



Leadgate Primary School

EYFS safeguarding and welfare requirements

CHILD PROTECTION	TICK
<p>A policy and procedures for safeguarding children is in place which covers:</p> <ul style="list-style-type: none">➤ Action to be taken where there are safeguarding concerns about a child➤ Action to be taken in the event of allegations against staff➤ The use of mobile phones and cameras in the setting	<input checked="" type="checkbox"/>
<p>The policy and procedures are in line with the guidance and procedures of the relevant local safeguarding partners (DSCP)</p>	<input checked="" type="checkbox"/>
<p>A staff member has been appointed as the designated safeguarding lead (DSL), with responsibility for liaison with local statutory children's service agencies and with DSCP. They provide support, advice and guidance to other staff on an ongoing basis and on any specific safeguarding issue as required</p>	<input checked="" type="checkbox"/>
<p>The designated safeguarding lead (DSL) has attended a child protection course that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect</p>	<input checked="" type="checkbox"/>
<p>All staff have received training on the school's safeguarding policy and procedures</p>	<input checked="" type="checkbox"/>
<p>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</p>	<input checked="" type="checkbox"/>
<p>The school has regard to the following statutory guidance documents:</p> <ul style="list-style-type: none">➤ Working Together to Safeguard Children➤ Keeping Children Safe in Education➤ Prevent Duty Guidance for England and Wales	<input checked="" type="checkbox"/>
<p>Social services – and, in emergencies, the police – are notified where the school has concerns about children's safety or welfare</p>	<input checked="" type="checkbox"/>
<p>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</p>	<input checked="" type="checkbox"/>

SUITABLE PEOPLE	TICK
Systems are in place to ensure that staff and others who have regular contact with children are suitable for their roles (for example, safer recruitment policies and procedures)	<input checked="" type="checkbox"/>
<p>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 (whether received before or during their employment at the setting)</p> <p>Note: you shouldn't ask for self-disclosure during the recruitment process, due to UK GDPR restrictions – see this article for more information</p>	<input checked="" type="checkbox"/>
<p>Enhanced DBS checks, with barred list checks as appropriate, have been obtained for all individuals aged 16 and over who:</p> <ul style="list-style-type: none"> ➤ Work directly with children ➤ Live on the premises; and/or ➤ Work on the premises (unless they do not work on the part of the premises where the childcare takes place, or do not work there at times when children are present) 	<input checked="" type="checkbox"/>
An additional criminal records check (or checks, if more than one country) has been carried out for anyone who has lived or worked abroad	<input checked="" type="checkbox"/>
Individuals who have not undergone suitability checks are not allowed unsupervised contact with children	<input checked="" type="checkbox"/>
<p>Information about staff qualifications, identify checks and vetting processes is recorded, including:</p> <ul style="list-style-type: none"> ➤ Criminal records check reference number ➤ Date the check was obtained ➤ Details of who obtained the check 	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>
Procedures are in place to ensure that anyone who is disqualified from working in childcare is not employed to work at the setting	<input checked="" type="checkbox"/>
Appropriate action is taken to ensure the safety of children where information is found that may lead to the disqualification of an employee	<input checked="" type="checkbox"/>
Ofsted is informed of any significant event (including disqualification) which is likely to affect the suitability of any person who is in regular contact with children on the premises	<input checked="" type="checkbox"/>

<p>The registered provider gives Ofsted the following information about themselves or any person who lives or is employed in the same household as the registered provider:</p> <ul style="list-style-type: none"> • Details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006 • The date of the order, determination or conviction, or the date when the other ground for disqualification arose • The body or court which made the order, determination or conviction, and the sentence (if any) imposed • A certified copy of the relevant order (in relation to an order or conviction) <p>This information is given to Ofsted within 14 days of the date the provider became aware of the information or ought reasonably to have become aware of it if they had made reasonable enquiries</p>	<input checked="" type="checkbox"/>
<p>Staff are not under the influence of alcohol or any other substance that may affect their ability to care for children</p>	<input checked="" type="checkbox"/>
<p>Staff seek medical advice where they are taking medication that may affect their ability to care for children, and are only allowed to work directly with children if medical advice confirms the medication is unlikely to impair their ability to do so</p>	<input checked="" type="checkbox"/>
<p>Staff medication is securely stored and out of reach of children at all times</p>	<input checked="" type="checkbox"/>

STAFF QUALIFICATIONS, TRAINING, SUPPORT AND SKILLS	TICK
<p>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</p>	<input checked="" type="checkbox"/>
<p>All staff receive induction training which covers:</p> <ul style="list-style-type: none"> ➤ Emergency evacuation procedures ➤ Safeguarding and child protection ➤ Health and safety issues 	<input checked="" type="checkbox"/>
<p>Staff are supported to undertake appropriate training and professional development opportunities</p>	<input checked="" type="checkbox"/>
<p>Arrangements are in place for the supervision of staff working with children and families, which provides opportunities for them to:</p> <ul style="list-style-type: none"> ➤ Discuss any issues, particularly concerning children's development or wellbeing ➤ Identify solutions ➤ Receive coaching to improve their effectiveness 	<input checked="" type="checkbox"/>
<p>Supervision provides support, coaching and training for staff, promotes the interests of children, and fosters a culture of:</p> <ul style="list-style-type: none"> ➤ Mutual support 	<input checked="" type="checkbox"/>

<ul style="list-style-type: none"> ➤ Teamwork ➤ Continuous improvement ➤ Encouraging confidential discussion of sensitive issues 	
<p>The EYFS manager has:</p> <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 	<input checked="" type="checkbox"/>
<p>There is a named deputy who is capable and qualified to take charge in the manager's absence - School setting – Deputy head / EYFS Teacher Lead / Head Teacher</p>	<input checked="" type="checkbox"/>
<p>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</p>	<input checked="" type="checkbox"/>
<p>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</p>	<input checked="" type="checkbox"/>
<p>The PFA training is renewed every 3 years and is relevant for workers caring for young children and, where relevant, babies</p>	<input checked="" type="checkbox"/>
<p>PFA certificates or a list of staff with a current certificate is on display or made available to parents</p>	<input checked="" type="checkbox"/>
<p>Staff have sufficient understanding and use of English to ensure the wellbeing of children</p>	<input checked="" type="checkbox"/>

STAFF RATIOS	TICK
Each child is assigned a key person	<input checked="" type="checkbox"/>
Staffing arrangements meet the needs of all children and ensure their safety	<input checked="" type="checkbox"/>
Children are adequately supervised, including while eating, and staff are deployed in a way that ensures children's needs are met	<input checked="" type="checkbox"/>
Parents and carers are informed about staff deployment and, where relevant and practical, are involved in decisions about deployment	<input checked="" type="checkbox"/>
Children are always within sight or hearing of staff (and usually within sight <i>and</i> hearing)	<input checked="" type="checkbox"/>
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)	<input checked="" type="checkbox"/>

Staff aged under 17 are supervised at all times – not applicable	<input type="checkbox"/>
In reception classes there are never more than 30 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)	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>
<p>For children aged 3 and over (below reception class) the following ratios are always followed (including outings)</p> <p>For maintained nursery schools and nursery classes in maintained schools:</p> <ul style="list-style-type: none"> ➤ There is at least 1 member of staff for every 13 children ➤ At least 1 member of staff is a school teacher ➤ At least 1 other member of staff holds a full and relevant level 3 qualification 	<input checked="" type="checkbox"/>

HEALTH	TICK
Good health, including oral health, is promoted	<input checked="" type="checkbox"/>
Procedures are in place for dealing with children who are ill or infectious	<input checked="" type="checkbox"/>
Illness/infection procedures are discussed with parents and carers	<input checked="" type="checkbox"/>
Necessary steps are taken to prevent the spread of infection	<input checked="" type="checkbox"/>
Appropriate action is taken if children are ill	<input checked="" type="checkbox"/>
A policy and procedures for administering medicines, including systems for obtaining and updating information about medical needs, are in place	<input checked="" type="checkbox"/>
Where administering medicines requires medical or technical knowledge, training is provided for staff	<input checked="" type="checkbox"/>
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)	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>
A written record is kept of each time medicine is administered	<input checked="" type="checkbox"/>

Where medicine is administered to a child, their parents or carers are informed on the same day, or as soon as possible	<input checked="" type="checkbox"/>
Meals, snacks and drinks are healthy, balanced and nutritious	<input checked="" type="checkbox"/>
Before a child is admitted to the setting, information about special dietary requirements, preferences, food allergies and special health requirements is obtained	<input checked="" type="checkbox"/>
Information from parents and carers about dietary needs is recorded and acted on	<input checked="" type="checkbox"/>
Fresh drinking water is available and accessible at all times	<input checked="" type="checkbox"/>
An area equipped to provide healthy meals, snacks and drinks is provided	<input checked="" type="checkbox"/>
Staff involved in preparing and handling food have received training in food hygiene	<input checked="" type="checkbox"/>
Ofsted is informed where 2 or more children have food poisoning, within 14 days of the incident	<input checked="" type="checkbox"/>
A first aid box with contents suitable for use with children is accessible at all times	<input checked="" type="checkbox"/>
Written records of accidents, injuries and first aid treatments are kept	<input checked="" type="checkbox"/>
Parents and carers are informed of any accident, injury or first aid treatment on the same day or as soon as possible	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>
Local child protection agencies are notified of any serious accident or injury to, or the death of, any child and any advice from those agencies is acted on	<input checked="" type="checkbox"/>

BEHAVIOUR	TICK
Written records of physical intervention are kept	<input checked="" type="checkbox"/>
Parents and carers are informed of any physical intervention on the same day, or as soon as possible	<input checked="" type="checkbox"/>
Corporal punishment and any other punishment that could adversely affect a child's wellbeing is never used or threatened	<input checked="" type="checkbox"/>

SAFETY AND SUITABILITY OF PREMISES, ENVIRONMENT AND EQUIPMENT	TICK
Health and safety legislation is complied with, including fire safety and hygiene requirements	<input checked="" type="checkbox"/>

Appropriate insurance, including public liability insurance, is in place and in date	<input checked="" type="checkbox"/>
Emergency evacuation procedures are in place	<input checked="" type="checkbox"/>
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)	<input checked="" type="checkbox"/>
Fire exits are clearly identifiable, and fire doors are free from obstruction and can be opened easily from the inside	<input checked="" type="checkbox"/>
Smoking is prohibited on the premises	<input checked="" type="checkbox"/>
Staff do not vape or use e-cigarettes when children are present	<input checked="" type="checkbox"/>
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: 2.3m² per child 	<input checked="" type="checkbox"/>
Access to an outdoor play area is provided, or outdoor activities are provided on a daily basis	<input checked="" type="checkbox"/>
Legal requirements under the Equality Act 2010 are adhered to, including the duty to make reasonable adjustments for those with disabilities	<input checked="" type="checkbox"/>
Sleeping children are frequently checked	<input checked="" type="checkbox"/>
Cots/bedding are in good condition and suited to the age of the child – N/A	<input type="checkbox"/>
Infants are placed down to sleep in line with the latest government safety guidance – N/A	<input type="checkbox"/>
An adequate number of toilets and hand basins are available	<input checked="" type="checkbox"/>
Separate toilet facilities for children and adults are available	<input checked="" type="checkbox"/>
Hygienic nappy-changing facilities are available	<input checked="" type="checkbox"/>
Clean bedding, towels, spare clothes and other necessary items are always available	<input checked="" type="checkbox"/>
A separate baby room for children under 2 is provided – N/A	<input type="checkbox"/>
Children under 2 in the baby room have contact with older children and are moved into the older age group when appropriate – N/A	<input type="checkbox"/>
An area where staff may talk to parents and carers confidentially is provided	<input checked="" type="checkbox"/>

An area where staff can take breaks away from children is provided	<input checked="" type="checkbox"/>
Children are only released to their parents or carers, or to individuals who have been approved by their parents or carers	<input checked="" type="checkbox"/>
Children do not leave the premises unsupervised	<input checked="" type="checkbox"/>
Steps are taken to prevent unauthorised individuals entering the premises	<input checked="" type="checkbox"/>
An agreed procedure for checking the identity of visitors is in place	<input checked="" type="checkbox"/>
Where children stay overnight, any additional measures necessary are in place – N/A	<input type="checkbox"/>
All reasonable steps are taken to ensure staff and children are not exposed to risks, and the setting can demonstrate how risks are managed	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>
Vehicles used to transport children, and the driver(s) of those vehicles, are adequately insured	<input checked="" type="checkbox"/>

SPECIAL EDUCATIONAL NEEDS (SEN)	TICK
Arrangements are in place to support children with SEN or disabilities	<input checked="" type="checkbox"/>
The Special Educational Needs and Disability (SEND) Code of Practice is followed	<input checked="" type="checkbox"/>
A SEN co-ordinator (SENCO) has been identified	<input checked="" type="checkbox"/>

INFORMATION AND RECORD KEEPING	TICK
Records are maintained and are easily accessible and available	<input checked="" type="checkbox"/>
A regular, two-way flow of information between the school and parents or carers, and between providers, is maintained	<input checked="" type="checkbox"/>
Information is shared with other professionals, the police, social services and Ofsted, as appropriate	<input checked="" type="checkbox"/>

Parents' and carers' comments are incorporated into children's records upon request	<input checked="" type="checkbox"/>
Confidential records are held securely and only accessible to those who have a right or professional need to see them	<input checked="" type="checkbox"/>
The provider is aware of their duties under the Data Protection Act, UK GDPR and the Freedom of Information Act	<input checked="" type="checkbox"/>
All staff understand the need to protect the privacy of children and the legal requirements that exist to ensure confidentiality of information	<input checked="" type="checkbox"/>
Parents and carers are given access to their child's records (provided no legal exemptions apply)	<input checked="" type="checkbox"/>
Records relating to individual children are retained for a reasonable period of time after they have left the provision	<input checked="" type="checkbox"/>
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 ➤ Emergency contact details for parents and carers 	<input checked="" type="checkbox"/>
The following information is made available to parents and carers: <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 ➤ 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 	<input checked="" type="checkbox"/>
A written procedure for dealing with concerns and complaints is in place	<input checked="" type="checkbox"/>
Written records of all complaints, and their outcomes, are kept	<input checked="" type="checkbox"/>
Written complaints relating to the EYFS requirements are always investigated	<input checked="" type="checkbox"/>

Complainants are notified of the outcome of the investigation within 28 days of receipt of the complaint	<input checked="" type="checkbox"/>
The record of complaints is made available to Ofsted on request	<input checked="" type="checkbox"/>
Parents are given information about how to contact Ofsted if they believe the EYFS requirements are not being met	<input checked="" type="checkbox"/>
Parents and carers are notified if the provider becomes aware that the setting is to be inspected by Ofsted	<input checked="" type="checkbox"/>
A copy of the Ofsted inspection report is sent to parents and carers	<input checked="" type="checkbox"/>
<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) 	<input checked="" type="checkbox"/>
<p>Ofsted is informed of any changes to the following:</p> <ul style="list-style-type: none"> ➤ Address of the premises ➤ Premises, where this may affect the space and quality of childcare available to children ➤ Name, address or other contact details of the provider ➤ Person who is managing the early years provision ➤ The hours during which childcare is provided ➤ The suitability to look after children of the provider or anyone who cares for or has regular contact with children on the premises ➤ Name or registered number of the company/charity (where provision is provided by a company/charity) ➤ The 'nominated individual' (where the childcare is provided by a partnership, body corporate or unincorporated association) ➤ Individuals who are partners in, or a director, secretary or other officer or members of the provision's governing body (where the childcare is provided by a partnership, body corporate or unincorporated association whose sole or main purpose is the provision of childcare) 	<input checked="" type="checkbox"/>
<p>Where there is a change of person other than a manager, Ofsted is provided with the new person's: Maintained Nursery</p> <ul style="list-style-type: none"> ➤ Current and former names/aliases ➤ Date of birth ➤ Home address 	<input type="checkbox"/>

Where there is a change of manager, Ofsted is notified that a new manager has been appointed. Notification is made in advance, where reasonably practicable to do so, but in other cases as soon as possible and always within 14 days

