



Introduction

Policies and procedures are essential in helping to provide good quality provision that is compliant with the *Statutory Framework for the Early Years Foundation Stage (EYFS)*. They do this by explaining to staff and parents about the type of childcare offered and what actions are taken in practice to achieve this. The EYFS requires providers, other than childminders, to have written policies and procedures; and to provide staff with training at induction to ensure that they fully understand, and know how to implement, the policies and procedures and to ensure that they are accessible and clearly explained to parents.

The EYFS outlines the learning and development, assessment, and safeguarding and welfare requirements that all early years providers on the Early Years Register must meet to ensure children learn and develop well and are kept healthy and safe.

Throughout the following Policies and Procedures, we refer to all types of early years and childcare providers as 'settings'.

There are ten overarching Safeguarding and Welfare Requirements within the EYFS, some of which are broken down into further headings, as follows:

- *Child protection*
Providers must be alert to any issues for concern in the child's life at home or elsewhere. Providers must have and implement a policy, and procedures, to safeguard children.
- *Suitable People (also covering Disqualification and Staff Taking Medication/Other Substances)*
Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles.

- *Staff Qualifications, Training, Support and Skills*

The daily experience of children in early years settings and the overall quality of the provision depends on all practitioners having appropriate qualifications, training, skills and knowledge and a clear understanding of their roles and responsibilities.
- *Key Person*

Each child must be assigned a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents.
- *Staff:Child Ratios*

Staffing arrangements must meet the needs of children and ensure their safety.
- *Health (also covering Medicines, Food and Drink and Accident or Injury)*

The provider must promote the good health of children attending the setting. They must have a procedure, discussed with parents and/or carers, for responding to children who are ill or infectious, take necessary steps to prevent the spread of infection and take appropriate action if children are ill.
- *Managing Behaviour*

Providers must have and implement a behaviour management policy, and procedures.
- *Safety and Suitability of Premises, Environment and Equipment (also covering Safety, Smoking, Premises, Risk Assessment and Outings)*

Providers must ensure that their premises, including outdoor spaces, are fit for purpose. Providers must have, and implement a health and safety policy, and procedures, which cover identifying, reporting and dealing with accidents, hazards and faulty equipment.
- *Equal Opportunities*

Providers must have and implement a policy, and procedures, to promote equality of opportunity for children in their care, including support for children with special educational needs or disabilities.
- *Information and Records (also covering Information About the Child, Information for Parents and Carers, Complaints, Information About the Provider and Changes that Must be Notified to Ofsted)*

Providers must maintain records and obtain and share information (with parents and carers, other professionals working with the child, and the police, social services and Ofsted as appropriate) to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

Providers must meet all the statutory requirements of the Early Years Foundation Stage and must take all necessary steps to keep children safe and well. Each of the policies and procedures that providers are required to have in place to do this are provided in this

publication and organised under each of the ten Safeguarding and Welfare Requirements of the Early Years Foundation Stage as they appear above. Also included are policies or procedures that are recommended as good practice.

Providers are required to assess risks to children's safety and review risk assessments regularly; making written risk assessments in relation to specific issues where they determine it will be helpful.

In this book, the overarching policy statement is set out at the start of each section, followed by the relevant procedure describing how the policy will be fulfilled in a consistent and standardised way. References to relevant legislation or guidance are then included at the end of each policy. All staff and parents should be included in adopting, implementing and reviewing policies so that all adults involved can influence the way the setting is run.

Adopting policies

- Copies of the policies and procedures to be adopted should be made available to all parents and staff.
- A meeting to discuss and adopt the policies and procedures should be held. This will give everyone the opportunity to discuss and fully understand each policy statement and procedure.

Implementing policies

- All new parents, employees and volunteers should be introduced to the setting's policies and procedures.
- It should be explained to parents, employees and volunteers that the policies contain the rules required for running the setting in a way which complies with the requirements of the EYFS and Ofsted registration and must be adhered to.
- All employees and volunteers should be aware of the content of the policies and procedures, and their role and responsibility in implementing them.

Reviewing policies

- Each policy and procedure should be annually monitored and reviewed by collecting evidence about the results of its implementation. This evidence should be used to make any necessary changes to the policy and procedure and/or the way it is implemented.

The enclosed policies are those required by the Safeguarding and Welfare Requirements and the Learning and Development Requirements of the Early Years Foundation Stage.