**Birmingham Out-of-School Settings project**

**Safeguarding & Practice Review**

**Self Assessment**

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| **Date of Review** |  | **Reviewers Name** |  |

The self-assessment version of the Safeguarding and Practice Review (SPR) is largely based on the guidance found in the DfE Voluntary Safeguarding Code of Practice, December 2018. It is designed to help you as an out-of-school setting to assess the safety of the children attending your provision. The suggestions made in this SPR are considered to be a standard of good practice for safeguarding children.

Providers are strongly encouraged to put in place robust policies to help them to meet their duty of care toward all children attending their setting, and to ensure that these children are kept safe from all forms of harm.

The SPR outlines as a minimum three broad areas in which the DfE recommend all OOSS providers adopt policies. These are Health and Safety; Safeguarding; and Suitability of Staff and Volunteers. It is also recommended that the area of Governance is given additional consideration.

Please use the ‘Additional Guidance for OOSS Safeguarding & Practice Review – Self Assessment’ document in conjunction with conducting the SPR as this will provide you with further information for your setting. Use the appropriate areas of the self assessment to indicate whether you have the policy/ procedure in place and to answer the questions.

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|  | **Health & Safety** |  |
| □ Health & Safety Policy | □ Site Risk Assessment | □ Professional Indemnity Insurance |
| □ Fire Safety Policy | □ First Aid Policy  (possibly included in H&S policy) | □ Public Liability Insurance |
| □ Fire & Evacuation Plan | □ Employers Liability Insurance | □ Buildings Insurance |

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|  | Yes/ No/ NA |
| 10 Is the enivironment of your setting reasonably safe for people visiting or attending your setting? (i.e. no loose wires, clear fire exits and stairways, damp, no hazards that could jeopardise safety, etc.) |  |
| 11 Do you undertake a site risk assessment of the venue, surrounding area and equipment? If so, do you record of significant findings of those riaks? |  |
| 12 Have all staff and volunteers had training on Health & Safety matters? |  |
| 13 Do you have measures in place to manage any risks you identify? |  |
| 14 Do you have regular fire and other evacuation drills? |  |
| 15 Are there registration forms for each of the pupils currently attending the setting?  (is relevant information collected; medical concerns, emergency contacts x2, permission to administer First Aid/medicine) |  |
| 16 Do you keep an attendance registers for each activity/class? |  |
| 17 Is there a named First Aider? Is the First Aid box appropriately stocked? |  |
| 18 Is there a suitable space within the setting to administer First Aid? (i.e. a room with privacy; a sink with running hot/cold water; a couch of some sort for the pupil to rest on etc.) |  |

*Other things you may want to consider -*

*Accident & incident procedures; procedure for offsite visits; electrical equipment testing; if food is prepared onsite ensure they meet government standards, whether you will provide personal care assistance for pupils; consider making reasonable adjustments to enable disabled people to access the premises/facilities*

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|  | **Safeguarding** |  |
| □ Child Protection Policy  Date …………… | □ Behaviour Management Policy | □ Online Filtering System |

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|  | Yes/ No/ NA |
| 4 Have I considered the DfE guidance documents Working together to Safeguard Children 2018 and Keeping Children Safe in Education (KCSiE) 2019? |  |
| 5 Is the Child Protection policy on your website if you have one? |  |
| 6 Does our Child Protection policy incorporate the four ‘General Principles’ found in the United Nations Convemtion n the Rights of the Child? |  |
| 7 Do you have a member of staff that has the lead responsibility for safeguarding children attending your setting? |  |
| 8 If you have a DSL, are they suitably trained with a good good understanding of the following - safeguarding, child protection, indicators of abuse and neglect, Birmingham’s referral process? |  |
| 9 Do all staff and volunteers have an awareness of safeguarding issues that can put children at risk of harm? (This includes abuse and neglect, peer on peer abuse, extremism) How can you evidence this? |  |
| 10 Have you procedures in place including clear escalation routes to manage concerns/ allegations against staff/ volunteers that may indicate they pose a risk of harm to children? |  |
| 11 Do staff/ volunteers have an awareness of the GDPR and Data Protection Act 2018? |  |
| 12 Does the setting have people onsite other than the staff/ volunteers? If so, are they there on a regular basis? |  |
| 13 While on the premises, if pupils are allowed access to any electronic devices that connects to the  internet, are they supervised at all times? (this only applies to devices owned by the setting) |  |
| 14 Are staff and pupil files stored securely? |  |

*Other things you may want to consider -*

*Encouraging staff to read relevant sections of KCSiE 2019 part 1; training all staff on how to take a disclosure; having a record-keeping system in place*

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| **Staff Suitability** | |
| □ Staff Behaviour Policy |  |

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|  | Yes/ No/ NA |
| 2 Is there evidence that Safer Recruitment principles have been applied? i.e. advertise in relevant media; confirm applicant has the right skill st; request details fo previous experience; ask for references from current or most recent employer; conduct and keep records of interviews |  |
| 3 Is there evidence that staff and volunteers who, on an unsupervised basis, teach or look after children regularly, or provide personal care on a one-off basis, have an enhanced DBS certificate? |  |
| 4 As part of the recruitment process, do I check an applicants right to work in the UK? Or if I appoint a religious worker from abroad have I familiarised myself with the guidance on the relelvant visas?  (Tier 2 – Minister of Religion & Tier 5 – Religious Workers) |  |
| 5 If I recruit volunteers, do I go through the same checks as outlined above? |  |
| 6 Do I have procedures in place to review the suitability of the staff/ volunteers working in my setting? |  |
| 7 In addition to the minimum training on matters such as health & safety and safeguarding, have staff and volunteers working in my setting suitably trained in equalities, cultural sensitivity and mental health? |  |

*Other things you may want to consider -*

*Maintain a list of current staff and volunteers; have a member of the committee or senior leadership team trained in Safer Recruitment*

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| **Governance** | |
| □ Complaints Policy | □ Whistleblowing Policy |

*Other things you may want to consider -*

*Implementing an Equalities policy*

**Please record any actions required based on this self assessment**

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