

# 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
  - 01.2 Group rooms, stair ways and corridors
  - 01.3 Kitchen
  - 01.4 Children's bathrooms/changing areas
  - 01.5 Short trips, outings and excursions
  - 01.6 Outdoors
  - 01.7 Maintenance and repairs
  - 01.8 Staff personal safety
  - 01.9 Threats and abuse towards staff and volunteers
  - 01.10 Entrances and approach to the building
  - 01.11 Control of Substances Hazardous to Health (COSHH)
  - 01.12 Manual handling
  - 01.13 Animals and pets
  - 01.14 Notifiable incident, non-child protection
  - 01.15 Terrorist threat/attack and lock-down
  - 01.16 Sun Protection – NURSERY ONLY
  - 01.17 Enforced closure

## **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

## **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

### 04.6 Oral health

### 04.7 No smoking / vaping

## **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 Allegations against staff, volunteers or agency staff

### 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 Childcare practice policy**

- 09.1 Waiting list and admissions
- 09.2 Absence
- 09.3 The role of the key person
- 09.4 Settling in and transitions
- 09.5 Establishing children's starting points – NURSERY ONLY
- 09.6 Arrivals and departures
- 09.7 Snack-times and mealtimes
- 09.8 Intimate care and nappy changing
- 09.9 Promoting positive behaviour

09.10 Identification, assessment and support for children with SEND

09.10a SEN Support: Initial record of concern form

09.10b SEN Support: Action plan

09.11 Transition to school – NURSERY ONLY

09.12 Progress check at age two – NURSERY ONLY

09.12a Progress check at age two form – NURSERY ONLY

**10 Working in partnership with parents and other agencies policy**

10.1 Working in partnership with parents and other agencies

10.2 Complaints procedure for parents and service users