

# Suffolk Early Years Safeguarding Self-Assessment (SSA)

## Message from Christina Lewis, Head of Service Early Years and Childcare

For Childcare providers who are members of Suffolk List of Providers (LoP) offering government funded early education places (EEF).

I'm grateful for your continued hard work and commitment to children, young people, and their families. It is our joint responsibility to safeguard the users of all services and I'm writing to you to ask for your help in completing this safeguarding questionnaire as it is an important indicator of the quality of safeguarding and related processes in your provision.

I acknowledge that as a provider of early years provision you are required to be Ofsted registered or registered with a Childminding Agency and that along with the Early Years Foundation Stage Framework (EYFS) you will already be paying specific attention to regulations that relate to safeguarding.

However, the council and the Suffolk Safeguarding Partnership must ensure all providers claiming grant funding early education completed this Safeguarding Self-Assessment document.

Failure to return this document to Suffolk County Council will result in a delay to receiving your grant funding and ultimately your ability to claim funding in the future. The template has been cross referenced to key documents to assist you in completing the sections.

**Please note, the Early Years Safeguarding Self-Assessment is for nurseries, preschools, childminders with and without assistants. It is recognised that for childminders without assistants, questions relating to staff will not all be relevant.**

You may be asked to provide further evidence in support of your responses and the council's Early Years and Childcare Service officers will routinely talk to you about your safeguarding arrangements in the course of working with you. If you have any queries whilst completing this questionnaire, please see:

- [Suffolk Safeguarding Partnership](#)
- [Training & Continuing Professional Development \(CPD\) – Suffolk Learning](#)

If you have any questions about this Safeguarding Self-Assessment, please email the Suffolk Family Information Service: [Suffolkfis@suffolk.gov.uk](mailto:Suffolkfis@suffolk.gov.uk)

**Please note this Safeguarding Self-Assessment has been written in line with the following documents:**

- [Early years foundation stage \(EYFS\) statutory framework - GOV.UK](#)
- [Prevent duty guidance: England and Wales \(2023\) - GOV.UK](#)
- [Working together to safeguard children - GOV.UK](#)
- [Safeguarding children and protecting professionals in early years settings: online safety considerations - GOV.UK](#)
- [Help for Early Years Providers - Safer Sleep](#)
- [Contact the Family Support team - Suffolk County Council](#)

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- Help for early years providers : Food safety

## Inspecting Safeguarding in Early years:

- Inspecting safeguarding in the early years – a reminder of the guidance and some commonly asked questions – Ofsted: schools and further education & skills (FES)

**SSA Guidance notes** and a **preview of the questions** can be found at the link:

[Safeguarding Self-Assessment \(SSA\) Early Years – Suffolk Learning](#)

## 1. Safeguarding Policy

How do you ensure your safeguarding policy is up to date with current legislation and local safeguarding guidelines and staff have a clear understanding of your procedures?

## 2. Data protection law

What systems do you put in place to meet your obligations under data protection law in relation to the processing of personal and special category data?

## 3. Child Absence

How do you follow up on child's absences in a timely manner?

## 4. Designated Safeguarding Lead (DSL)

Childminders and Providers are required to have a named designated safeguarding lead (DSL) and access training every two years. This training needs to meet the criteria set out in the Statutory framework in the EYFS. From 1st September 2025, educators must be trained in line with the safeguarding training annex.

**Who is your DSL? Give Full Name**

5. As designated safeguarding lead practitioner there is requirement for you to have completed Early Years Designated Safeguarding Lead (or equivalent training) within the last two years.

**Please give the date of the training:**

6. As the DSL of your setting how do you ensure you provide support, advice and guidance to practitioners/childminding assistants on specific safeguarding issues and on an ongoing basis?

7. Who is your deputy designated safeguarding lead? Give full name

8. As deputy designated safeguarding lead practitioner there is requirement for you to have completed Early Years Designated Safeguarding Lead: (or equivalent training) within the last two years. **Please give the date of the training:**

**If you are a committee run provision, please answer the following:**

9. For committee run settings, please give the name the nominated committee member responsible for safeguarding. Full name

10. Give the date the committee safeguarding lead received safeguarding training.

## Staff knowledge/ Training

11. How is your safeguarding training delivered to all practitioners/childminder assistants?

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12. If safeguarding training is not provided by the local authority, how do you ensure that you are up to date with information from the Suffolk Safeguarding Partnership and local reporting procedures?
13. How do you support your staff/ childminder assistants to ensure they are confident in applying their safeguarding training and implementing your policies and procedures?
14. What whistleblowing procedures do you have in place to enable staff/ committee/ childminder assistants to raise issues of poor practice?

### **Local Area Designated Officer (LADO)**

15. How do you ensure all staff are aware of the role of the LADO and how to contact them for allegations against people in a position of trust?
16. What action do you take if a staff member is dismissed (or would have been, had they not left first) because they have harmed a child/put a child at risk of harm?

### **Child's Voice**

17. How do you create a safe environment where children are comfortable and confident to make a complaint or raise a concern or allegations about a member of staff?

### **Early Help**

18. What procedures are in place so staff can confidently identify and support the most vulnerable children and young people who attend your provision?
19. How do you ensure staff are familiar with the family support teams' consultation line and Early Help assessment processes?

### **Safer recruitment and Committee suitability**

20. How can you evidence those responsible for recruiting staff and/or volunteers are implementing safer recruitment practice?
21. How do you evaluate that these policies and procedures are effective and up to date with changes in legislation?
22. How do you check and record references, identity and vetting checks and where relevant, qualifications when recruiting staff and volunteers?

### **If you are a committee run provision, please answer (c) in this section.**

23. Are you confident Ofsted has been notified and holds the current information on who is both managing and who is responsible for the provision?

### **Induction procedures**

24. What procedures do you have in place to ensure new staff, volunteers, students and committee are made aware of in the following:
  - Safeguarding policy

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- Child protection
- Health and safety issues
- Emergency evacuation procedures

25. How do you ensure staff are aware that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability whether received before or during their employment at the setting?

### Health and safety

26. How do you ensure your premises are fit for purpose, both indoors and outdoors, for the ages of children cared for and the activities provided on the premises?

27. What steps do you take to ensure the safety of children/staff and others on the premises in the case of a fire or another emergency?

28. Give details of your processes for recording incidents, concerns, referrals and the actions that result from these.

29. Have you reviewed your insurances and ensured it covers the ages ranges of children you are caring for?

30. Please confirm your childcare provision has public liability insurance.

### Prevent duty

31. Please confirm the setting has a prevent risk assessment in place, which is reviewed at least annually and updated in response to the counter terrorism local and national risks.

32. Explain your procedures for managing visiting speakers and external agencies to ensure the setting is not used to promote extremist or terrorist ideologies.

### Safer Eating

33. How do you ensure children are safe while eating?

### Safer Sleep

34. How do you ensure babies and young children are following safe sleeping arrangements? What procedures do you have in place to check the children while sleeping?

### Online and Digital safety

35. How does your setting teach online safety and what steps do you take to keep children safe online?

36. What are children advised to do if they find inappropriate or harmful content on a computer or device at your setting?

37. How does your setting ensure technology such as social media, camera technology and wearable technology is managed safely and monitored effectively?

### Medication/Substances

38. Do you have clear procedures if a staff member is taking medication?

39. What are your policies and procedures for administering medicines for children?

40. Where and how do you store medication on site for both staff and children, if required?

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## Initial Child Protection Conferences

[Working together to safeguard children - GOV.UK](#) states that

“All involved practitioners should:

attend, when invited, and provide details of their involvement with the child and family produce reports for the child protection review. This information will provide an overview of work undertaken by family members and practitioners and evaluate the impact on the child’s welfare against the planned outcomes set out in the child protection plan.

**Please note:** that childcare providers are required to attend CP conferences or send a report when they are unable to attend for practical reasons. Suffolk Safeguarding Partnership requests reports are received 48 hours before a CP conference for professionals and the family to have had time to read them.

41. Please confirm you are aware that childcare providers are required to attend Child Protection conferences **or** send a report when they are unable to attend for practical reasons.
42. Childcare Provider Name (Childminders should use their own name here)
43. List of Provider (LoP) number
44. Ofsted URN / Childminder Agency Reference number
45. Most recent Ofsted Inspection grade or Childminder Agency inspection grade
46. Completed by (Full Name)
47. Job Role