

## Out of Schools Settings Self-reflective Practice

The information here has been put together by the Childcare Improvement Sufficiency Officers to support you in your out of school setting by enabling you to reflect on your practice, and to give consideration as to where you may need to make changes and update information that you currently use. We hope you find this useful. If you have any questions, please call 0116 3057136 where you will be directed to the CISO for your district.

- Are you aware of the EYFS reforms? You should now be using the [Statutory Framework for the early years foundation stage](#) that was effective from 1<sup>st</sup> September 2021. Do you continue to meet the requirements for the [Early Years and the Childcare Register](#)?
- Ensure you are familiar with the [Education Inspection Framework](#) and the documents that are associated with this: [Early Years Inspection Handbook 2022](#) and [Inspecting Safeguarding in Early Years, Education and Skills settings 2021](#). Have you cascaded the key points to all staff?
- How do you work in [partnership and share information](#) with parents and other providers i.e., schools? What information do you share, and do you have agreement from parents for partnership working with school and other providers as required? Do you have a transfer of care agreement in place?
- How do you meet individual children's needs and allow them to develop in their own way? How do you gather information about the [children's starting points](#) and keep this updated. Is this information shared with their key person, a requirement for every EYFS child?
- Check you have in place all required written policies to meet the Early Years Register and Childcare Register. What systems are in place to ensure these are reviewed and updated regularly and shared with parents/carers and staff. How to you ensure that your policies and embedded into your practice?

- Have you determined if it is helpful to make some written risk assessments in relation to specific issues to enable you to inform staff practice, and when asked by parents and/or carers or inspectors be able to demonstrate how risk is being managed?
- Do you have a lone working policy and have ensured suitable arrangements are in place for lone working for short periods of time (if applicable)? Please see further guidance for this and your safeguarding policy within our [minimum staff numbers and lone worker guidance](#)
- Do you have a policy for the use of mobile phones, cameras, and the internet? Please see further guidance for this and your safeguarding policy within our [Childcare Information Pack](#)
- Are all safeguarding contact numbers held and easily accessible? Ensure you include First Response (referrals/immediate concerns): 0116 3050005, Professional Advice helpline: 0116 3055500, Local Authority Designated Officer (LADO) [CFS-LADO@leics.gov.uk](mailto:CFS-LADO@leics.gov.uk) 0116 3054141
- Are you aware of local and national safeguarding documentation? For instance, '[What to do if you're worried a child is being abused](#)' and '[Working together to safeguard children](#)'. As well as relevant safeguarding [leaflets](#) that could be displayed on your parent notice board?
- What arrangements do you have in place to enable the Designated Safeguarding Lead (DSL) 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 Leicestershire and Rutland Safeguarding Children Partnership Board?
- Is your DSL available during all the hours you are open, or do you have an appropriately trained deputy DSL?

- Are you aware of the [Competency Framework](#) and embedded this into your practice to support you and your staffs safeguarding knowledge to ensure you are confident and competent in carrying out your safeguarding roles and responsibilities?
- Are you aware of the [Prevent Duty](#) for schools and childcare providers to have due regard to prevent people from being drawn into Terrorism? Have you included how you comply with this in your training and safeguarding procedures? Have you ensured staff are confident in applying the duty and promoting [British Values](#)?
- Within your out of school setting how are you promoting equality and diversity within the setting? How do you ensure your setting is fully inclusive to all? Further information and resources are available to support you with this aspect of your practice within our dedicated [Out of School Resource](#) page.
- What is your play ethos, and is your [play environment](#) both inside and outside varied and interesting? Are you and your staff aware of the different [play types](#)? Do you have knowledge of and promote the [play principles](#) and [play charter](#)? Are you aware of the [United Nations Convention on the Rights of the Child](#)?
- Are you committed to developing a strong leadership and staff team with regular [supervision and appraisals](#)? Do you have a robust [recruitment policy and procedure](#)?
- How do you ensure continued staff suitability to work in the setting and continuing professional development?
- Are there suitable systems in place to ensure all required training has been undertaken/renewed? For example: First Aid, Food Safety, and Safeguarding; including Prevent, FGM (Female Genital Mutilation), County Lines, CSE (Child Sexual Exploitation). Further information regarding [training courses and professional qualifications](#) is available.

- Do you make sure you notify [Ofsted of significant changes](#), including change of manager, as per the Statutory Framework for the early years foundation stage 3.78 and 3.79.
- What secure arrangements are in place for storing records on site, if they are not held on site, has Ofsted permission been granted? Retain records for six years unless advised otherwise.
- Have you checked and registered with the [Information Commissioners Office](#) if required to do so? The ICO helps organisations comply with General Data Protection Regulation (GDPR).
- Are you aware of the [food law relating to allergens](#) and identified/implemented any changes as needed? Are you also aware of the [School Food Standards](#) if you operate from school premises, and the [Voluntary Food and Drink Guidelines for Early Years Settings](#)?
- Is your business sustainable? [Business guidance](#) that includes the contact details for our Business Development Advisor is available.
- **Finally!** Are you happy with the methods that you use to self-reflect and evaluate? Are they effective?

The Childcare Improvement Sufficiency Officers hope the information provided here will support you with reflecting on your practice and evaluate what you do and why you do it.

Please do contact us if you need further support with implementing any of our suggestions or let us know if you have some of your own.

Reviewed 1<sup>st</sup> March 2022