is in operation, the DSL or appropriately trained Deputy DSL should be available during opening hours for					

	In place	Not in place	Action required (What? When? How?)	Person responsible	Completed (date and signature)
staff/childminder assistants to discuss safeguarding concerns.					
• The DSL/Deputy DSL and Childminders* MUST attend DSL Level 2 training. • Then update every 2 years with a multi-agency LV3 training related to your specific role (SSCB) training every 2 years[4].					
• The DSL/Deputy DSL updates their knowledge and skills at least annually and cascades this to all staff.					
• All staff/childminders/childminder assistants (including cooks, site supervisors, cleaners etc.) MUST complete Level 1 SSCB Safeguarding Awareness training every 3 years.					
• The manager or a member of the management team has accessed Safer Recruitment training.					

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[4] https://www.ssscb.org.uk/learning-zone/
*Childminders are the DSL

	In place	Not in place	Action required (What? When? How?)	Person responsible	Completed (date and signature)
• The manager has attended the SSCB training on Managing Allegations of abuse made against a person who works with children -lite bites session.					
• The setting/childminders has recently attended PREVENT training and has cascaded information to ALL staff (including childminder assistants, volunteers and students) ensuring they understand PREVENT, and what to do if they suspect an individual may be at risk of radicalisation or involved in extremist activity.					
• VMC and other committee run early years settings have a safeguarding champion who leads on child protection and other safeguarding arrangements alongside the settings DSL.					

	In place	Not in place	Action required (What? When? How?)	Person responsible	Completed (date and signature)
• The safeguarding champion for VMC and other committee run early years setting have completed Level one safeguarding training (every three years) and completed Level 2 training and update every 2 years with a multi-agency Level 3 training related to your specific role (SSCB) training every 2 years[5], Including Prevent duty training.					
• All staff, childminder and childminder assistants have accessed the 'With or Without Words'- listening to the voice of the child eLearning package.					
Safer Recruitment					
• All recruitment advertisements highlight the importance of safeguarding and the requirement for references and Disclosure and Barring Service (DBS) checks.					
• All staff, students, childminder assistants and volunteers are interviewed to ensure their suitability to fulfil the					

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[5] https://www.ssscb.org.uk/learning-zone/

	In place	Not in place	Action required (What? When? How?)	Person responsible	Completed (date and signature)
requirements of their role. Consideration is given to whether they can or cannot be included within ratios if they satisfy that they are competent and responsible. • This includes childminders working with assistants. Childminders are accountable for the quality of work for their assistants and must be satisfied that they are competent in the areas of the work they undertake.					
• Two written references are obtained for ALL staff, students and volunteers and proof of identification, training and qualifications are seen and recorded. A staff file is in place and includes all relevant documentation referenced above. • EY2 and DBS have been completed for all childminder assistants working at the setting.					
• Relevant checks have been undertaken for all those in contact with children including the management committee members, any changes must be notified to Ofsted or relevant childminder agency. **Statutory Framework for the EYFS Pg 40-3.87 group and school**					

	In place	Not in place	Action required (What? When? How?)	Person responsible	Completed (date and signature)
provision and Statutory framework for childminders Pg 31 3.86.					
• EY2 forms are completed for all committee members, and EY3 forms are completed for notification of changes where applicable in particular the changes of manager.					

• Personnel files are maintained including:
   - Recruitment
   - Selection
   - Induction
   - Identity checks and vetting.
   - Staff qualifications
   - Ofsted suitability letter for childminder assistants
Statutory Framework group and school provision Pg 24 3.14 and Statutory Framework for childminders Pg 17 3.14					

| | In place | Not in place | Action required

(What? When? How?) | Person responsible | Completed (date and signature) |
|---|---|---|---|---|---|
| • Safeguarding policies and procedures are included in the induction process for all staff, childminder/assistants, and volunteers.
• All staff, childminder assistants and volunteers sign and date to acknowledge that they have read and understood the policies and procedures. The sharing of this information and understanding should reflect each individual staff member's style of learning. | | | | | |

	In place	Not in place	Action required (What? When? How?)	Person responsible	Completed (date and signature)
• Providers must tell staff 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 the setting). • Childminders must tell assistants 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 the setting). • Providers must not allow anyone whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with children being cared for. • Childminders must not allow anyone whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with children being cared for. **Statutory framework for group and school provision Pg 24 3.13. Statutory Framework for childminders Pg 17 3.13**					

	In place	Not in place	Action required (What? When? How?)	Person responsible	Completed (date and signature)
Supervision and Appraisal					
• There are arrangements in place for the regular supervision and support of staff, students, childminder assistants and volunteers. • Childminders are accountable for the quality of the work of any assistant and must be satisfied that assistant are competent to meet their roles and responsibilities.					
• Supervisions provide opportunities for staff/ childminder assistants to: - Discuss any issues, particularly concerning children's development and well-being. - Identify solutions to address issues as they arise. - Receive coaching to improve their personal effectiveness. - Become aware of local processes and local learning from the SSCB in relation to child safeguarding practice reviews and the key messages.					
• There must be appropriate arrangements in place for supervision of staff that have contact with children					

	In place	Not in place	Action required (What? When? How?)	Person responsible	Completed (date and signature)
and families. These are recorded and staff members receive a copy for their own records. **Statutory Framework for the group and school provision Pg 27 3.27-3.28 and Statutory Framework for childminders Pg 20 3.32 – 3.33**					
• Safeguarding is a regular agenda item at team meetings, development sessions and 1:1s with ALL individual staff/childminder's assistants.					
• Is there a policy and procedure for staff, childminder, childminder assistants which covers the use of alcohol or other substances and any actions to be taken that affects their ability to care for children. **Statutory Framework for the group and school provision PG 25-3.21 and Statutory Framework for childminders Pg 18 -3.22**					
• All staff, childminder, childminder assistant students and volunteers must not smoke in or on the premises when children are present or about to be present.					

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• All staff, childminders and childminder assistants should not vape or use e-cigarettes when children are present.					
Early Intervention and Multi Agency Working					
• At least one member of staff and all childminders have undertaken Early Help Assessment Training.					
• The setting's child registration form includes a question about whether or not an Early Help Assessment (EHA) is already in place, and if the child is known to Children's Social Care (If so, name and contact details should be sought).					
• EHA's are undertaken and initiated by the setting whenever the need is identified.					
• Parents, carers and children are involved in the EHA process.					
• Identified links with Family Hub centers, Family Health and Wellbeing Hubs 0-19, Early Help Teams (EHTs) and Specialist Safeguarding Units (SSUs) are established to ensure children and					

	In place	Not in place	Action required (What? When? How?)	Person responsible	Completed (date and signature)
families with additional needs are effectively supported.					
• At least one member of staff within the setting has completed the full GCP2 masterclass training. • At least one member of staff completes the Supporting GCP2 assessments training accessed via SSCB if a member of staff does not hold the GCP2 masterclass license.					
Confidentiality and Information Sharing					
• All staff understand that safeguarding concerns supersede the need for confidentiality.					
• A copy of government document called *'Information sharing: advice for practitioners providing safeguarding services to children, young people, parents and carers. July 2018'* last updated July 2023 in line with 'General data protection regulation (GDPR) Act is available within the setting.					
• The provision has current registration with the Information Commissioner's Office (ICO) and is clear about its					

	In place	Not in place	Action required (What? When? How?)	Person responsible	Completed (date and signature)
responsibilities in relation to General Data Protection Regulation (GDPR). This is updated annually.					
Logging Concerns about a Child's Welfare and Responding to Concerns					
• Staff are aware of and use the SSCB Thresholds Framework: *Accessing the right help at the right time document* and the document is readily available (this includes for volunteer, childminder, childminder assistant and students).					
• Staff, childminder and childminder assistants are aware of the procedure that is in place for recording existing injuries.					
• Staff, childminder and childminder assistants are aware that they must have a discussion with parents/carers about existing injuries including the need to for forms/records to be kept and signed by them and parents.					
• Robust monitoring systems are in place and existing injuries are regularly monitored to identify any patterns and/or any concerns.					

	In place	Not in place	Action required (What? When? How?)	Person responsible	Completed (date and signature)
• ALL staff, childminders, childminder assistants (including volunteers and students) understand the significance of listening to the 'child's voice' and if a different explanation of an injury/mark is given to that of the parent/carer, a call must be made to SCAS (Option 1).					
• Children's absences/lateness is recorded and where no explanation is given, or there may be reason to question the explanation and know who to contact if they have concerns.					
• All staff and childminder assistants, student, apprentices, and volunteers know the name/s of the DSLs.					
• You have a consistent system in place to record concerns which is readily accessible and used by all staff.					
• All staff, childminder assistants, students and volunteers know how to record concerns.					
• The DSL monitors the use and quality of concern raised, for example existing injury and absence records and takes appropriate action in line with SSCB procedures.					

	In place	Not in place	Action required (What? When? How?)	Person responsible	Completed (date and signature)
• The DSLs record all action taken after a concern is recorded and updates the outcome.					
• If in unforeseen circumstances the DSL/Deputy DSL is not contactable, staff, students and volunteers know who to contact. • When childminder not present assistants know who to contact.					
Managing allegations of abuse against a person who works with children					
• All staff to be trained to recognise inappropriate behavior displayed by other members of staff, childminder assistants or any other person working with children, this could include inappropriate sexual comments; excessive one-to-one attention beyond what is required of their role or inappropriate sharing of images. **Statutory Framework for the group and school provision Pg 27 3.24. Statutory Framework for childminders Pg 19 3.27**					

	In place	Not in place	Action required (What? When? How?)	Person responsible	Completed (date and signature)
• Staff must know who to report their concerns to that a member of staff maybe displaying inappropriate behaviour towards children.					
• Childminders must inform Ofsted or their CMA of any allegations of serious harm or abuse by anyone living, working, or looking after children at the premises. **Statutory Framework for childminders Pg 16-3.9**					
• Staff and childminder assistants need to know that they can report their concerns directly to LADO if they feel their concerns are not being actioned by the settings DSL.					
• You must demonstrate that you have an effective whistleblowing process in place and that all staff and childminder assistants are aware of this process.					
• There is a process in place to support those staff who raise concerns.					
• The settings whistleblowing policy is linked to the SSCB safeguarding policy and procedure for the PVI sector and					

	In place	Not in place	Action required (What? When? How?)	Person responsible	Completed (date and signature)
the allegation of abuse against people working with children procedure.					
Child Protection Files and Record Keeping					
• The *Child protection records retention and storage* guidelines relating to GDPR are followed*.					
• A separate child protection file is created for each child about whom there are safeguarding concerns.					
• There is a note or symbol on the child's main file to indicate that a child protection file exists (i.e., a red circle sticker).					
• Whether your child protection records are electronic or paper-based, they need to be kept confidential and stored securely.					
• Each individual child protection file contains a front sheet and chronology which contains all child protection information and records.					
• Electronic files should be password protected and stored on computers					

	In place	Not in place	Action required (What? When? How?)	Person responsible	Completed (date and signature)
with protection against hackers and viruses.					
• Are paper-based safeguarding records stored in a locked cabinet, separate to children's main files and accessible only to the DSL/DDSL deputy or relevant person in charge.					
• If the person responsible for managing your child protection records leaves your organisations, do you ensure that proper handover and takeover of safeguarding records takes place.					
• If a personal computer is used, for example a childminder, a system is in place to ensure no other person can access safeguarding records.					

Child Protection File Transfer					
• A chronology and summary of a child's child protection file is transferred to the next setting or school when the child leaves. These are completed prior to					

transition and a hand over meeting takes place which is separate from the learning and development transition sheet.					
• Are records that need to be shared (within your own organisation or externally) kept confidential and shared confidentially by the use of passwords and encryption when sharing electronic files.					
• A record is kept of the chronology transfer including who holds the information, date of transfer and relevant contact details including a signature.					
• Child Protection files are archived in a secure cabinet (paper based) until the child reaches the age of 25 years and then shredded.					
• Child protection electronic files are archived securely with password protection for 25 years and then deleted.					
Safe Environment					
• ALL visitors sign in and out and identification is checked and logged. ALL staff, childminders and childminder assistants understand that this					

procedure must be followed without exception.					
• The premises are secure – entry cannot be gained without authorised access and children cannot leave the premises unsupervised.					
• The outside fencing is secure and of a suitable height to ensure the safety of children.					
• Parents have completed and signed the relevant registration and permission forms for their child to attend.					
• There are protocols in place to ensure professional boundaries are appropriately maintained for staff, childminders and childminder assistants (including students and volunteers) e.g., babysitting and social networking.					
• Parental consent is obtained for emergency medical treatment.					
• Details of who has parental responsibility are recorded on the registration form.					
• Parental consent is recorded for the taking and usage of digital images.					

• Parental consent is recorded for the usage of digital images onto social media.					
• Existing medical conditions and/ or significant distinguishing marks are recorded on the registration form.					
• A record is kept of each time a medicine is administered to a child.					
• Specialist training is accessed by staff to ensure medical knowledge where a child has specific medical needs.					
• A written record is kept of incidents, accidents or injuries and any first aid treatments.					
• Parents are informed of any accident, incident or injury sustained by the child on the same day, or as soon is reasonably practicable. Parents sign a record of this.					
• You must notify Ofsted or the childminder agency with which you are registered of any serious accident, illness or injury to, or death of, any child while in their care, and the action taken. Notification must be made as soon as reasonably practicable, but within 14 days of the incident occurring. • Providers must notify local child protection agencies of any serious					

accidents or injury, to, or death of, any child while in their care, and must act on any advice from those agencies. **Statutory Framework group and school provision Pg 35 3.63. Statutory Framework childminder Pg 25 3.62**					
• You know when to inform RIDDOR of deaths and serious injuries (regulation 4) see link below. The reports must be made within 15 days of the accident happening using the appropriate online form for RIDDOR.					
• You understand how to prevent harm to health in line with the health and safety executive COSHH law which requires you to control substances which are hazardous to health.					
• Staff, childminder and childminders assistant are effectively deployed (both inside and out) to ensure the safety and supervision of children and young people at all times and their needs are met.					
• NSPCC, ChildLine and Domestic Abuse/Violence sources of support posters are displayed.					

• Contact details for the Staffordshire Childrens Advice and Support (SCAS), Police and emergency medical help are easily accessible.					
• A copy of *Working Together to Safeguard Children December 2023* is accessible.					

Links to Referenced Documents

- **Early Years Foundation Stage** Early years foundation stage (EYFS) statutory framework - GOV.UK (www.gov.uk))

- **Working Together To Safeguard Children – December 2023** Working together to safeguard children 2023: statutory guidance (publishing.service.gov.uk)

- **Early Help Assessment Form**- Early Help - Staffordshire Safeguarding Children Board (staffsscb.org.uk)

- **Information Sharing** (Advice for practitioners providing safeguarding services to children, young people, parents and carers, July 2018) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf

- **Staffordshire Safeguarding Children Board:** Home - Staffordshire Safeguarding Children Board (staffsscb.org.uk) for guidance on developing child protection policy and other essential policy and guidance documents

- **SCC Childcare & Early Education Attendance Policy:** www.staffordshire.gov.uk/apolicy

- **Whistleblowing, Guidance for Employers and Code of Practice 2015 :** Whistleblowing: guidance and code of practice for employers - GOV.UK (www.gov.uk)

- **RIDDOR**: Reportable incidents - RIDDOR - HSE

- **Health and Safety Executive (COSHH)** : COSHH basics - COSHH (hse.gov.uk)

- **Child protection records retention and storage guidelines-** Child protection records retention and storage guidance | NSPCC Learning

- **Use of e-cigarettes in public places and workplaces https://www.gov.uk/government/publications/use-of-e-cigarettes-in-public-places-and-workplaces**