Policies and Procedures for the EYFS 2024

All policies and procedures have been reviewed to ensure they meet the requirements of the revised Early Years Foundation Stage. They remain suitable for group and school based providers and childminders.

There are 2 new frameworks as follows:

- EYFS statutory framework for childminders
- EYFS statutory framework for group and school-based providers

The changes to the EYFS can be viewed here:

early-years-foundation-stage-framework--summary-of-changes-for-group-and-school-based-providers-applies-from-4-january-2024

early-years-foundation-stage-framework--summary-of-changes-for-childminders-applies-from-4-january-2024

Other changes to this publication include:

0.0 Introduction – The Alliance has recently reviewed its key commitments to safeguarding and added a 4th commitment

1.18 Animals and pets – refers to dangerous/banned dogs not being brought on site and other dogs being under control if brought on site and arrivals and departure times by parents.

6.00 Refers to 4 key commitments.

All other procedures in this document have updated references to EYFS 2023 and to the revised Working Together to Safeguard Children 2024

Contents

0 Introduction

0 Policy and procedures implementation and review policy

0.0 Implementation and review procedure

01 Health and safety policy

01.01 Risk assessment

01.1a Generic risk assessment form

01.1b Access audit form

01.02 Group rooms, stair ways and corridors

01.03 Kitchen

01.04 Children’s bathrooms/changing areas

01.05 Short trips, outings and excursions

01.06 Outdoors

01.07 Staff cloakrooms

01.08 Maintenance and repairs

01.09 Staff personal safety

01.10 Threats and abuse towards staff and volunteers

01.11 Entrances and approach to the building

01.12 Control of Substances Hazardous to Health (COSHH)

01.13 Manual handling

01.14 Festival (and other) decorations

01.15 Jewellery and hair accessories

01.16 Animals and pets

01.17 Face painting and mehndi

01.18 Notifiable incident, non-child protection

01.19 Terrorist threat/attack and lock-down

02 Fire safety policy

02.01 Fire safety

02.01a Fire safety risk assessment form

03 Food safety and nutrition policy

03.01 Food preparation, storage and purchase

03.02 Food for play and cooking activities

03.03 Menu planning and nutrition

03.04 Meeting dietary requirements

04 Health policy

04.01 Accidents and emergency treatment

04.02 Administration of medicine

04.02a Health care plan form

04.03 Life-saving medication and invasive treatments

04.04 Allergies and food intolerance

04.05 Poorly children

04.05a Infection control

04.06 Oral health

05 Promoting inclusion, equality and valuing diversity policy

05.01 Promoting inclusion, equality and valuing diversity

06 Safeguarding children, young people and vulnerable adults policy

06.01 Responding to safeguarding or child protection concerns

6.01a Child welfare and protection summary

6.01b Safeguarding incident reporting form

6.01c Confidential safeguarding incident report form

06.02 Concerns and allegations of serious harm or abuse against staff, volunteers or agency staff

06.03 Visitor or intruder on the premises

06.04 Uncollected child

06.05 Missing child

06.06 Incapacitated parent

06.07 Death of a child on-site

06.08 Looked after children

6.08a Care plan for looked after children form

06.09 E-safety

6.10 Key person supervision

07 Record keeping policy

07.01 Children's records and data protection

07.01a Privacy notice

07.02 Confidentiality, recording and sharing information

07.03 Client access to records

07.04 Transfer of records

08 Staff, volunteers and students policy

08.01 Staff deployment

08.02 Deployment of volunteers and parent helpers

08.03 Student placement

09 Early years practice policy

09.01 Waiting list and admissions

09.01a Early education and childcare terms and conditions

09.02 Absence

09.03 Prime times – The role of the key person

09.04 Prime times – Settling in and transitions

09.05 Establishing children's starting points

09.06 Prime times – Arrivals and departures

09.07 Prime times – Baby and toddler mealtimes

09.08 Prime times – Snack-times and mealtimes (older children)

09.09 Prime times – Intimate care and nappy changing

09.10 Prime times – Sleep and rest time

09.11 Promoting positive behaviour

09.12 Identification, assessment and support for children with SEND

09.12a SEN Support: Initial record of concern form

09.12b SEN Support: Action plan

09.13 Prime times – Transition to school

09.14 Progress check at age two

09.14a Progress check at age two form

10 Working in partnership with parents and other agencies policy

10.01 Working in partnership with parents and other agencies

10.02 Complaints procedure for parents and service users