

Early Years Inspection Self Evaluation Form

Sessional Care & Full Day Care

If this document is not typed - please complete clearly in black ink

QUALITY OF MONITORING & EVALUATION

Name of Service:	
Address of Service:	
Post Code:	
Telephone No:	
Email:	

Type of Service (please tick as appropriate)	Full Day Care	Play-group	Crèche	After School	Other (please advise)
	Private	Not for Profit			

No of children for which the service is registered	
No of children on attendance register	

Does your facility have disabled access?	Yes	No

No of children attending with a disability	
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No of children currently attending from an ethnic minority background	
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<h2 style="margin: 0;">Part A</h2> <h3 style="margin: 0;">(Staffing/Management Information)</h3>
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Please provide details on all staff (include all those working with children, other employees, contracted services and volunteers).

Details of Owner/Chair of Management Committee	
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Name:	
Date of Birth:	
Address:	
Address:	
Post Code:	
Telephone No:	
Email Address:	

Designated Child Protection Officer	
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Name:	
Date of Birth:	
Address:	
Address:	
Post Code:	
Telephone No:	
Email Address:	
Date of DCPO Training	

Does anyone live on the premises?	Yes	No

If Yes, please state below full name

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Have these people been vetted?	Yes	No

Name:	
Role:	
Signature:	
Date Completed:	

Name:	
Role:	
Signature:	
Date Completed:	

* It is expected that the Registered Person/Chairperson will complete this document in consultation with the Manager/Leader.

To be completed by the Trust

	Owner/Chair	Designated Child Protection Officer
Date of Trust Records Check		
Check done by whom		
Clear		
Information held		
Information passed to Inspecting Social Worker		

Staffing (please include additional pages as required)

	Staff Member 1	Staff Member 2	Staff Member 3	Staff Member 4
Name				
Date of Birth				
Address				
Date commenced employment				
Position Held				
Qualifications				
Training since last inspection				
Training Needs				
Child Protection Trained Date				
Paediatric First Aid Trained (Date Completed)				
Date of Vetting Clearance by Trusts				

To be completed by the Trust	Date of Trust records check				
	Check done by whom				
	Clear				
	Information Held				
	Information passed to Inspecting social worker				

Staffing (Cont'd)

	Staff Member 5	Staff Member 6	Staff Member 7	Staff Member 8
Name				
Date of Birth				
Address				
Date commenced employment				
Position Held				
Qualifications				
Training since last inspection				
Training Needs				
Child Protection Trained Date				
Paediatric First Aid Trained (Date Completed)				
Date of Vetting Clearance by Trusts				

To be completed by the Trust	Date of Trust records check				
	Check done by whom				
	Clear				
	Information Held				
	Information passed to Inspecting social worker				

Confirmation of Vetting for Volunteers, Students and Contracted Services (eg Early Years Specialists/Advisor, Caretaker, Early Years Advisor)

Name				
Date of Birth				
Address				
Position Held				
Date of Vetting Clearance				

To be completed by the Trust	Date of Trust records check				
	Check done by whom				
	Clear				
	Information Held				
	Information passed to Inspecting social worker				

Can you confirm that the Owner/Chair, Designated Child Protection Officer, all those employed at the setting associated with/or living on the premises have no new cautions, convictions or pending cases since the last Inspection?	Yes	
	No	
If yes please provide detail		

Can you confirm that the Owner/Chair, Designated Child Protection Officer, all those employed at the setting associated with/or living are not subject to Social Services investigations, including allegations of child abuse or domestic violence issues?	Yes	
	No	

It is the responsibility of the registered person to obtain this information from all persons employed at the setting and demonstrate at inspection how this is collated (please note this includes all volunteers, students and contracted services).

Action Plan Following Previous Years Inspection

Name of Setting:	
Address of Setting:	
Quality Area Inspected:	
Date of Inspection:	
Inspected by:	

(Please refer to last year's Action Plan)

(Continue on separate page if necessary)

Name of Setting:		Date of Inspection:	
Quality Area Inspected:		Inspected by:	

Criteria that had to be met to comply with the Minimum Standards/ Recommendations for Improvement (list below)	Action to be taken	By Whom	Timescale for Action	Date Action Achieved

Name:	
Signature:	
Date:	

Part B (Self-Evaluation)

This is the Quality Area that will be inspected on the day of Inspection. **It is important to make comment on each of the criteria within the Standard. If reference is not made, this could lead to recommendations on your inspection report.**

QUALITY OF MONITORING & EVALUATION

Section 1: Quality of Care

Please refer to page 2 on the Guidance Notes & pay attention to the criteria in the Standards & the Implementation Guidance

1.1 Children are safeguarded through systems and practices that are consistent with Regional Child Protection Policies and Procedures.

Please demonstrate how your setting meets each criteria as set out in the Standards.

Please identify which criteria are not being met, how these will be addressed and when.

Section 4: Quality of Monitoring & Evaluation

Please refer to page 8 on the Guidance Notes & pay attention to the criteria in the Standards & the Implementation Guidance

4.15 Records are managed in accordance with legislative requirements and the setting's records management policy.

	Yes	No
<ul style="list-style-type: none">Is the settings practice on the Retention, Safe Storage and Destruction of Records in compliance with your policy and with <u>all</u> the requirements on the registration certificate?		

Please demonstrate how your setting meets each criteria as set out in the Standards.

Please identify which criteria are not being met, how these will be addressed and when.

4.16 All complaints are taken seriously and dealt with promptly and effectively

	Yes	No
<ul style="list-style-type: none">Has your complaints policy been shared with parents and are they aware of the arrangements for dealing with complaints?		

Please demonstrate how your setting meets each criteria as set out in the Standards.

Please identify which criteria are not being met, how these will be addressed and when.

Section 5: Policy and Procedures

Please refer to page 8 on the Guidance Notes & pay attention to the criteria in the Standards & the Implementation Guidance

You are required to have the following policies and procedures in place that reflect your practice. These are the responsibility of the provider and should be reviewed on an annual basis.

Do you have policies on the following?

	Yes	No
Absence of the Manager		
Accidents – prevention, reporting, recording and notification		
Additional Needs		
Allegations against staff		
CCTV		
Complaints		
Confidentiality		
Consent		
Data Protection		
Equality		
First Aid		
Infection Prevention and Control – including the exclusion of children who are infectious or ill		
Intimate/Personal Care		
Maintenance and Replacement of Play Equipment		
Managing Aggression and Challenging Behaviour including Bullying		
Management of Emergencies		
Management of Medicines		
Management of Records		
Management of Risks Associated with the Care of Individual Service Users		
Menu Planning		
Mobile Phones		
Parents' Access to Records		
Participation		
Photography and Videography		
Play		
Provision of Food and Drink		
Reporting Adverse and Untoward Incidents		

Cont'd

	Yes	No
Safeguarding and Child Protection		
Security of the Setting		
Smoking		
Social Networking		
Staffing:		
• Behaviour & Conduct		
• Clothing / Uniform		
• Discipline		
• Grievance		
• Induction		
• Meetings		
• Records		
• Recruitment		
• Rotas		
• Supervision and appraisal		
• Training and development		
Transport for Service Users – provision and use		
Whistle blowing		

Do you have the following documentation?

Safeguarding and Child Protection	Yes	No
• Safeguarding and child protection policy		
• Intimate/Personal care policy		
• ICT E / Safety policy (evidence that staff have signed up to it)		
• Code of conduct for staff on the use of mobile phones and social networking websites		
• Policy and procedure for taking children's photographs (evidence of written parental consent for photographs)		
• Policy on use of CCTV, where appropriate		
• Policy on whistleblowing		
• Evidence that child protection policy has been shared with parents		
• Evidence of how parents give consent for personal care		
• Records of any child protection concerns (if applicable)		

Documentation	Yes	No
• Policy on the retention, safe storage and destruction of records.		
• Children's files		
• Children's registration forms		
• Written parental consents e.g. photographs, collection of children, personal care, contact with animals, outings, transport		
• Daily Register		
• Accidents reports		
• Incident reports		
• Administration of medication		
• Staff files		
• Registration certificate		
• Insurance certificate		
• Children's observation records		
• Play programme/plan		

Complaints	Yes	No
• Complaints policy		
• Register/Records of complaints, their investigations and outcome		

Views of those who use your service

Please refer to page 9 on the Guidance Notes & pay attention to the criteria in the Standards & the Implementation Guidance

Please tell us about

- (i) The views of children and their parents/carers who attend your setting
- (ii) The methods used to get their views
- (iii) Any action you have taken to change your service as a result of their views.

Your views on the service you provide

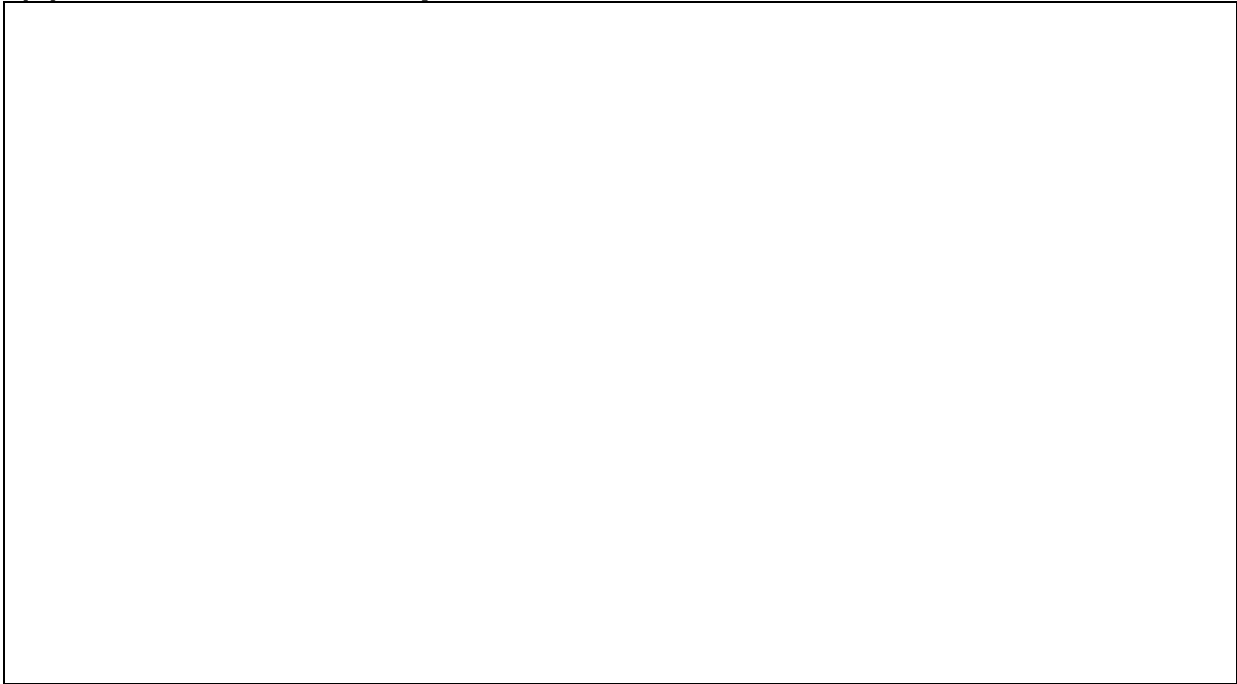
Please refer to page 9 on the Guidance Notes & pay attention to the criteria in the Standards & the Implementation Guidance

Please comment on your evaluation of the service you provide. You should take a critical look at the effectiveness of your service and outline actions you will take to address these.

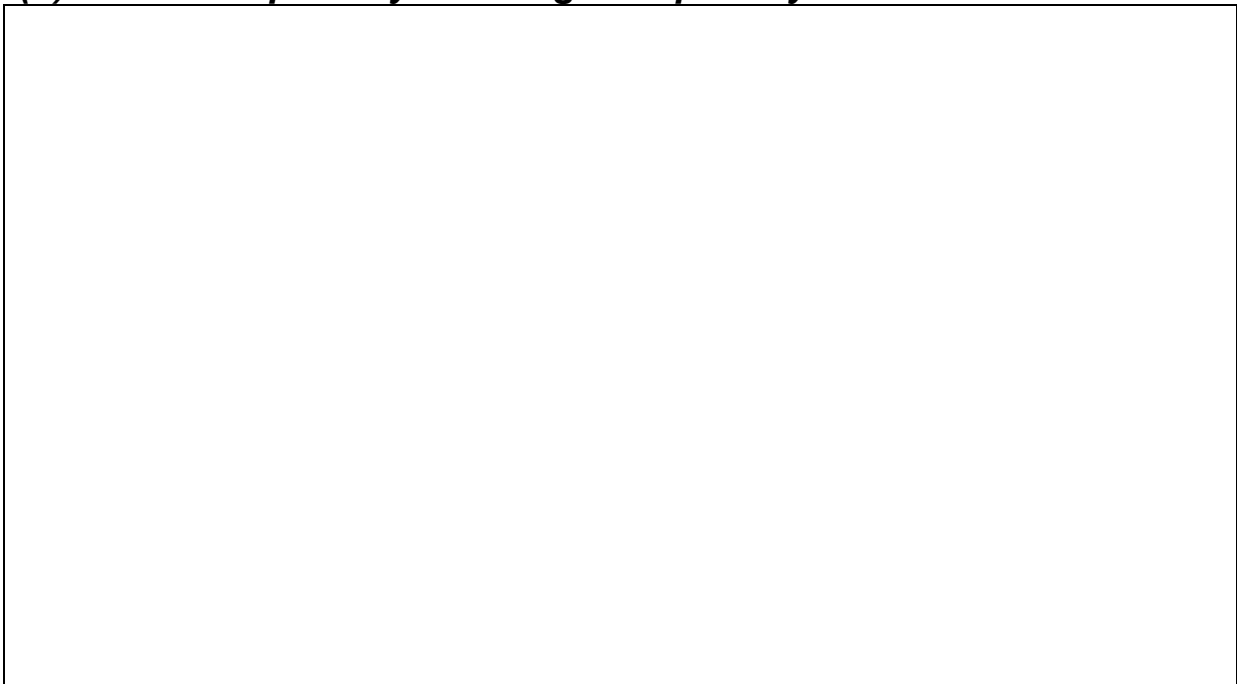
(a) What are the main characteristics of your setting and the culture/backgrounds of children who attend?

(b) What are the positive aspects of your service?

(c) What could be improved?



(d) What steps are you taking to improve your service?



<ul style="list-style-type: none"> Are you aware that it is your responsibility to comply with all the Quality Areas within the Standards and Implementation Guidance? 	Yes	
	No	

<ul style="list-style-type: none"> Are you aware that it is your responsibility to complete the Self Evaluation Document in full and use it as an on-going self-assessment tool? 	Yes	
	No	

<ul style="list-style-type: none"> Have you completed your Self Evaluation Document in full? 	Yes	
	No	

Complaints/Concerns since Last Inspection:

Further Comments

Evidence for all information provided on the form may be sought on the Day of Inspection

Name:	
Role:	
Signature:	
Date Completed:	

FOR TRUST USE

Date received by Trust:	
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Read by:	
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Date:	
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