

# EYFS AUDIT

Oh NO! Not another checklist!



Deborah Udakis Consultancy Ltd

[www.deborahudakis.co.uk](http://www.deborahudakis.co.uk)

## **Child protection**

The setting as a safeguarding policy YES / NO

Is the flowchart for making a referral displayed? YES / NO

Are your safeguarding procedures in line with the local safeguarding partnership board requirements? YES / NO

Do all staff use the correct forms to log a safeguarding concern? YES / NO

Has the safeguarding officer / lead practitioner attended safeguarding training in the last two years? YES / NO

Has all staff attended safeguarding training in the last three years including induction? YES / NO

Do you have an up-to-date copy of *Working together to safeguard children*? YES / NO

## **Suitable people**

Are you able to demonstrate that people that you employ are suitable to work with children?

For example, have they all got an enhanced DBS check? YES / NO

Do you maintain a single central record of all DBS checks? YES / NO

Do you have effective processes in place to monitor the ongoing suitability of staff? YES / NO

Are recruitment and selection procedures suitably vigorous? YES / NO

**Staff taking medication**

Are you aware of any staff on long-term medication? Is this information stored correctly and confidentially on staff file?

YES / NO

**Staff qualifications, training, support and skills**

Do all the staff receive a detailed and effective induction? What evidence of this?

YES / NO

Does the induction cover the following:

Emergency evacuation procedures YES / NO

safeguarding policy and procedures YES / NO

behaviour management policy YES / NO

health and safety YES / NO

Do all staff who have contact with children have regular professional supervision meetings with a senior leader?

YES / NO

Do all staff have access to high quality CPD?

YES / NO

Do all practitioners have a current paediatric FirstAid certificate?

YES / NO

**Safety and suitability of premises, environment and equipment**

Are daily risk assessments carried out so that the premises are fit for purpose?

YES / NO

How often are emergency evacuation back oration is carried out?

Are all fire exits clearly identified and free from obstruction?

YES / NO

Do you operate a strict no smoking policy?

YES / NO

The premises are organised to meet the needs of the children?

YES / NO

As far as reasonably practicable, the premises meets the individual needs of children with disabilities

YES / NO

Appropriate space is provided for children to rest, play quietly and sleep

YES / NO

Sleeping children are regularly checked and supervised?

YES / NO

There is a clear policy in place to ensure that children are only released into the care of individuals that are known to the setting

YES / NO

All reasonable steps are taken to prevent unauthorised persons entering the premises

Public liability insurance certificate is displayed.

YES / NO

### **Risk assessment**

We have a clear and well understood policy for assessing any risks to children

YES / NO

Risk assessment are reviewed regularly

YES / NO

When was the risk risk assessment last reviewed?

Risk assessment identify parts of the environment which should be checked on a daily basis.

YES / NO

What evidence do you have that this is the case?

### **Outings**

Parental permission is sought for all outings

YES / NO

What consideration should be given to the adult child ratios for outings?

Vehicles used to transport children or adequately insured?

YES / NO

### **Equal opportunities**

We have an effective EO policy and we actively promote the equality and inclusion of all children.

YES / NO

The setting has a dedicated SENCO, trained and experienced

YES / NO

### **Information and records**

We maintain our records and obtain and share information in line with Data Protection

YES / NO

We ensure the safe and efficient management of the setting and ensure the needs of the children are met.

YES / NO

We promote and strive for a regular two-way flow of information and communication between us and the parents and carers.

YES / NO

We incorporate the view of the parents in all children's records?

YES / NO

Provide examples of how you do this.

Children's records are securely stored on the premises and professional confidentiality is maintained.

YES / NO

Confidentiality and data protection policies and procedures are effective.

YES / NO

### **Information for parents and carers**

We share the following information with parents and carers:

How the EYFS has delivered in the setting YES / NO

How and where parents can find out more information on the EYFS  
YES / NO

Daily routines YES / NO

How parents can share learning at home YES / NO

Food and drink the children have consumed YES / NO

Settings policies and procedures YES / NO

Practitioners names and their qualifications YES / NO

Name of the child's key person YES / NO

### **Complaints**

We have written procedure for dealing with Complaints?  
YES / NO

We maintain a log of complaints? YES / NO

We respond to Complaints in writing within 20 days  
YES / NO

Information about how to contact Ofsted is displayed for parents?

YES / NO

### **Information about the provider**

As required, we hold the following documentation:

The name home address and telephone number of anyone employed in the premises

YES / NO

The name, home address and telephone number of anyone who is in regular unsupervised contact with children attending the setting

YES / NO

A daily record of the names of children being cared for on the premises, their hours of attendance, and the names of the child's key person

YES / NO

The certificate of registration (on display). YES / NO

### **Key person**

Each child is assigned a key person and is this displayed and communicated to the parents.

YES / NO

### **Medicines**

We have a written policy on the administration of medicines.

YES / NO

Medication is stored out of reach of children and in accordance with instructions.

YES / NO

### **Food and drink**

Fresh drinking water is always available? YES / NO

We maintain an accurate record of the Childs individual dietary needs?

YES / NO

How do you manage children's allergies?

All staff involved in preparing food are trained in food hygiene?

YES / NO

### **Accidental injury**

First Aid boxes and equipment is accessible at all times with appropriate contents for children. All contents are in date?

YES / NO

We maintain a written record of accidents and injuries and FirstAid treatment administered?

YES / NO

We can provide evidence that all parents carers have been informed of accident or injury?

YES / NO

We know that Registered Providers must notify Ofsted, within 14 days, of any serious accidents, illness or injury to or death of any child whilst in their care.

YES / NO

We also know that we must notify the local authority designated safeguarding officer of any serious accident, illness or injury to or death of any child whilst in their care and act upon their advice

YES / NO

### **Managing behaviour**

We have a written behaviour management policy which prohibits the use of physical punishment

YES / NO



We have a named practitioner who takes a lead role for behaviour management within the setting?

YES / NO

What strategies are in place to support children's good behaviour?

We keep a record of and share with parents and carers those occasions when physical intervention has been used to prevent the immediate danger of personal injury to any person including a child.

YES / NO

### **Relevant documentation**

Key legislation and relevant documents

The Childcare Act 2006 -

[http://www.legislation.gov.uk/ukpga/2006/21/pdfs/ukpga\\_20060021\\_en.pdf](http://www.legislation.gov.uk/ukpga/2006/21/pdfs/ukpga_20060021_en.pdf)

The Statutory framework for the early years foundation stage -

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/596629/EYFS\\_STATUTORY\\_FRAMEWORK\\_2017.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/596629/EYFS_STATUTORY_FRAMEWORK_2017.pdf)

EYFS reforms early adopter version July 2020 This version of the EYFS framework has been produced for schools participating in the Early Years Foundation Stage Reforms Early Adopter Year in academic year 2020/21.

[https://www.early-education.org.uk/sites/default/files/EYFS\\_Early\\_Adopter\\_Framework%20July%2020%20with%20changes%20annotated.pdf](https://www.early-education.org.uk/sites/default/files/EYFS_Early_Adopter_Framework%20July%2020%20with%20changes%20annotated.pdf)

The Education Inspection Framework - sets out how Ofsted inspects maintained schools, academies, non-association independent schools, further education and skills provision and registered early years settings in England.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/801429/Education\\_inspection\\_framework.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/801429/Education_inspection_framework.pdf)

Early years inspection handbook for Ofsted registered provision - describes the main activities inspectors undertake when they conduct inspections of early years providers in England registered under sections 49 and 50 of the Childcare Act 2006. [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/828465/Early\\_years\\_inspection\\_handbook.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/828465/Early_years_inspection_handbook.pdf)

Early Years Compliance handbook - sets out Ofsted's policy and approach to its compliance and enforcement work for providers who are registered on the Early Years and/or the Childcare Register. [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/789620/Early\\_Years\\_Compliance\\_Handbook\\_260319.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/789620/Early_Years_Compliance_Handbook_260319.pdf)

Inspecting safeguarding in early years, education and skills settings - guidance sets out the main points that inspectors need to consider when inspecting safeguarding in early years, education and skills settings. It needs to be read alongside the education inspection framework (EIF) and the individual remit inspection handbooks. [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/828763/Inspecting\\_safeguarding\\_in\\_early\\_years\\_education\\_and\\_skills.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/828763/Inspecting_safeguarding_in_early_years_education_and_skills.pdf)

*Working together to safeguard children*, A guide to inter-agency working to safeguard and promote the welfare of children. This guidance covers:  
the legislative requirements placed on individual services  
a framework for the three local safeguarding partners (the local authority; a clinical commissioning group for an area, any part of which falls within the local authority; and the chief officer of police for a police area, any part of which falls within the local authority area) to make arrangements to work together to safeguard and promote the welfare of local children including identifying and responding to their needs  
the framework for the two child death review partners (the local authority and any clinical commissioning group for an area, any part of which falls within the local authority) to make arrangements to review all deaths of children normally resident in the local area, and if they consider it appropriate, for those not normally resident in the area [www.gov.uk/government/publications/working-together-to-safeguard-children--2](http://www.gov.uk/government/publications/working-together-to-safeguard-children--2)