Safeguarding Evaluation Tool

This Safeguarding Evaluation Tool (SET) has been designed to support your provision and practice with compliance to current legislation including the Children Act 1989 and 2024, the Statutory Framework for the Early Years Foundation Stage, the Data Protection Act and the UK General Data Protection Regulation (UKGDPR) and Working Together to Safeguard Children.

This document should be completed by the Child Protection Designated Safeguarding Leads with input from the management and staff team. It is designed to help you to become more knowledgeable and confident in applying safeguarding.

All staff, students and volunteers must ensure the safety and wellbeing of the children and young people that they work with. Whilst it is essential to have child protection policies and procedures in place, safeguarding goes beyond this and is about preventative measures and effective systems being in place.

If advice or support is required to assist with the SET, contact: Earlyyears.service@cambridgeshire.gov.uk

Name of setting: Busy Fingers Preschool

Name of Designated Safeguarding Leads completing the document: Amanda Ogilvie

Date evaluation started: 13/11/25 ✓

Ongoing Review dates: March 2026

	In place	Working towards	Not in place	In place - provide details Not in place/working towards – note action required	Timescale and person responsible

1. Safeguarding and Child Protection Policy

There is a Safeguarding and Child Protection policy that reflects Cambridgeshire and Peterborough Safeguarding Children Partnership Board (CPSCPB) procedures and statutory requirements. DSLs can access model safeguarding policies and procedures on the DP Knowledge Hub, email: **Earlyyears.service@cambridgeshire.gov.uk**

The policy:

	In place	Working towards	Not in place	Details	Timescale
● has been approved and signed by relevant management persons	✓				
● is made available to parents and carers	✓				
● is made available to all staff, volunteers and students and discussed in detail to ensure their understanding of the contents.	✓				
● is implemented within the day-to-day operation of the setting and kept under continuous review	✓				
● cross references to other relevant safeguarding policies	✓				
● includes the names of Designated Safeguarding Leads	✓				
● includes the contact details for Social Care:	✓				

early years childcare and school readiness service

	In place	Working towards	Not in place	In place - provide details Not in place/working towards – note action required	Timescale and person responsible

0345 045 5203   8am-5.30pm (Mon-Thu)
                       8am-4.30pm (Fri)
 	
01733 234724   Emergency Duty Team
                       (out of hours)					

● includes the contact numbers of the Local Authority Designated Officer (LADO) and Early Years Safeguarding Manager	✓				
● includes the Early Years' Service email (for procedural enquires): Earlyyears.service@cambridgeshire.gov.uk	✓				
● includes additional information or addendums as required i.e. Safeguarding & Child Protection Policy Appendix A (if using the CCC Model Policy)	✓				
● includes information about how to respond to an allegation against a staff member or adult working in the setting and what to do if there are concerns about the inappropriate behaviour of an adult	✓				
● refers to the risks of Child-on-child abuse (including sexual violence or harassment where applicable)	✓				

	In place	Working towards	Not in place	In place - provide details Not in place/working towards – note action required	Timescale and person responsible
● refers to safeguarding children who have special educational needs and or/disabilities (SEND)	✓				
● includes devices with image and sharing capabilities	✓				
refers to Child Exploitation including: ● Extremism and Radicalisation and the 'Prevent Duty' ● Sexual Exploitation ● Criminal Exploitation	✓				
● refers to Honour Based Violence, including Female Genital Mutilation (FGM) and the mandatory duty to report known cases of FGM	✓				
● refers to supporting children or young people with online safety considerations (as required by the EYFS 2023, Safeguarding and Welfare Requirements – see Section 3)	✓				

	In place	Working towards	Not in place	In place - provide details Not in place/working towards – note action required	Timescale and person responsible
● Includes any other information if relevant to the age of the children or young people who attend your provision and <u>contextual safeguarding</u> such as <u>Child Trafficking and Modern Slavery</u>, <u>County Lines</u>, <u>Cuckooing</u>, <u>Children Who Go Missing</u>, <u>Children and Young People Displaying Harmful Sexual Behaviour</u>	✓				
● If using a national or company policy the Local information/contact details are included and/or the Local Authority model Policy is included as an appendix?	N/A				
● All Policies and procedures should be in line with guidance and procedures of the relevant local safeguarding partners	✓				
2. Other Relevant Policies, Procedures and Key Documents					
Whistle Blowing	✓				
Intimate Care	✓				
Online safety	✓				

	In place	Working towards	Not in place	In place - provide details Not in place/working towards – note action required	Timescale and person responsible
safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations These documents should be worked within whether or not the internet is accessed by children in the setting. as required by the EYFS 2023, Safeguarding and Welfare Requirements					
Mobile phone, camera and technological devices, Including Devices with Image and sharing capabilities	✓				
Guidance on the use of images, considering the data that Ring doorbells and Security devices for example may collect and who can access the data.	✓			**Our Ring Doorbell does not record**	
Safer Recruitment & references	✓			**Need a new member of the committee to undertake training** **Mandy has asked for a volunteer from the committee (13.11.25) and is waiting to hear back so that she can book them onto the course.**	**AO to organise**
Staff Behavior Policy/Code of Conduct (that aligns with Guidance for Safer Working Practice)	✓				

	In place	Working towards	Not in place	In place - provide details Not in place/working towards – note action required	Timescale and person responsible
Missing child procedure	✓				
Attendance Policy				**This needs to be updated in line with new EYFS Framework**	**Committee -ASAP**
Lockdown Procedure	✓			**Emailed the head of DFPA on 31.03.25 to ask if they agreed that we could flee to their building if there was an incident and if we could agree which door we would use. Still awaiting a reply.** **Agreed with head of DFPA on 12.05.25 that in an emergency we could evacuate the children at Busy Fingers through the fire exit into the kitchen at Busy Fingers and through the Reception class at DFPA.**	
Complaints Procedure	✓				
Child Sexual Behaviour Assessment Tool	✓				
Bruising in Pre-Mobile Babies Protocol (Safeguarding Children Partnership Board) Babies often accompany siblings arriving at a holiday scheme. It is advised that this protocol is worked within by **all** settings.	✓				

	In place	Working towards	Not in place	In place - provide details Not in place/working towards – note action required	Timescale and person responsible
[Keeping children safe in education 2024 (publishing.service.gov.uk)](#) (applicable if governed by an education establishment)	✓				**AO**
All key safeguarding documents as noted in the 'Key Safeguarding Documents' summary sheet are available (electronically or hard copy) to DSLs and staff as required. A copy of this summary sheet is available on the DP Knowledge Hub, in the library section.	✓				
3. Training and Professional Development					
DSL training is refreshed every 2 years for all DSLs with the Local Authority.	✓				
DSL's refresh their safeguarding knowledge and skills at least annually by attending for example, Child Protection Information Networks, Safeguarding Children Partnership Board (SCPB) training	✓			**All DSL training up to date.**	**AO**
DSLs access and regularly (ideally weekly) use the 'Cambridgeshire Early Years and Childcare: Designated Person for Child Protection (PVI)' Knowledge Hub	✓			**Mandy checks Knowledge Hub for updates**	**AO**

	In place	Working towards	Not in place	In place - provide details Not in place/working towards – note action required	Timescale and person responsible
A DSL takes the lead on Domestic Abuse awareness raising for all staff, volunteers and students. This may include attending 'Domestic Abuse training available via the Early Years' Service Training Programme.	✓			**Ange completed Domestic Abuse course on 27.03.25**	
All staff have attended Basic Child Protection training including the details as specified within the EYFS Section 3 requirements (and this is made a priority for all new staff within 6 weeks of starting at the setting)	✓			**Checked staff training logs. Everyone else is in date. 13.11.25** **Mandy arranged for Ange to complete 'Train the Trainer' course so that she is now able to deliver Safeguarding training to any new members of staff/committee and update the other staff regularly**	**AO** **AO/AS**
All staff have completed robust Basic Child Protection training which is refreshed as a minimum every 3 years.	✓				
All staff have a copy/ can access a copy of What to Do if You're Worried a Child Is being Abused, 2015 and refresh themselves on the categories and signs/indicators of abuse and neglect when required.	✓				
All staff receive updates about safeguarding practice at least annually	✓			**Update to be delivered at staff meeting in January.**	**AO to discuss with Ange**

	In place	Working towards	Not in place	In place - provide details Not in place/working towards – note action required	Timescale and person responsible
Staff are encouraged to attend relevant training available through Safeguarding Children Partnership Board (SCPB) to extend their safeguarding knowledge and awareness	✓				
The safeguarding policy describes how training is put into practice and how practitioners are supported to put this into practice.	✓				
At least one staff member has knowledge of the Early Help Assessment Process	✓			**Mandy and Anna**	
All staff have completed The Home Office Prevent training and refresh this training every two years as per government guidelines.				**All staff are up to date with this. It will need to be completed again in November 2026.**	
There is a Prevent Lead (usually a DSL) in the setting who has completed relevant training such as: The Home Office Prevent training, Prevent Referrals Training and Channel Awareness Training and has read The Prevent Duty, Departmental Advice for Schools and Childcare Providers, 2015	✓				
All staff have completed on-line FGM training and refresh this every three years.	✓			**Ange needs to update. Mandy has sent her the link and she completed it.**	

	In place	Working towards	Not in place	In place - provide details Not in place/working towards – note action required	Timescale and person responsible
Staff have regular opportunities to discuss all aspects of safeguarding children; including understanding the signs and indicators of abuse; safeguarding concerns that may arise for a child and the safeguarding policies and procedures the childcare provider has in place.	✓			**Discussed at every staff meeting and staff supervisions**	
4. Safer Recruitment Practices and Procedures					
All recruitment advertisements highlight the importance of safeguarding and the requirement for references and Disclosure and Barring Service (DBS) checks	✓				
All staff, students and volunteers receive an in-depth interview (with at least one person who has attended Safer Recruitment training) to ensure their suitability	✓				
The manager or a member of the management team (who undertakes recruitment) has attended Safer Recruitment training	✓			**Steve has completed it. Waiting to hear which other committe member will also complete this training.**	
A minimum of two written references are requested for all staff, students and volunteers (pre-written/generic references are not accepted) and proof of identification, training and qualifications are seen and recorded	✓				

	In place	Working towards	Not in place	In place - provide details Not in place/working towards – note action required	Timescale and person responsible
Open references are not accepted such as 'To whom it may concern'	✓✓				
Checks on electronic references originate from a legitimate source and contact made to referees to clarify content where information is vague or insufficient information is provided	✓			**I have left this summary on here for future reference.** **Discussed with Steve on 10.10.24. In his 'Safer Recruitment' course the following was advised:** **Best Practice** **· Seek to obtain directly and in writing** **· Where possible obtain a reference prior to interview but applicant must give permission .** **· Send the Job description with the reference proforma** **· Discard any 'to whom it may concern' pre written references** **· Discard photocopied references** **· Take into account inconsistencies** **· Question anything that raises a concern** **We decided that we will follow up all references with a phone call to check their credibility.** **This line was added to the Safeguarding and Child protection policy:**	**AO**

	In place	Working towards	Not in place	In place - provide details Not in place/working towards – note action required	Timescale and person responsible
Personnel files are maintained with all recruitment information, including copies of qualification/training certificates, references and the date of the DBS check and disclosure number.	✓				
A thorough induction process is completed for all staff, volunteers and students which has a strong emphasis on safeguarding practices within the setting. This includes the sharing and discussion of safeguarding and other relevant policies and procedures by a DSL.	✓			**Mandy to go through it with the new student ASAP**	
Committee Governed Settings: Ofsted are informed within 14 days of all newly elected committee members and those leaving the committee and relevant suitability checks completed by them.	✓			**Mandy informed Ofsted that Sophie, Vicky and Laura have stepped down and Barry, Carol and Leanne have joined**	**Informed on 20.09.25**
Committee Governed Settings: Committee members receive appropriate training on safeguarding at induction, ideally by a setting DSL, which is updated regularly. In addition, they receive information (for example, emails, newsletters and e-bulletins) on safeguarding and child protection at least annually.	✓			**Mandy will asked Ange to help to train the new committee possibly at the same time as the staff at a staff meeting.**	**Email sent to Ange on 13.11.25**

	In place	Working towards	Not in place	In place - provide details Not in place/working towards – note action required	Timescale and person responsible
5. Supervision and Appraisal					
There are arrangements in place for the regular supervision and support of staff, students and volunteers	✓				
Staff are asked at supervision if they have any concerns about children in their care or staff behavior	✓				
Supervisions are recorded and staff receive a copy for their own records	✓				
Annual appraisals include any professional development targets relating to safeguarding practice	✓				
6. Early Intervention and Multi Agency Working					
The setting has a copy of the Effective Support for Children and Families (Thresholds) Document | Cambridgeshire and Peterborough Safeguarding Partnership Board (safeguardingcambspeterborough.org.uk) DSLs use the 'Continuum of Need' (page 13-16) to identify any support/intervention required for individual children.	✓				

	In place	Working towards	Not in place	In place - provide details Not in place/working towards – note action required	Timescale and person responsible
A copy of Working Together to Safeguard Children is available to DSLs	✓			**A copy of the new version 'Keeping Children safe in Education 2024' has been printed out and can be found in the office, clearly labelled.**	
The CPSCPB Resolving Professional Difference (Escalation) Policy is available to the DP.	✓				
The registration form includes a question about whether an Early Help Assessment is open for a family. If yes, the DSL gains consent to contact the Lead Professional and request relevant information is shared.	✓				
The registration form includes a question about whether Children's Social Care are currently supporting the family. If yes, the DSL gains consent to contact the Social Worker and request relevant information is shared.	✓				
DSLs build strong partnerships with relevant school Designated Safeguarding Leads (DSLs) and both the school and setting share relevant safeguarding information in a timely, proportionate and relevant manner.	✓				

	In place	Working towards	Not in place	In place - provide details Not in place/working towards – note action required	Timescale and person responsible
7. Confidentiality and Information Sharing					
The DSL and staff follow Information Sharing Advice for Safeguarding Practitioners, HM Government (2024) and be aware of the local data sharing arrangements; Overarching Tier 1 Children Safeguarding Data Sharing Agreement (DSA) | Cambridgeshire and Peterborough Safeguarding Partnership Board (safeguardingcambspeterborough.org.uk)	✓				
The provider is registered with the Information Commissioner's Office (ICO) as required by the Data Protection Act 2018 and the UK General Data Protection Regulation (UKGDPR).	✓				
8. Responding to concerns about a child's welfare					
A DSL is available at all times, preferably on site, that the setting is open for staff to discuss safeguarding concerns.	✓				
A DSL is able to respond to concerns and contact external professionals as necessary immediately, without delay.	✓				

	In place	Working towards	Not in place	In place - provide details Not in place/working towards – note action required	Timescale and person responsible
There are contingency arrangements for cover implemented if the DSL is off work unexpectedly. All staff are aware of these arrangements.	✓				
All staff, students, volunteers and parents know the name/s of the DSLs	✓				
Parents are asked to inform staff, on arrival, of injuries their child has sustained away from the provision (existing/home injuries). These are recorded on an Existing Injury Form, on the same day and discussed with the parents and child (unless discussion with the parent would put the child at risk of harm). Parents are asked to sign a copy of this record.	✓				
The DSL monitors completed Existing Injury Forms, ensures the follow up form has been completed and seeks advice or takes safeguarding action if required.	✓				
Existing Injury Forms are filed in individual child files and are regularly monitored to identify patterns and potential safeguarding concerns.	✓				

	In place	Working towards	Not in place	In place - provide details Not in place/working towards – note action required	Timescale and person responsible
Children's non-attendance is recorded and where no explanation is given, or there is concern about the explanation, this is followed up at the start of the session. DSLs monitor non-attendance patterns and take action where concerns are observed.	✓			**Tighter follow up on the date that the child returned have been put into place in line with Updated EYFS Framework**	
Attendance Policy includes actions that will be undertaken should a child be absent without notification or for a prolonged period of time.	✓			**This needs to be updated in line with the new EYFS Framework**	**Committee**
Logging concern forms (including the body map) are accessible, and all staff, students and volunteers know where they are kept and how to complete them	✓			Should this be completed online, describe how Ad-hoc/agency staff record concerns Currently completed on paper **Forms scanned into computer after. it is much more accessible for staff to complete them on paper** **Cover staff/volunteers are advised to inform DPs of any concerns and would be given to log of concern sheet to complete with the DP if appropriate**	
The DSL regularly supports staff, students and volunteers with the knowledge, skills and confidence to complete a good quality Log of Concern by, for example, asking staff to	✓				

	In place	Working towards	Not in place	In place - provide details Not in place/working towards – note action required	Timescale and person responsible
critique an example Log during a team meeting.					
The DSL monitors the use and quality of logging concern forms and takes appropriate follow up action.	✓				
The DSL records all action taken after a log is completed and the outcome.	✓				
9. Child Welfare Files and Record Keeping					
A separate child welfare file is created for each child about whom there are welfare concerns	✓				
Each individual child welfare file contains:					
A file front sheet	✓				
A chronology sheet	✓				
Logging Concern sheets (see below)	✓				
The file front sheet should include:					
The date the file was started	✓				
The child's full name	✓				

	In place	Working towards	Not in place	In place - provide details Not in place/working towards – note action required	Timescale and person responsible
Any other names by which the child is known, if relevant	✓				
Date of Birth	✓				
Address	✓				
Child's ethnicity	✓				
Other family members and their relationship to the child	✓				
Contact number of Social Care Team	✓				
Name of Social Worker (if the child is the subject of a CP plan or CIN)	✓				
Cross referenced to other family CP/Safeguarding files, if relevant	✓				
Name and contact number of GP	✓				
Other agencies involved	✓				
A note if there is more than one file for the child	✓				
Details of additional settings a child attends	✓				

	In place	Working towards	Not in place	In place - provide details Not in place/working towards – note action required	Timescale and person responsible
Key events, cross-referred to the logging concern sheet	✓				
Discussions with other people e.g. parents, other professionals/agencies	✓				
The wishes and feelings of the child	✓				
Evidence that the file is being regularly reviewed	✓				
Cross referencing to any existing injury records	✓				
Does the file include other documents, as applicable:					
Child Protection Conference minutes				**check** **Not currently applicable but we will refer back to this document if we do need to have a child protection conference**	
Child Protection Plan					
Core Group Minutes					
Child in Need Plan					
Child In Need Minutes					

	In place	Working towards	Not in place	In place - provide details Not in place/working towards – note action required	Timescale and person responsible
Early Help Assessments					
Are records from other settings included?					
Are letters/reports from other professionals included?					
Are records of MARAC and/or Operation Encompass discussions included, if applicable?					
10. Storage of Safeguarding Files					
Child Welfare Files and any other confidential safeguarding files are kept in a locked filing cabinet and are separate to all other files.	✓				
Child Welfare Files are accessible by DSLs only	✓				
If there is a Child Welfare File in place for a sibling, there is a cross referencing system in place to link the two files.	✓				
There is a system in place to indicate when a piece of information has been taken out of the file for a short period of time	✓				

	In place	Working towards	Not in place	In place - provide details Not in place/working towards – note action required	Timescale and person responsible
This system ensures that only relevant information is temporarily removed, retained securely and returned promptly	✓				
11. Child Welfare File - Information Sharing					
The setting actively asks parents, when registering, whether their child currently attends or has attended another childcare setting	✓				
The DSL routinely contacts childcare settings to ask if safeguarding information is held for each child. This is then shared as relevant.	✓				
Where children attend multiple settings simultaneously DSLs remain in contact to ensure that further safeguarding information is shared on an on-going basis whilst the child is in attendance	✓				
Child welfare files are transferred to the next setting or school when the child leaves (as per the protocol in the 'DP Essential Information Booklet')	✓				
A record is kept of the file transfer including who holds the file, date of transfer and relevant contact details	✓				

	In place	Working towards	Not in place	In place - provide details Not in place/working towards – note action required	Timescale and person responsible
Child welfare files that cannot be transferred are archived in a secure cabinet until the child reaches the age of 25 years	✓				
12. Safe Environment					
There is a visitors' procedure in place and all staff are made aware of this	✓				
Visitors sign in and out and identification is requested, checked and logged consistently	✓				
All visitors are supervised at all times whilst in the setting during opening hours	✓				
The premises are secure – entry cannot be gained without authorised access.	✓				
Children cannot leave the premises unsupervised unless: ● you're providing open-access childcare – if so, you should tell parents that the childcare is open access ● they are aged 8 or over and their parent has agreed that they can leave by themselves	✓				
The outside fencing is secure and of a suitable height to ensure the safety of children	✓				

24

	In place	Working towards	Not in place	In place - provide details Not in place/working towards – note action required	Timescale and person responsible
Risk Assessments/Risk Benefit Assessments are completed which include: all aspects of the premises (indoors and out), equipment and experiences that carry a risk of harm to children or adults. All risk reduction measures are actioned. Risk Assessments are reviewed at least annually (or more frequently if needed).	✓				
The statutory requirement for staff:child ratios are maintained throughout the session.	✓				
Information regarding special dietary requirements, preferences and food allergies and intolerances is collected and is shared with staff preparing food. Ongoing discussions are had with parents as appropriate and allergy action plans put in place	✓			**We have added a question about food intolerances to the registration form as it only asked about allergies 10.10.24** **Update added to the Food and Nutrition Policy on 15.09.25 giving advice about nutritious food in line with new EYFS Framework.**	**AO**
Where possible, staff should sit facing children whilst they eat so they can make sure children are eating in a way to prevent choking and so they can prevent food sharing	✓				
Staff are deployed to ensure that no-one is left alone with a child/children at any point in	✓				

	In place	Working towards	Not in place	In place - provide details Not in place/working towards – note action required	Timescale and person responsible
the session. Staff are always within sight or hearing of another staff member.					
A written record of accidents and injuries sustained at the provision is kept and parents informed	✓				
Details of who has Parental Responsibility is recorded on the registration form	✓				
Parents have completed and signed the relevant registration and consent forms	✓				
Existing medical conditions and/or distinguishing marks are recorded on the registration form by parents	✓				
Intimate care routines are risk assessed, appropriately recorded, parents informed and records retained	✓				
Childline and Domestic Abuse posters are displayed	✓				
The Managing Allegations Flowchart is displayed and guidance document is available Updated January 2021	✓				
All staff, volunteers and students feel confident in recognising inappropriate behavior of colleagues and understand how to share these concerns in a timely manner	✓				

	In place	Working towards	Not in place	In place - provide details Not in place/working towards – note action required	Timescale and person responsible
with the Ofsted registered person or nominated individual (Manager/DSL). All staff have read the contents of the Allegations Flowchart and know its location in the setting.					
The Manager/DSL ensures that no one consumes or is under the influence of drugs or alcohol whilst caring for children, this also includes medication that might affect their ability to care appropriately for children.	✓				
Contact details for Social Care, Police and emergency medical help are displayed	✓				

Safeguarding Evaluation Summary – Strengths

Action Plan

	Issue / Area for Development	Action	By Whom	By When	Progress (to be completed at the Review by the Assessor)
1	Attendance policy	A new attendance policy needs to be written in line with the new EYFS framework. It needs to state what actions will be undertaken if a child is absent without notification or for a prolonged period of time	Committee	ASAP	Kendle is in the process of writing it
2	Lockdown Procedure	Agreed with head of DFPA on 12.05.25 that in an emergency we could evacuate the children at Busy Fingers through the fire exit into the kitchen at Busy Fingers and through the Reception class at DFPA. Ensure that all staff and new manager are aware	Mandy	Discuss at staff meeting	
3	Child protection training	Mandy arranged for Ange to complete 'Train the Trainer' course so that she is now able to deliver Safeguarding training to any new members of	Ange will arrange to do an annual refresher for the staff	At a staff meeting during the first half of	

		In place	Working towards	Not in place	In place - provide details Not in place/working towards – note action required		Timescale and person responsible
		staff/committee and update the other staff regularly				the Spring term	
4	A member of the new committee needs to undertake the 'Safer Recruitment Training'	Mandy put out a request and Kendle has agreed to do this. Mandy sent her possible date on 27.11.25	AO		ASAP		Booked onto this on 18.10.24 to do course on 27.11.25 Completed
5	Domestic Abuse Lead- to refresh training	Ange is DAL. Mandy was struggling to find a suitable course but has now managed to do this and Ange has completed it.	AO		ASAP		Mandy booked Ange onto this and she completed it on 27.03.25
6	Committee Governed Settings: Ofsted are informed within 14 days of all newly elected committee members and those leaving the committee and relevant suitability checks completed by them.	Mandy to inform OFSTED of committee changes after AGM on 24.11.25	AO		After AGM		Ofsted informed on 28.09.25
7	Committee Governed Settings: Committee members receive appropriate training on safeguarding at induction, ideally by a setting DSL, which is updated regularly. In addition, they receive information (for example,	Mandy to train new committee Ange to train the committee in Safeguarding and Child Protection	AO AS		ASAP To be arranged		Mandy trained committee on 16.10.25 Mandy will discuss dates with Ange and the committee

		In place	Working towards	Not in place	In place - provide details Not in place/working towards – note action required	Timescale and person responsible
	emails, newsletters and e-bulletins) on **safeguarding and child protection at least annually**.					
8	Checks on electronic references originate from a legitimate source and contact made to referees to clarify content where information is vague or insufficient information is provided	**Mandy sent the following information to the committee as we are currently recruiting for a new manager.** **Best Practice** **· Seek to obtain directly and in writing** **· Where possible obtain a reference prior to interview but applicant must give permission .** **· Send the Job description with the reference proforma** **· Discard any 'to whom it may concern' pre written references** **· Discard photocopied references** **· Take into account inconsistencies** **· Question anything that raises a concern**	**AO**	**ASAP**	**Sent on 13.11.25**

Completed by: (print name)	**Amanda Ogilvie**	Role:	**Manager and DP**
Signature:		Review Date: **March 2026**	**19.11.26**

30