



Policies & Procedures

Introduction

Policies and procedures help us to provide good quality provision. They do this by making clear to staff, parents and carers what sort of setting we want to be and what has to be done to make this happen. Section 3.8 in the Statutory Framework of the Early Years Foundation Stage requires providers to have written policies and procedures and to ensure all staff are given copies at their induction and that they are provided and explained to parents/carers.

The Welfare Requirements within the Statutory Framework of the Early Years Foundation Stage replace the National Standards for Under 8s' Day care & Childminding. There are five overarching general requirements, as follows.

Safeguarding and promoting children's welfare

The provider must take necessary steps to safeguard and promote the welfare of children. The provider must promote the good health of the children, take necessary steps to prevent the spread of infection and take appropriate action when they are ill. Children's behaviour must be managed effectively and in a manner appropriate for their stage of development and particular individual needs.

Suitable people

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so. Adults looking after children must have appropriate qualifications, training, skills and knowledge. Staffing arrangements must be organised to ensure safety and to meet the needs of the children.

Suitable premises, environment and equipment

Outdoor and indoor spaces, furniture, equipment and toys must be safe and suitable for their purpose.

Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

Documentation

Providers must maintain records, policies and procedures required for the safe and efficient management of the setting and to meet the needs of children.

Each general requirement is set out in three sections:

- The overarching general requirements.
- The specific requirements.
- Statutory guidance.

Providers must meet all the statutory requirements and have regard to statutory guidance.

The policies and procedures within this document have been organised under each of the five general requirements as they appear in the statutory guidance document. Also included are policies or procedures that are recommended as good practice. Where appropriate, links to the corresponding EYFS Key Themes and Commitments are made.

Section 3.10 in the Statutory Framework of the Early Years Foundation Stage requires providers to carry out formal risk assessments and constantly reappraise the environment and activities to ensure safety is maintained. Therefore risk assessments have also been included, as in some cases these stand alongside procedures, especially for health and safety, for example. Templates and a brief guide to risk assessment have been included, as well as links to relevant legislation or guidance.

In this document, 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. All staff and parents/carers are involved in adopting, implementing and reviewing policies so that all the 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/carers and staff.
- A meeting to discuss and adopt the policies and procedures is held. This will enable everyone to discuss and agree each policy statement and procedure.

Implementing policies

- All new parents/carers and staff are introduced to the setting's policies and procedures.
- It is explained to all parents/carers and staff that the policies are the rules required for running a setting registered with Ofsted and must be adhered to.

Reviewing policies

- Each policy and procedure is continually monitored by collecting evidence about the results of its implementation.
- The evidence will be used to make any necessary changes to the policy or procedure and/or the way it is implemented.
- All staff and parents/carers should contribute to the evidence collected and share in decisions about any necessary changes.

The enclosed policies include those that are required by the Welfare Requirements and the Learning and Development Requirements of the Early Years Foundation Stage. Adaptations may be made to any policy, whilst ensuring they still meet the requirements of the relevant regulations.

Settings may develop further policies, which are not required by the regulations, but which would enable a clear direction for any specific issue pertaining to them; for example, a policy on how nappy changing will be carried out, or on sharing the premises with another facility. In some cases a local authority or a funding body may require a policy or procedure that is not included in this document. A template is included in Appendix 6.1 to enable settings to compose their own policies where staff and parents/carers agree something is needed.

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