

Introduction

Policies and procedures are essential to help you provide good quality provision that is compliant with the Statutory Framework for the Early Years Foundation Stage (EYFS). They do this by making clear to staff and parents what sort of setting you are and what actions you take to make sure that this happens. The EYFS requires providers to have written policies and procedures and to ensure that staff are given training at induction about them and that they are accessible and explained to parents.

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

- Child protection

The provider must be alert to any issues for concern in the child's life at home and elsewhere. Providers must have and implement a policy, and procedures to safeguard children.

- Suitable People

Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles.

- Disqualification

- Staff taking medication/other substances

- 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

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.

- Food and drink

- Accident or injury

- Managing behaviour

Providers must have and implement a behaviour management policy, and procedures.

- Safety and suitability of premises, environment and equipment

- Safety

- Smoking

- Premises

- Risk assessment

- Outings

- 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

Providers must maintain records and obtain and share information (with parents, carers and 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.

- Information about the child

- Information for parents and carers

- Complaints

- Information about the provider

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.

The required policies and procedures within this publication have been organised under each of the ten general requirements as they appear in the EYFS. Also included are policies or procedures that we recommend as good practice.

Providers are required to assess risks to children's safety and review risk assessments regularly. Providers must also determine where it is helpful to make some written risk assessments in relation to specific issues. Therefore risk assessments have also been included, as in some cases these stand alongside procedures, especially, for example, health and safety. Templates for, and a brief guide to, risk assessment have been included as well as links to relevant legislation or guidance.

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. All staff and parents should be involved 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 enable everyone to discuss each policy statement and procedure.

Implementing policies

- All new parents and staff should be introduced to the setting's policies and procedures.
- It should be explained to parents and staff that the policies are the rules required for running a setting registered with Ofsted and must be adhered to.

Reviewing policies

- Each policy and procedure should be continually monitored by collecting evidence about the results of its implementation.
- The evidence should be used to make any necessary changes to the policy and procedure and/or the way it is implemented.
- All staff and parents should contribute to the evidence collected and share in decisions about any necessary changes.

The enclosed policies are those required by the Safeguarding and Welfare Requirements and the Learning and Development Requirements of the Early Years Foundation Stage. If you decide to make any adaptations to any policy, you should ensure it still meets the requirements of the relevant regulations.

Some settings may have developed further policies, which are not required by regulations, but which would enable a clear direction for any specific issue pertaining to a setting. For example, some settings may require a policy on how nappy changing will be carried out or on sharing premises with another facility. In some cases a local authority or a funding body may require a policy or procedure that is not included in this document. We have enclosed a template to enable settings to compose their own where staff and parents agree something is needed.