

Policies and Procedures for the EYFS 2021 (Updated September 2022)

All policies and procedures have been reviewed, resulting in the following changes.

Throughout, in line with our [#WeAreEducators](#) campaign, to highlight the unique importance of the early years, the term practitioner is replaced with educator, and childcare is replaced with childcare and early education, or suitable alternative.

References to previous COVID guidance has been removed, as settings should now follow the general government guidance on [emergency planning and response](#).

Other changes to the content, including the following as shown in red font within the files dated August 2022.

- In *01.06 Short trips, outings and excursions*, 'The designated lead for the outing has responsibility for only one child', has been removed. Whilst this may be good practice, if, for instance, the designated lead needs to deal with an incident or accident and pass the care of their child/ren over to a colleague, it is not a statutory requirement, but a matter for individual settings to decide based on a risk assessment approach.
- New procedures *04.05a Managing a suspected case of coronavirus* and *04.05b Infection control* are now provided.
- *06.02 Allegations against staff, volunteers or agency staff*, has been renamed to *06.02 Low level concerns and allegations of serious harm or abuse against staff, volunteers or agency staff* and expanded to include content on how to raise and then respond to low level concerns about the conduct of staff, students or volunteers.
- *06.02a Low level concerns form* is also provided to support the procedure.

Anyone with an annual subscription should receive an email with details on how to renew their subscription at the appropriate time.

Policies and Procedures for the EYFS 2021

Contents

- 0 Introduction
- 0 Policy and procedures implementation and review policy
 - 0.0 Implementation and review procedure
- 01 Health and safety policy
 - 01.1 Risk assessment
 - 01.1a Generic risk assessment form
 - 01.1b Access audit form
 - 01.1c Prioritised place risk assessment form
 - 01.2 Group rooms, stair ways and corridors
 - 01.3 Kitchen
 - 01.4 Children's bathrooms/changing areas
 - 01.5 Milk kitchen
 - 01.6 Short trips, outings and excursions
 - 01.7 Outdoors
 - 01.8 Staff cloakrooms
 - 01.9 Maintenance and repairs
 - 01.10 Laundry area
 - 01.11 Staff personal safety
 - 01.12 Threats and abuse towards staff and volunteers
 - 01.13 Entrances and approach to the building
 - 01.14 Control of Substances Hazardous to Health (COSHH)
 - 01.15 Manual handling
 - 01.16 Festival (and other) decorations
 - 01.17 Jewellery and hair accessories
 - 01.18 Animals and pets
 - 01.19 Face painting and mehndi
 - 01.20 Notifiable incident, non-child protection
 - 01.21 Terrorist threat/attack and lock-down

- 01.22 Closed circuit television (CCTV)
- 02 Fire safety policy
 - 02.1 Fire safety
 - 02.1a Fire safety risk assessment form
- 03 Food safety and nutrition policy
 - 03.1 Food preparation, storage and purchase
 - 03.2 Food for play and cooking activities
 - 03.3 Milk and baby food preparation and storage
 - 03.4 Menu planning and nutrition
 - 03.5 Meeting dietary requirements
 - 03.6 Breast feeding
- 04 Health policy
 - 04.1 Accidents and emergency treatment
 - 04.2 Administration of medicine
 - 04.2a Health care plan form
 - 04.3 Life-saving medication and invasive treatments
 - 04.4 Allergies and food intolerance
 - 04.5 Poorly children
 - 04.05a Managing a suspected case of coronavirus September 2022
 - 04.05b Infection control September 2022
 - 04.6 Oral health
 - 04.7 Baby and child massage
- 05 Promoting inclusion, equality and valuing diversity policy
 - 05.1 Promoting inclusion, equality and valuing diversity
- 06 Safeguarding children, young people and vulnerable adults policy
 - 06.1 Responding to safeguarding or child protection concerns
 - 6.1a Child welfare and protection summary
 - 6.1b Safeguarding incident reporting form
 - 6.1c Confidential safeguarding incident report form

06.2 Low level concerns and allegations of serious harm or abuse against staff, volunteers or agency staff August 2022

06.02a Low level concerns form August 2022

06.3 Visitor or intruder on the premises

06.4 Uncollected child

06.5 Missing child

06.6 Incapacitated parent

06.7 Death of a child on-site

06.8 Looked after children

6.8a Care plan for looked after children form

06.9 E-safety

6.10 Key person supervision

07 Record keeping policy

07.1 Children's records and data protection

07.1a Privacy notice

07.2 Confidentiality, recording and sharing information

07.3 Client access to records

07.4 Transfer of records

08 Staff, volunteers and students policy

08.1 Staff deployment

08.2 Deployment of volunteers and parent helpers

08.3 Student placement

09 Early years practice policy

09.1 Waiting list and admissions

09.1a About our childcare and early education

09.1b Application to join

09.1c Childcare and early education application form

09.1d Childcare and early education terms and conditions

09.2 Absence

09.3 Prime times – The role of the key person

- 09.4 Prime times – Settling in and transitions
- 09.5 Establishing children’s starting points
- 09.6 Prime times – Arrivals and departures
- 09.7 Prime times – Baby and toddler mealtimes
- 09.8 Prime times – Snack-times and mealtimes (older children)
- 09.9 Prime times – Intimate care and nappy changing
- 09.10 Prime times – Sleep and rest time
- 09.11 Managing separation anxiety in children under 2 years old
- 09.12 Promoting positive behaviour
- 09.13 Identification, assessment and support for children with SEND
 - 09.13a SEN Support: Initial record of concern form
 - 09.13b SEN Support: Action plan
- 09.14 Prime times – Transition to school
- 09.15 Progress check at age two
 - 09.15a Progress check at age two form
- 10 Working in partnership with parents and other agencies policy
 - 10.1 Working in partnership with parents and other agencies August 2022
 - 10.2 Complaints procedure for parents and service users