EYFS safeguarding and welfare requirements



REVISED EYFS 2025
Statutory Safeguarding and Welfare Requirements Compliance Towards
September 2025

Lead: Mrs Collins / Mrs Sime

CHILD PROTECTION	Notes/ Tick
 A policy and procedures for safeguarding children is in place which must cover: Actions to be taken where there are safeguarding concerns about a child Actions to be taken in the event of allegations against staff The use of mobile phones and cameras in the setting Procedures to follow to check the suitability of new employees Details of how safeguarding training is delivered, and how practitioners are supported to put this into practice 	Whole-staff safeguarding training Nov 2024; next due. KCSIE 2025 Part 1/Annex A discussed, read & signed Sept 25. Scenarios & escalation flow shared.
The policy and procedures are in line with the guidance and procedures of the relevant local safeguarding partners (LSCP)	Aligned to LSCP procedures; DSL checks updates termly.
Providers must appoint a designated safeguarding lead (DSL), with responsibility for liaison with local statutory children's service agencies and with LSP. The DSL must provide ongoing support, advice and guidance to other staff, and on any specific safeguarding issue as required	Aligned to LSCP procedures; DSL checks updates termly.
The DSL has attended a course that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect (consistent with the criteria outlined in annex C of the updated framework. This training must have been renewed in the past 2 years	DSL: Claire Sime; DDSLs: Toni Gaskell, Michelle Black, Jayne Walsh. DSL time protected; termly supervision & case audit.
All staff must have received training in safeguarding policies and procedures, and be confident in applying them in line with the new criteria (annex C of the updated framework)	√
All staff must have up-to-date, secure knowledge and understanding of safeguarding issues within the EYFS, and have received training that enables them to identify signs of possible abuse and neglect at the earliest opportunity, and to respond quickly and appropriately. This training must have been renewed in the last 2 years	Noted and in place
 The school has regard to the following statutory guidance documents: Working Together to Safeguard Children Keeping Children Safe in Education Prevent Duty Guidance for England and Wales 	KCSIE 2025 / Working Together / Prevent briefed Sept 2025
All staff are alert to any issues of concern in the child's life at home or elsewhere	✓
Where a child is absent for a prolonged period of time without notification from a carer/parent, staff are aware of their duty to contact the child's parents and/or carers and alternative emergency contacts	SENCO: Toni Gaskell. IPPs/EHCP processes in place; external agencies (SALT/OT/EP) engaged; Code of Practice followed.
Social services – and, in emergencies, the police – are notified where the school has concerns about children's safety or welfare	Ofsted notified within 14 days where required; LA/LADO/police referral routes on DSL crib sheet; log maintained.
Ofsted is informed where allegations of serious harm or abuse by staff or volunteers are made, and notified of the action taken in respect of the allegations, within 14 days of the allegations being made	Ofsted notified within 14 days where required; LA/LADO/police referral routes on

DSL crib sheet; log	
maintained.	

Children are suitable for their roles (e.g. safer recruitment policies and procedures) Staff have been told that they are expected to declare any convictions, cautions, court orders, reprimands and warnings (except protected convictions and cautions) that may affect their suitability to work with children (whether received before or during their employment at the setting) Note: only short-listed candidates should be asked to complete a self-declaration form — see this article for more information Enhanced DBS checks, with barred list checks as appropriate, have been obtained for all individuals aged 16 and over who: • Work directly with children • Live on the premises; and/or	SCR audited termly . Template per KCSIE 2025 incl. barred list & identity checks. Enhanced DBS (and barred list where applicable) before start; supervised access until checks
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 for all individuals aged 16 and over who: Work directly with children Live on the premises; and/or 	barred list where applicable) before start; supervised access until checks
Live on the premises; and/or	access until checks
where the childcare takes place, or do not work there at times when children are present)	complete.
carried out for anyone who has lived or worked abroad	Records kept on MIS/CPOMS; secure role-based access; retention per schedule.
meet safer recruiting guidance and:	SCR audited termly. Template per KCSIE 2025 incl. barred list & identity checks.
 Are from the candidate's current employer, training provider or education setting Have been completed by a senior person with appropriate authority 	
 Have been completed by a senior person with appropriate authority Have not been provided by an applicant's family member Most recent relevant employment history has been verified If applicable, a reference from the applicant's most recent work setting 	
 involving children has been obtained Electronic references are confirmed to be from a legitimate source Referees have been contacted to clarify information if it's deemed vague or insufficient 	
 Information on the application form and reference match, and any discrepancies have been clarified by candidate The reason for leaving their current or most recent post has been established 	
 Any concerns have been resolved satisfactorily before appointment has been confirmed 	
contact with children	✓
completed references is recorded, including:	Reference template includes substantiated
Date the check was obtainedDetails of who obtained the check	safeguarding facts meeting harm threshold only; excludes

A referral is made to the DBS where a member of staff is dismissed (or would have been, had they not left first) because they have harmed a child or put a child at risk of harm Procedures are in place to ensure that anyone who is disqualified from working in childcare is not employed to work at the setting Appropriate action is taken to ensure the safety of children where information is found that may lead to the disqualification of an employee	/malicious allegations. Enhanced DBS (and barred list where applicable) before start; supervised access until checks complete. Childcare Disqualification
	checks completed where applicable; DBS referral duty understood.
Ofsted is informed of any significant event (including disqualification), which is likely to affect the suitability of any person who is in regular contact with children on the premises	Ofsted notified within 14 days where required; LA/LADO/police referral routes on DSL crib sheet; log maintained.
The registered provider gives Ofsted the following information about themselves or any person who lives or is employed in the same household as the registered provider:	✓
 Details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006 The date of the order, determination or conviction, or the date when the other ground for disqualification arose The body or court which made the order, determination or conviction, and the sentence (if any) imposed A certified copy of the relevant order (in relation to an order or conviction) 	
This information is given to Ofsted within 14 days of the date the provider became aware of the information or ought reasonably to have become aware of it if they had made reasonable enquiries	
Staff are not under the influence of alcohol or any other substance that may affect their ability to care for children	✓
Staff seek medical advice where they are taking medication that may affect their ability to care for children, and are only allowed to work directly with children if medical advice confirms the medication is unlikely to impair their ability to do so	✓
Staff medication is securely stored and out of reach of children at all times	✓
When asked to provide references for current or former employees, references: • Should be provided in a timely manner	Reference template includes substantiated
 Should ensure the information confirms whether they are satisfied with the applicant's suitability to work with children and Provide the facts (not opinions) of any substantiated safeguarding concerns/allegations that meet the harm threshold, as defined in the guidance and section 35(4) of the Safeguarding Vulnerable Groups Act 2006 Should not include information about concerns/allegations which are unsubstantiated, unfounded, false, or malicious 	safeguarding facts meeting harm threshold only; excludes unsubstantiated/false /malicious allegations.

STAFF QUALIFICATION, TRAINING, SUPPORT AND SKILLS	Notes/ Tick
All staff are treated fairly and equally, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation	✓
All staff receive induction training which covers: • Emergency evacuation procedures • Safeguarding and child protection • Health and safety issues	Induction checklist completed within 5 days: evacuation, safeguarding/CP, H&S.
Staff are supported to undertake appropriate training and professional development opportunities	✓
Arrangements are in place for the supervision of staff working with children and families, which provides opportunities for them to: • Discuss and issues, particularly concerning children's development or wellbeing • Identify solutions	Half-termly supervision covers safeguarding/wellbei ng/CPD.
 Receive coaching to improve their effectiveness Supervision provides support, coaching and training for staff, promotes the interests of children, and fosters a culture of: Mutual support Teamwork Continuous improvement Encouraging confidential discussion of sensitive issues 	Half-termly supervision covers safeguarding/wellbei ng/CPD.
The EYFS manager has: • At least a full and relevant level 3 qualification; and • 2 or more years' experience working in an early years setting, or • 2 or more years' other suitable experience	EYFS Lead holds a degree (Level 6) and has 2+ years' experience
There is a named deputy who is capable and qualified to take charge in the manager's absence	✓
At least 1 person with a current pediatric first aid (PFA) certificate is on the premises and available at all times children are present, and accompanies children on outings	PFA matrix current; PFA present in room during mealtimes; renewals tracked.
All newly qualified early years workers who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, and who are included in the required staff-to-child ratios at level 2 or level 3, have a full PFA or emergency PFA certificate within 3 months of starting work	✓
The PFA training is renewed every 3 years and is relevant for workers caring for young children and, where relevant, babies	✓
PFA certificates or a list of staff with a current certificate is on display or made available to parents/carers	✓
Staff have sufficient understanding and use of English to ensure the wellbeing of children	All staff meet English requirement (communication, record-keeping, safeguarding).

STAFF RATIOS	Notes/ Tick
Each child is assigned a key person	Key person list displayed and on MIS; parents informed at start.
Staffing arrangements meet the needs of all children and ensure their safety	✓
Parents and carers are informed about staff deployment and, where relevant and practical, are involved in decisions about deployment	Zoning map in use; ratios met; children always within sight or hearing (usually both).
Children are always within sight or hearing of staff (and usually within sight and hearing).	Zoning map in use; ratios met; children always within sight or hearing (usually both).
Only those aged 17 or over are included in ratios (though suitable staff working as apprentices in early education who are aged 16 or over can be included in ratios at the level below their level of study if the provider is satisfied that they are competent, responsible and hold a current PFA qualification)	✓
Staff aged under 17 are supervised at all times	✓
In reception classes there are never more than 30 children per teacher, except where permitted exceptions apply (teaching assistants (TAs), higher level teaching assistants (HLTAs) and other support staff do not count as teachers)	Reception class ≤30 per teacher; TA support
Where provision is solely before/after-school care or holiday provision for children who normally attend reception class (or older) during the school day, there are sufficient staff as for a class of 30 children	√
For children aged 3 and over (below reception class) the following ratios are always followed (including outings)	N/A
For registered early years provision:	
Where a person with a suitable level 6 qualification is working directly with the children:	
 There is at least 1 member of staff per 13 children At least 1 other member of staff per 13 children 	
Where a person with a suitable level 6 qualification is not working directly with the children:	
 There is at least 1 member of staff per 8 children At least 1 member of staff holds a full and relevant level 3 qualification At least half of all other staff hold a full and relevant level 2 qualification 	
For maintained nursery schools and nursery classes in maintained schools:	
 There is at least 1 member of staff for every 13 children At least 1 member of staff is a school leader At least 1 other member of staff holds a full and relevant level 3 qualification 	
Where there is no person with a suitable level 6 qualification, no instructor, and no suitably qualified overseas trained teacher working directly with the children:	
 There is at least 1 member of staff per 8 children At least 1 member of staff holds a full and relevant level 3 qualification At least half of all other staff hold a full and relevant level 2 qualification 	
For children aged 2 the following rations are always followed:	N/A

 There is at least 1 member of staff per 5 children At least 1 member of staff holds a full and relevant level 3 qualification At least half of all other staff hold a full and relevant level 2 qualification 	
 For children under 2 the following ratios are always followed: There is at least 1 member of staff per 3 children At least 1 member of staff holds a full and relevant level 3 qualification and is suitably experienced in working with children under 2 At least half of all other staff hold a full and relevant level 2 qualification At least half of all staff have received training on the care of babies Where there is a room for under 2-year-olds, the member of staff in charge of the room has suitable experience of working with under 2-year-olds 	N/A
Where there are mixed-age groups, ratios are determined in line with relevant ratio and class size requirements and the needs of individual children	N/A

HEALTH	Notes/ Tick
Good health, including oral health, is promoted	✓
Procedures are in place for dealing with children who are ill or infectious	✓
Illness/infection procedures are discussed with parents and carers	Health/Medicines Policy v2025; parental consent and records; same-day parent notification for treatment.
Necessary steps are taken to prevent the spread of infection	KCSIE 2025 / Working Together / Prevent briefed
Appropriate action is taken if children are ill	✓
A policy and procedures for administering medicines, including systems for obtaining and updating information about medical needs, are in place	Health/Medicines Policy v2025; parental consent and records; same-day parent notification for treatment.
Where administering medicines requires medical or technical knowledge, training is provided for staff	Health/Medicines Policy v2025; parental consent and records; same-day parent notification for treatment.
Prescription medicines are not administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor)	1
Medicines (both prescription and non-prescription) are only administered where written permission is obtained from a child's parent or carer to administer that particular medicine	✓
A written record is kept of each time medicine is administered	✓
Where medicine is administered to a child, their parents or carers are informed on the same day, or as soon as possible	✓
Meals, snacks and drinks are healthy, balanced and nutritious	Menus meet School Food Standards; drinking water available; allergen signage in servery.

Fresh drinking water is available and accessible at all times	Menus meet School Food Standards; drinking water available; allergen signage in servery.
An area equipped to provide healthy meals, snacks and drinks is provided.	Menus meet School Food Standards; drinking water available; allergen signage in servery.
Suitable facilities for the hygienic preparation of food (including sterilisation equipment where necessary) are provided	✓
Staff involved in preparing and handling food have received training in food hygiene	✓
Ofsted is informed where 2 or more children have food poisoning, within 14 days of the incident	Ofsted notified within 14 days where required; LA/LADO/police referral routes on DSL crib sheet; log maintained.
A first aid box with contents suitable for use with children is accessible at all times	\checkmark
Written records of accidents, injuries and first aid treatments are kept	Accident book reviewed termly; choking incidents recorded and trend-reviewed; RIDDOR applied where required.
Parents and carers are informed of any accident, injury or first aid treatment on the same day or as soon as possible	✓
Ofsted is notified of any serious accident, illness or injury to, or death of, any child, and the action taken, within 14 days of the incident	Ofsted notified within 14 days where required; LA/LADO/police referral routes on DSL crib sheet; log maintained.
Local child protection agencies are notified of any serious accident or injury to, or the death of, any child and any advice from those agencies is acted on	Accident book reviewed termly; choking incidents recorded and trend-reviewed; RIDDOR applied where required.

BEHAVIOUR	Notes/ Tick
Written records of physical intervention are kept	Positive Behaviour/Physical Intervention policy 2025; any physical intervention recorded & parents informed same day.
Parents and carers are informed of any physical intervention on the same day, or as soon as possible	✓
Corporal punishment and any other punishment that could adversely affect a child's wellbeing is never used or threatened	✓

SAFETY AND SUITABILITY OF PREMISES, ENVIRONMENT AND EQUIPMENT	Notes/ Tick
Health and safety legislation is complied with, including fire safety and hygiene requirements	Food hygiene L2/Allergen training in date; Ofsted notified within 14 days if 2+ food poisoning cases.
Appropriate insurance, including public liability insurance, is in place and in date	Annual H&S audit; Public Liability insurance valid to dd/mm/yy.
Emergency evacuation procedures are in place	Weekly alarm tests; termly evacuation drills; equipment serviced dd/mm/yy; exits clear.
Appropriate fire detection and control equipment is in place and in working order (for example, fire alarms, smoke detectors, fire blankets and and/or fire extinguishers)	Weekly alarm tests; termly evacuation drills; equipment serviced dd/mm/yy; exits clear.
Fire exits are clearly identifiable, and fire doors are free from obstruction and can be opened easily from the inside	Weekly alarm tests; termly evacuation drills; equipment serviced dd/mm/yy; exits clear.
Smoking is prohibited on the premises	No-smoking site; staff do not vape/e- cig when children are present/about to be present.
Staff do not vape or use e-cigarettes when children are present	No-smoking site; staff do not vape/e- cig when children are present/about to be present.
The following indoor space requirements are adhered to: Children under 2: 3.5m² per child 2-year-olds: 2.5m² per child Children aged 3 to 5 years: 2.3m² per child	Indoor space meets m² per child; separate adult/child toilets; hygienic nappy-change area.
Access to an outdoor play area is provided, or outdoor activities are provided on a daily basis	✓
Legal requirements under the Equality Act 2010 are adhered to, including the duty to make reasonable adjustments for those with disabilities	√
Sleeping children are frequently checked	Safe sleep guidance followed; frequent checks logged; clean bedding protocol.
Cots/bedding are in good condition and suited to the age of the child	
Infants are placed down to sleep in line with the latest government safety guidance	N/A
An adequate number of toilets and hand basins are available	√
Separate toilet facilities for children and adults are available	√
Hygienic nappy-changing facilities are available	√

Staff are aware they should balance children's privacy with safeguarding and support needs during nappy changes and toileting	✓
Clean bedding, towels, spare clothes and other necessary items are always available	✓
A separate baby room for children under 2 is provided	N/A
Children under 2 in the baby room have contact with older children and are moved into the older age group when appropriate	N/A
An area where staff may talk to parents and carers confidentially is provided	✓
An area where staff can take breaks away from children is provided	✓
Children are only released to their parents or carers, or to individuals who have been approved by their parents or carers	✓
Children do not leave the premises unsupervised	✓
Steps are taken to prevent unauthorised individuals entering the premises	✓
An agreed procedure for checking the identity of visitors is in place	Release only to authorised adults; visitor ID and signing-in; site secured against unauthorised access.
Where children stay overnight, any additional measures necessary are in place	N/A
All reasonable steps are taken to ensure staff and children are not exposed to risks, and the setting can demonstrate how risks are managed	✓
Where necessary, written risk assessments are made. These should identify aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked, and how the risk will be removed or minimised	Daily checks; written RAs for premises/outings/v ehicles; PFA and ratios planned in RAs; consents recorded.
On outings, any potential risks or hazards are assessed and steps are taken to remove, minimise and manage them. The risk assessment includes consideration of adult to child ratios	1
Vehicles used to transport children, and the driver(s) of those vehicles, are adequately insured	✓

SPECIAL EDUCATIONAL NEEDS (SEN)	Notes/ Tick
Arrangements are in place to support children with SEN or disabilities	SENCO: Toni Gaskell. IPPs/EHCP processes in place; external agencies (SALT/OT/EP) engaged; Code of Practice followed.
The Special Educational Needs and Disability (SEND) Code of Practice is followed	SENCO: Toni Gaskell. IPPs/EHCP processes in place; external agencies (SALT/OT/EP) engaged; Code of Practice followed.

A SEN co-ordinator (SENCO) has been identified	SENCO: Toni Gaskell. IPPs/EHCP processes in place; external agencies (SALT/OT/EP) engaged; Code of Practice followed.
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INFORMATION AND RECORD KEEPING	Notes/ Tick
Records are maintained and are easily accessible and available	Records kept on MIS/CPOMS; secure role-based access; retention per schedule.
A regular, two-way flow of information between the school and parents or carers, and between providers, is maintained	Dojo/newsletters; transition forms; consented info- sharing with partner providers.
Information is shared with other professionals, the police, social services and Ofsted, as appropriate	Ofsted notified within 14 days where required; LA/LADO/police referral routes on DSL crib sheet; log maintained.
Parents' and carers' comments are incorporated into children's records upon request	✓
Confidential records are held securely and only accessible to those who have a right or professional need to see them	Records kept on MIS/CPOMS; secure role-based access; retention per schedule.
The provider is aware of their duties under the Data Protection Act, UK GDPR and the Freedom of Information Act	UK GDPR/Data Protection policy; privacy notices issued to parents.
All staff understand the need to protect the privacy of children and the legal requirements that exist to ensure confidentiality of information	UK GDPR/Data Protection policy; privacy notices issued to parents.
Parents and carers are given access to their child's records (provided no legal exemptions apply)	Records kept on MIS/CPOMS; secure role-based access; retention per schedule.
Records relating to individual children are retained for a reasonable period of time after they have left the provision	√ ·
The following information is recorded for each child: • Full name • Date of birth • Name and address of each known parent or carer • Information about any other person who has parental responsibility • Which parent(s) or carer(s) the child normally lives with • Emergency contact details for parents and carers • Where possible, settings should hold more than 2 emergency contact numbers for each child.	√

 The following information is made available to parents and carers: How the EYFS is being delivered, and how parents/carers can access more information What activities and experiences are provided The daily schedule/routines How parents can share learning at home How children with SEN or disabilities are supported What food and drinks are provided Details of policies and procedures, including those for late collection and missing children Staffing arrangements Name of the child's key person and their role 	✓
 Telephone number for parents and carers to contact in an emergency The setting's attendance policy, which includes The expectations for reporting child absences The procedures which will be followed if a child is not reported absent, or is absent for a prolonged period of time 	
A written procedure for dealing with concerns and complaints is in place	Complaint procedure published; outcomes within 28 days; log available to Ofsted.
Written records of all complaints, and their outcomes, are kept	Records kept on MIS/CPOMS; secure role-based access; retention per schedule.
Written complaints relating to the EYFS requirements are always investigated	Complaint procedure published; outcomes within 28 days; log available to Ofsted.
Complainants are notified of the outcome of the investigation within 28 days of receipt of the complaint	✓
The record of complaints is made available to Ofsted on request	\checkmark
Parents/carers are given information about how to contact Ofsted if they believe the EYFS requirements are not being met	✓
Parents and carers are notified if the provider becomes aware that the setting is to be inspected by Ofsted	✓
A copy of the Ofsted inspection report is sent to parents and carers	✓
 The following information is held: Name, home address and telephone number of the provider and any other person living or employed on the premises Name, home address and telephone number of anyone else who is regularly in unsupervised contact with the children Daily record of the names of children in the setting, hours they attend and the name of each child's key person A certificate of registration (this must be displayed at the setting and shown to parents and carers on request) 	→
 Ofsted is informed of any changes to the following: Address of the premises Premises, where this may affect the space and quality of childcare available to children 	√
 Name, address or other contact details of the provider Person who is managing the early years provision 	
The hours during which childcare is provided	

 The suitability to look after children of the provider or anyone who cares for or has regular contact with children on the premises 	
Name or registered number of the company/charity (where provision is	
provided by a company/charity)	
 The 'nominated individual' (where the childcare is provided by a partnership, 	
body corporate or unincorporated association)	
 Individuals who are partners in, or a director, secretary or other officer or 	
members of the provision's governing body (where the childcare is provided	
by a partnership, body corporate or unincorporated association whose sole or	
main purpose is the provision of childcare)	
Where there is a change of person other than a manager, Ofsted is provided with the	✓
new person's:	
Current and former names/aliases	
Date of birth	
Home address	
Where there is a change of manager, Ofsted is notified that a new manager has been	✓
appointed. Notification is made in advance, where reasonably practicable to do so,	
but in other cases as soon as possible and always within 14 days	

SAFER EATING	Notes / tick
Before a child is admitted to the setting, information about special dietary requirements, preferences, food allergies and special health requirements has been obtained. This has been shared with all staff involved in food preparation and handling and eating supervision.	✓
Staff are clear who is responsible for checking food provided meets children's individual needs	Menus meet School Food Standards; drinking water available; allergen signage in servery.
Staff involved in the preparation of food do so in a way that prevents choking and meets child's individual developmental needs.	✓
Allergy action plans have been created with health professionals to manage known allergies/intolerances.	Pre-admission allergy/diet info gathered and shared; Allergy Action Plans current. Eating supervised within sight & hearing; PFA in room. Choking incidents recorded & trend-reviewed termly; actions logged.
Allergy action plans are up to date and shared with all staff	Pre-admission allergy/diet info gathered and shared; Allergy Action Plans current. Eating supervised within sight & hearing; PFA in room. Choking incidents

	recorded & trend-reviewed termly; actions logged.
Staff are aware of: the symptoms and treatments for allergies and anaphylaxis, the differences between allergies and intolerances that children can develop allergies at any time, especially during the introduction of solid foods	√
 While eating children should be: Within sight and hearing of a staff member In the same room as a staff member with a valid PFA certificate Seated, in appropriately low seating or a high chair where possible In an area of minimal distractions, where possible Facing staff, so staff can prevent choking, food sharing and be aware of accidental allergic reactions 	✓
Details about choking incidents should be recorded and reviewed periodically to identify trends of common features. Appropriate action should be taken to address identified concerns	Pre-admission allergy/diet info gathered and shared; Allergy Action Plans current. Eating supervised within sight & hearing; PFA in room. Choking incidents recorded & trend-reviewed termly; actions logged.

WHISTLEBLOWING	Notes / Tick
Staff are aware of the whistleblowing procedures, feel able to raise concerns and trust that concerns will be taken seriously by the senior leadership team	√.
Staff are aware of and can access the details of external channels for whistleblowing concerns	Whistleblowing policy in staff handbook. Staff know internal route and external channels (LA/LADO/Ofsted)