

P5: Safety and suitability of premises, environment and equipment - Organising premises for confidentiality and safeguarding – Group and school-based providers

What do I need to know?

- Legal Framework
 - [Equality Act 2010](#)
- [EYFS statutory framework for group and school based providers \(publishing.service.gov.uk\)](#) page 38, paragraph 3.72

Safety and suitability - Organising premises for confidentiality and safeguarding (page 51 of audit)	Things to consider and discuss:
Do you ensure there is an area where staff may talk to parents and, or carers confidentially?	<ul style="list-style-type: none"> • Are all staff aware of where they can talk to parents and, or carers confidentially? How is this information shared? • How have you made parents aware that you have a space which is available for confidential discussions with staff? • Do parents feel this space is suitably private? How do you know?
In group settings, do you ensure there is an area for staff to take breaks away from areas being used by children?	<ul style="list-style-type: none"> • Where do staff take breaks away from the spaces used by children? • How do you ensure the space is easily accessible for all staff? • How do you make this a comfortable and useable space for staff, e.g. does the space contain adult sized chairs?
Do you ensure children are only released into the care of individuals of whom the parent has explicitly notified the provider?	<ul style="list-style-type: none"> • What are your policies and procedures for the collection of children in place? How do you know these are implemented by all staff? How do you ensure parents are aware of them? • What procedures do you have in place for parents and, or carers to notify you of any changes to collection arrangements? How do you know all staff follow these procedures? • What procedures do you have in place for parents and, or carers who don't inform you of changes to collection arrangements? • Do you have a password system to use with parents and carers in the event that, someone unknown to the setting, collects a child? What are these procedures? How is this information shared and implemented?

<p>Do you ensure that children do not leave the premises unsupervised?</p>	<ul style="list-style-type: none"> • Do you know who has parental responsibility for every child? Who checks that this information has been obtained? How frequently is it reviewed? How is this information stored? How long would you retain this information? • How do you know staff (where applicable) are aware of any family issues which may change collection arrangements? • What would you do if a child is not collected? • What safety measures do you have in place to ensure that children do not leave your provision unsupervised? How do you ensure all staff, and parents and, or carers are aware of these procedures and put them into practice? • What safety measure do you have in place to ensure children remain usually within sight and hearing of staff and always within sight or hearing on outings and, or trips? • How do you secure your outdoor provision?
<p>Do you ensure you take all reasonable steps to prevent unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitors?</p>	<ul style="list-style-type: none"> • What steps have you taken to prevent unauthorised persons entering the premises? • What would you do if an unauthorised person gains or tries to gain access to your provision? How do you know these could be quickly implemented by all staff? • What steps have you taken to prevent unauthorised persons entering all parts of the premises in which the children are being cared for? E.g. outdoor play areas, toilets, etc. • How do you secure the premises in buildings with multi-use? • What are your policies and procedures regarding visitors to your provision? • How do you check a visitor's identity is not a false id? • Who checks visitors? How are they kept safe?
<p>Do you ensure you consider what additional measures are necessary when children stay overnight?</p>	<ul style="list-style-type: none"> • What are the extra considerations you need to take when children stay overnight? • How do you ensure you continue to apply the relevant ratios? • How do you ensure at least one member of staff is awake at all times? • Do you have clear policies & procedures to follow when providing overnight care? What are these procedures? How do you know these are implemented? • Are you familiar with the current procedures on how to notify Ofsted of any overnight care you provide prior to the overnight stay?

Useful links and further help:

[Derbyshire SchoolsNet - Early Years Quality Team](#)

[Derbyshire Early Years Service - Eventbrite](#)

Email: CS.EYS@derbyshire.gov.uk e.g., for information on an ECERS, ITERS or FCCERS audits