



INSPIRE NURTURE BELIEVE ACHIEVE

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EYFS Safeguarding and Welfare Requirements in the **Goldsbrough Sicklinghall** Federation

This checklist is based on the safeguarding and welfare requirements set out in section 3 of the EYFS Framework.

Child Protection	
A policy/procedures for safeguarding children is in place which covers:	
Action to be taken where there are safeguarding concerns about a child	
Action to be taken in the event of an allegation against staff	
The use of mobile phones, cameras, ipads in the setting.	
The policy and procedures are in line with the guidance and procedures of the relevant local safeguarding partners (LSP)	
A staff member has been appointed as DSL with responsibility for liaison with local statutory children's service agencies and with LSP	
The DSL has attended a child protection course that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect	
All staff have received training on the school's safeguarding policy and procedures.	
All staff have up to date knowledge of safeguarding issues, and have received training that enables them to identify signs of possible abuse and neglect at the earliest opportunity, and to respond quickly and appropriately.	
The school has regard to the following statutory documents: https://www.gov.uk/government/publications/working-together-to-safeguard-children--2 https://www.gov.uk/government/publications/keeping-children-safe-in-education--2 https://www.gov.uk/government/publications/prevent-duty-guidance	
Social services, and in emergencies- the police- are notified where the school has concerns about children's safety and welfare.	
Ofsted is informed where allegations of serious harm or abuse by staff or volunteers are made, and notified of the action taken in respect of the allegations, within 14 days of the allegations being made.	

Suitable People	
Systems are in place to ensure staff and others who have regular contact with children are suitable for their roles (safer recruitment policies and procedures)	
Staff have been told that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings (except protected convictions and cautions) that may affect their suitability to work with children	
Enhanced DBS checks, with barred lists as appropriate, have been obtained for all individuals aged 16 or over who:	

Work directly with children Live on the premises Work on the premises	
An additional records check has been carried out for anyone who has lived or worked abroad.	
Individuals who have not undergone suitability checks are not allowed unsupervised contact with children.	
Information about staff qualifications, identity checks and vetting processes is recorded including: Criminal records check reference number Date the check was obtained Details of who obtained the check	
A referral is made to the Disclosure and Barring Service (DBS) where a member of staff is dismissed (or would have been, had they not left first) because they have harmed a child or put a child at risk of harm	
Procedures are in place to ensure that anyone who is disqualified from working in childcare is not employed to work at the setting	
Appropriate action is taken to ensure the safety of children where information is found that may lead to the disqualification of an employee	

Staff Qualifications, Training, Support and Skills	
All staff are treated fairly and equally, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation	
All staff receive induction training which covers: <ul style="list-style-type: none"> ➤ Emergency evacuation procedures ➤ Safeguarding and child protection ➤ Health and safety issues 	
Staff are supported to undertake appropriate training and professional development opportunities	
Arrangements are in place for the supervision of staff working with children and families, which provides opportunities for them to: <ul style="list-style-type: none"> ➤ Discuss any issues, particularly concerning children's development or wellbeing ➤ Identify solutions ➤ Receive coaching to improve their effectiveness 	
Supervision provides support, coaching and training for staff, promotes the interests of children, and fosters a culture of: <ul style="list-style-type: none"> ➤ Mutual support ➤ Teamwork ➤ Continuous improvement ➤ Encouraging confidential discussion of sensitive issues 	
The EYFS manager has: <ul style="list-style-type: none"> ☒ At least a full and relevant level 3 qualification; and ☒ 2 or more years' experience working in an early years setting, or ☒ 2 or more years' other suitable experience 	

At least 1 person with a current paediatric first aid (PFA) certificate is on the premises and available at all times children are present, and accompanies children on outings	
All newly qualified early years workers who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, and who are included in the required staff:child ratios at level 2 or level 3, have a full PFA or emergency PFA certificate within 3 months of starting work	
The PFA training is renewed every 3 years and is relevant for workers caring for young children and, where relevant, babies	
PFA certificates or a list of staff with a current certificate is on display or made available to parents	
Staff have sufficient understanding and use of English to ensure the wellbeing of children	

Staff Ratios	
Each child is assigned a key person- class teacher	
Staffing arrangements meet the needs of all children and ensure their safety	
Children are adequately supervised, including while eating, and staff are deployed in a way that ensures children's needs are met	
Parents and carers are informed about staff deployment and, where relevant and practical, are involved in decisions about deployment	
Children are always within sight or hearing of staff (and usually within sight <i>and</i> hearing)	
Only those aged 17 or over are included in ratios (though staff working as apprentices in early education who are aged 16 or over can be included in ratios if the provider is satisfied that they are competent and responsible)	
Staff aged under 17 are supervised at all times	
In reception classes there are never more than 15 children per teacher, except where permitted exceptions apply (teaching assistants (TAs), higher level teaching assistants (HLTAs) and other support staff do not count as teachers)	
Where provision is solely before/after school care or holiday provision for children who normally attend reception class (or older) during the school day, there are sufficient staff as for a class of 30 children	
<ul style="list-style-type: none"> ➤ At least 1 member of staff holds a full and relevant level 3 qualification ☒ At least half of all other staff hold a full and relevant level 2 qualification 	

Health	
Good health, including oral health, is promoted	
Procedures are in place for dealing with children who are ill or infectious	
Illness/infection procedures are discussed with parents and carers	
Necessary steps are taken to prevent the spread of infection	
Appropriate action is taken if children are ill	
A policy and procedures for administering medicines, including systems for obtaining and updating information about medical needs, are in place	
Where administering medicines requires medical or technical knowledge, training is provided for staff	
Prescription medicines are not administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor)	

Medicines (both prescription and non-prescription) are only administered where written permission is obtained from a child's parent or carer to administer that particular medicine	
A written record is kept of each time medicine is administered	
Where medicine is administered to a child, their parents or carers are informed on the same day, or as soon as possible	
Meals, snacks and drinks are healthy, balanced and nutritious	
Before a child is admitted to the setting, information about special dietary requirements, preferences, food allergies and special health requirements is obtained	
Information from parents and carers about dietary needs is recorded and acted on	
Fresh drinking water is available and accessible at all times	
An area equipped to provide healthy meals, snacks and drinks is provided	
Suitable facilities for the hygienic preparation of food are provided	
Staff involved in preparing and handling food have received training in food hygiene	
Ofsted is informed where 2 or more children have food poisoning, within 14 days of the incident	
A first aid box with contents suitable for use with children is accessible at all times	
Written records of accidents, injuries and first aid treatments are kept	
Parents and carers are informed of any accident, injury or first aid treatment on the same day or as soon as possible	
Ofsted is notified of any serious accident, illness or injury to, or death of, any child, and the action taken, within 14 days of the incident	

Behaviour	
Written records of physical intervention are kept on CPOMS	
Parents and carers are informed of any physical intervention on the same day, or as soon as possible	
Corporal punishment and any other punishment that could adversely affect a child's wellbeing is never used or threatened	

Safety and Suitability of Premises, Environment, Equipment	
Health and safety legislation is complied with, including fire safety and hygiene requirements	
Appropriate insurance, including public liability insurance, is in place and in date	
Emergency evacuation procedures are in place	
Appropriate fire detection and control equipment is in place and in working order (for example, fire alarms, smoke detectors, fire blankets and and/or fire extinguishers)	
Fire exits are clearly identifiable, and fire doors are free from obstruction and can be opened easily from the inside	
Smoking is prohibited on the premises	
Staff do not vape or use e-cigarettes when children are present	
The following indoor space requirements are adhered to: <ul style="list-style-type: none"> ➤ Children under 2: 3.5m² per child ➤ 2-year-olds: 2.5m² per child 	

➤ Children aged 3 to 5 years: 2.3m ² per child	
Access to an outdoor play area is provided, or outdoor activities are provided on a daily basis	
Legal requirements under the Equality Act 2010 are adhered to, including the duty to make reasonable adjustments for those with disabilities	
An adequate number of toilets and hand basins are available	
Separate toilet facilities for children and adults are available	
Children are only released to their parents or carers, or to individuals who have been approved by their parents or carers	
Children do not leave the premises unsupervised	
Steps are taken to prevent unauthorised individuals entering the premises	
An agreed procedure for checking the identity of visitors is in place	
All reasonable steps are taken to ensure staff and children are not exposed to risks, and the setting can demonstrate how risks are managed	
Where necessary, written risk assessments are made. These should identify aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked, and how the risk will be removed or minimised	
On outings, any potential risks or hazards are assessed and steps are taken to remove, minimise and manage them. The risk assessment includes consideration of adult to child ratios	

Special Educational Needs

Arrangements are in place to support children with SEN or disabilities	
The Special Educational Needs and Disability (SEND) Code of Practice is followed	
A SEN co-ordinator (SENCO) has been identified	

Information and Record Keeping

Records are maintained and are easily accessible and available	
A regular, two-way flow of information between the school and parents or carers, and between providers, is maintained	
Information is shared with other professionals, the police, social services and Ofsted, as appropriate	
Parents' and carers' comments are incorporated into children's records upon request	
Confidential records are held securely and only accessible to those who have a right or professional need to see them	
The provider is aware of their duties under the Data Protection Act, UK GDPR and the Freedom of Information Act	
All staff understand the need to protect the privacy of children and the legal requirements that exist to ensure confidentiality of information	
Parents and carers are given access to their child's records (provided no legal exemptions apply)	
Records relating to individual children are retained for a reasonable period of time after they have left the provision	
The following information is recorded for each child: <ul style="list-style-type: none"> ➤ Full name ➤ Date of birth ➤ Name and address of each known parent or carer ➤ Information about any other person who has parental responsibility ☒ Which parent(s) or carer(s) the child normally lives with 	

<p>☒ Emergency contact details for parents and carers</p>	
<p>The following information is made available to parents and carers:</p> <ul style="list-style-type: none"> ☒ How the EYFS is being delivered, and how parents/carers can access more information ☒ What activities and experiences are provided <ul style="list-style-type: none"> ➤ The daily schedule/routines ➤ How parents can share learning at home ➤ How children with SEN or disabilities are supported ➤ What food and drinks are provided ➤ Details of policies and procedures, including those for late collection and missing children ➤ Staffing arrangements ➤ Name of the child's key person and their role ➤ Telephone number for parents and carers to contact in an emergency 	
A written procedure for dealing with concerns and complaints is in place	
Written records of all complaints, and their outcomes, are kept	
Written complaints relating to the EYFS requirements are always investigated	
Complainants are notified of the outcome of the investigation within 28 days of receipt of the complaint	
The record of complaints is made available to Ofsted on request	
Parents are given information about how to contact Ofsted if they believe the EYFS requirements are not being met	
Parents and carers are notified if the provider becomes aware that the setting is to be inspected by Ofsted	
A copy of the Ofsted inspection report is sent to parents and carers	
<p>The following information is held:</p> <ul style="list-style-type: none"> ➤ Name, home address and telephone number of the provider and any other person living or employed on the premises ➤ Name, home address and telephone number of anyone else who is regularly in unsupervised contact with the children ➤ Daily record of the names of children in the setting, hours they attend and the name of each child's key person ➤ A certificate of registration (this must be displayed at the setting and shown to parents and carers on request) 	