

Introduction



Policies and procedures are essential to help 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 on offer and what actions 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. Ofsted defines the different types of early years and childcare providers as:

- ☀ Childcare on domestic premises: a group of four or more people working with children in someone's home.
- ☀ Childcare on non-domestic premises: a person or organisation providing care on premises that are not someone's home, such as a purpose-built nursery or a village hall. This covers private and voluntary nurseries, pre-schools, out-of-school clubs and holiday play schemes.
- ☀ Childminder: childminders on the Early Years Register provide care for one or more children aged between birth and five, to whom they are not related, for reward in someone other than the child's home – usually their own.

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. The childminder will be the key person for the children they care for in the case of childminding settings. 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 (also covering early years providers (other than childminders), before/after school care and holiday provision and childminders)*

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 are responsible for managing children's behaviour in an appropriate way.

☀ *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.

☀ *Special educational needs*

Providers must have arrangements in place to support children with SEN or disabilities. Providers who are funded by the local authority to deliver early education places must have regard to the Special Educational Needs and Disability Code of Practice.

☀ *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 or the relevant childminder agency)*

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. 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.

All of our policies are checked and verified by the Warwick Community Association Committee and written in line with the current Statutory Framework and Preschool Learning Alliance Policy templates.

All staff receive a copy of policies in a file with the following statement:

I understand that by accepting this file that it is my responsibility to read all of the enclosed policies in a timely manner and sign the policy sheet in the office when I have done so. I understand that I must sign to say that all policies have been understood. If the manager deems that I have not read these policies in a timely manner, I may be subject to disciplinary proceedings. It is also my responsibility to ensure that myself and other staff action these policies effectively, and report any breaches to the manager or committee.