

## Out of School Settings Self-reflective Practice

1. Have you got suitable arrangements in place for lone working for short periods (if applicable), and do you have a lone working policy? See [example policies and procedures](#).
2. Are you aware of food law relating to allergens and identified/ implemented any changes identified as needed? See: [www.food.gov.uk/allergy](http://www.food.gov.uk/allergy) Are you also aware of the School Food Standards if you operate from school premises? [www.childrensfoodtrust.org.uk](http://www.childrensfoodtrust.org.uk)
3. Have you checked and registered with The Information Commissioners Office for data protection (ICO) if required to? [www.ico.org.uk](http://www.ico.org.uk)
4. Are suitable systems in place to ensure all required training has been undertaken/renewed for example: First Aid, Safeguarding, Food Safety and recorded.
5. What arrangements are in place to enable the Designated Safeguarding Lead (DSL) practitioner to carry out their responsibilities for providing support and guidance to staff, attending training and other opportunities to maintain/update their knowledge and practice, liaise with LSCB and other organisations? Have you got a Whistle blowing policy and procedure for staff?
6. Is your Designated Safeguarding Lead available during all opening hours or do you have an appropriately trained deputy DSL?
7. Check all required written policies are in place to meet EYFS 2017 and childcare register requirements, what systems are in place to ensure regularly reviewed/updated and to share with parents, staff and cm assistants. Are policies embedded into practice?
8. Do you have a policy for the use of mobile phone, cameras and the internet? See [guidance on producing this policy](#).
9. Are you familiar with the Common Inspection Framework and associated documents: Early Years Inspection Handbook and Inspecting Safeguarding in Early Years, Education and Skills settings; Have you cascaded the key points to staff?
10. Are you aware of the [Prevent duty](#) for schools and childcare providers to have due regard to the need to prevent people from being drawn into Terrorism and included how you comply with this in your training/safeguarding procedures.  
  
Are staff confident in applying the duty and [promoting British values](#) (PDF)? How are you promoting equality and diversity within the setting? See [framework for quality inclusion](#).
11. Are your risk assessments used effectively to minimise hazards in all aspects of your environment?

12. Are all Safeguarding contact numbers held and easily accessible, to include Social Care Professional Advice helpline: 0116 3055500, First Response (referrals/immediate concerns): 0116 3050005, LADO (allegations): 0116 3057597.
13. What secure arrangements are in place for storing records on site, if not held on site has Ofsted permission been granted? Retain records for 6 years.
14. How do you share information with parents and other providers ie schools about children and how you discuss with the support you offer to meet the EYFS? Do you have agreement from parents for partnership working with school/other provider? Do you have a transfer of care agreement?
15. How do you meet individual children's needs and allow them to develop in their own way. How do you gather information about their interests at home/school and how do you keep this updated? Have you considered the key persons (needed for every EYFS age child) and their role/responsibilities?
16. What is your Play ethos? Do you have knowledge of and promote play principles/play charter/UN Convention on the Rights of the Child.
17. Are you committed to developing strong leadership and staff team with regular supervision and appraisals? Do you have a robust recruitment policy and procedure?  
[Safe recruitment guidance](#)  
[Supervision Toolkit](#)  
How do you ensure continued staff suitability to work in the setting and continuing professional development? Guidance Factsheet for staff suitability and disqualification from working with children available from [www.ndna.org.uk](http://www.ndna.org.uk)
18. Do you make sure you sure you notify Ofsted of significant changes, including change of manager? See EYFS statutory framework 3.77.
19. Are you happy with the methods you use to self-reflect, ie Ofsted Self Evaluation/other, are they effective?
20. Do you have a sustainable business? [Find out about business guidance](#) or contact our Business Development Advisers on 0116 305 8048 / 8039