

Introduction

Policies and procedures are essential to help Little Fishes ensure best practice that is compliant with the *Statutory Framework for the Early Years Foundation Stage (EYFS)*. We do this by training staff and explaining to parents about the type of childcare we offer and what actions we take in practice to achieve this. The EYFS requires providers to have written policies and procedures and to provide staff with training at induction. This ensures that they fully understand and know how to implement the policies and procedures and ensures that they are accessible and clearly explained to parents. They are working documents and are reviewed annually or when legislation or circumstance require it.

The EYFS outlines the learning and development, assessment, 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 and these policies cover those required by a setting for Childcare on non-domestic premises 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.

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 procedure to safeguard children. See Section 1 for more information.
- *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 key persons 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. See section 4 for more information.
- *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 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 a procedure which covers 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. Each of the policies and procedures that Little Fishes are required to have in place to do this are provided in this publication and organised under each of the Safeguarding and Welfare Requirements of the Early Years Foundation Stage as they appear above. *The Little Fishes policies detailed in the following pages are largely as per those provided by Pre School Learning Alliance and have only been amended where necessary to make them specific to our setting.* Also included are policies or procedures that the Alliance recommends 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. Therefore template risk assessments have been included, as in some cases these stand alongside procedures, especially, for example, health and safety procedures.

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 are made available to all parents and staff, both on our website and in hard copy at the setting.
- A meeting to discuss and adopt the policies and procedures is held annually. This gives everyone the opportunity to discuss and fully understand each policy statement and procedure.

Implementing policies

- All new parents, employees and volunteers are introduced to the setting's policies and procedures.
- As part of our induction, policies are explained to parents, employees and volunteers including 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 are made 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 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.