

Effective Practice Guidance for EYFS Welfare Requirements

Effective Practice	Documents/Resources/Publications that help you to know your practice is effective - CHECKLIST
<p>Safeguarding and promoting children's welfare</p> <p>The provider must take necessary steps to safeguard and promote the welfare of children</p> <ul style="list-style-type: none"> ▪ Child protection/Safeguarding policy and procedures in place and implemented. ▪ Providers must notify any child protection agency, usually Social services or the police (as guided by the LSCB) without delay of allegations of abuse. ▪ Providers inform Ofsted of any allegations of serious harm or abuse by any person living or looking after children on the premises (whether the allegation is alleged to have taken place on the premises or elsewhere ▪ Practitioners understand procedures to be followed and recognise signs of abuse and neglect in children. ▪ Designated person (NSCA) is in place to: <ul style="list-style-type: none"> a. Take the lead responsibility; b. Attend a child protection course; c. Liaise with local statutory children services agencies. <p>Statutory guidance to which providers should have regard</p> <ul style="list-style-type: none"> ▪ Follow guidance set out in publication “what to do if you're worried a child is being abused – summary”. ▪ All practitioners have up to date understanding of safeguarding children issues and are able to implement safeguarding policies and procedures appropriately. ▪ Staff are able to respond appropriately to any: <ul style="list-style-type: none"> - Significant changes to children's behaviour - Deterioration in their general well-being - Unexpected bruising, marks or signs of possible abuse - Signs of neglect - Comments children make which give cause for concern. 	<ul style="list-style-type: none"> ▪ London Child Protection Procedures (online) ▪ Child protection Policy and procedures code of conduct (Yellow Book) ▪ Allegations against staff Procedures ▪ Having a designated Child protection officer and deputy(NSCA) ▪ NSCA and deputy are trained in managing allegations and preparing for and attending case conferences and core group meetings (training available through ESCB at www.ealing.gov.uk/safeguardingboard) ▪ Child protection training for all staff in the last 2 years ▪ Child protection record book/template ▪ DCSF publication- What To Do If You're Worried a Child is Being Abused – summary and poster
<p>Information and complaints (Specific legal requirements)</p> <p>Settings engage with, and provide the following information for parents:</p> <ul style="list-style-type: none"> ▪ The type of activities provided for babies and children; ▪ Daily routines of the Setting; ▪ The staffing of the setting; 	<ul style="list-style-type: none"> ▪ Setting's prospectus and newsletters ▪ Information packs for new parents/children ▪ Planning displayed for parents ▪ Menu display

<ul style="list-style-type: none"> ▪ Food and drinks provided for babies and children; ▪ The Setting’s policies and procedures e.g. admissions policy, equality of opportunity policy, safeguarding policy etc. ▪ The complaints procedure (copies to be available on request), ▪ All complaints to be logged ▪ Explanation to parents detailing contacts for Ofsted should they wish to complain; ▪ Procedures to be followed in the event of a parent failing to collect a child at the appointed time; ▪ Procedure to be followed in the event of a child going missing in the provision and on outings. 	<ul style="list-style-type: none"> ▪ Staff ‘who is who’ photo display or name badges ▪ Parents’ notice board (see appendix for content) ▪ All policies and procedures (made available to parents - missing child, complaints, non-collection policy visibly displayed if possible). ▪ Ofsted contact details-parents’ poster ▪ Complaints log
<p>Settings must obtain necessary information from parents in advance of a child being admitted to the setting, including:</p> <ul style="list-style-type: none"> ▪ Emergency contact numbers; ▪ The Child’s special dietary requirements, preferences or food allergies the child may have; ▪ The child’s special health requirements; ▪ Information about who has legal contact with the child; and who has parental responsibility for the child. ▪ Written parental permission requested at the time of admission, to seek any necessary emergency medical advice or treatment in the future. ▪ Providers must put in place a written procedure for dealing with concerns and complaints from parents and keep a written record of complaints and their outcome. ▪ Registered providers must investigate all written complaints relating to the requirements and notify complainants of the outcome of the investigation within 28 days of having received the complaint. ▪ Registered providers must provide Ofsted, on request with a written record of all complaints made during any specific period, and the action that was taken as a result of each complaint. ▪ Parents must be given free access to developmental records about their child (e.g. EYFS profile). A written request must however be made for personal files on children and settings must take into account data protection rules when disclosing records that refer to third parties. 	<ul style="list-style-type: none"> ▪ Registration forms capture all information listed opposite ▪ Complaints policy and procedure ▪ Complaints summary log ▪ Developmental records, profiles, learning journeys, reports etc.

<p>Statutory guidance to which settings must have regard (statutory)</p> <ul style="list-style-type: none"> ▪ Settings should maintain a regular two-way flow of information with parents and between providers (for example, where a childminder regularly collects a child from the Setting). ▪ Setting ensures that all practitioners are aware of the need to maintain privacy and confidentiality. ▪ Parents are allowed to access all written records about their children (except in exceptional cases where data protection laws stipulate it is against the best interests of the child to do so) and, where requested, comments from parents are incorporated into children's records. ▪ The record of complaints should be kept for at least three years. 	<ul style="list-style-type: none"> ▪ Home/school diaries ▪ Parental involvement policy ▪ Confidentiality policy (how are staff informed of this?) ▪ Children's observations, profiles, learning journeys, records etc. ▪ Complaints log
<p>Premises and security (Specific legal requirements)</p> <ul style="list-style-type: none"> ▪ The premises both indoors and outdoors are safe and secure. ▪ Setting notifies Ofsted of any change in the facilities to be used for care that may affect the space and level of care available to children. ▪ The setting only releases children into the care of individuals named by the parents. ▪ Providers ensure that children do not leave the premises unsupervised. ▪ Providers take steps to prevent intruders from entering the premises. <p>Statutory guidance to which providers should have regard (statutory). Settings should take into account where relevant:</p> <ul style="list-style-type: none"> ▪ General indoors and outdoors security, such as which doors are locked or unlocked, door alarms, the use of security systems, intercoms and badges; ▪ Practitioners are aware of the whereabouts of other people in the building and of other uses on the premises. ▪ Information about the need for security and the systems in place for, e.g. posters, and reminders displayed for parents and visitors; ▪ What additional security measures may be necessary where babies stay overnight. ▪ The use of a system to verify the identity of any visitors, record their names, the purpose of the visit and details of arrival and departure times; ▪ Arrival and departure procedures for staff, children parents and visitors; ▪ Except where there is reasonable excuse, obtaining written permission from parents where children are to be picked up by another adult. 	<ul style="list-style-type: none"> ▪ Safe entry/departure system with arrival and departure procedures and signing in and out books for parents, staff and visitors. ▪ Knowledge of changes requiring Ofsted notification ▪ List and knowledge of people who are authorised to collect children ▪ A list of adults permitted to collect children at registration and slips seeking written permission for other adults to collect children ▪ Operation of a password system when children are collected in an emergency ▪ Having a designated health and safety officer ▪ Notices/posters reminding of need for security ▪ Daily and yearly risk assessment ▪ Health and safety policy ▪ Health and safety training ▪ Security procedures ▪ Program of activities of other users of the building ▪ Risk assessment covering shared use of premises

<p>Outings (Specific legal requirements)</p> <ul style="list-style-type: none"> ▪ Children are kept safe whilst on outings ▪ For each specific outing, Settings carry out a full risk assessment, which includes an assessment of required adult: child ratios. This assessment takes account of the nature of the outing, and considers whether it is appropriate to exceed normal ratio requirements in accordance with the setting's procedures for supervision of children on outings. <p>Statutory guidance to which providers should have regard (statutory)</p> <ul style="list-style-type: none"> ▪ Settings obtain written parental permission for children to take part in outings. ▪ Settings should take essential records and equipment on outings, e.g. contact telephone numbers for the children, first aid kit and a mobile phone. ▪ Records should be kept about vehicles in which children are transported, including insurance details and a list of named drivers. Drivers using their own transport should have adequate insurance cover. 	<ul style="list-style-type: none"> ▪ Outing risk assessment ▪ Records of outings ▪ Outing policy ▪ Consent forms ▪ Outing kit/check list
<p>Equality of opportunities (specific legal requirements)</p> <ul style="list-style-type: none"> ▪ The Setting has and implements an effective policy about ensuring equality of opportunities and for supporting children with learning difficulties and disabilities. ▪ The Setting has regard to the SEN code of practice. <p>Statutory guidance to which settings should have regard (statutory):</p> <p>The policy on equality of opportunities includes:</p> <ul style="list-style-type: none"> ▪ Information about how the individual needs of all children will be met; ▪ Information about how all children, including those who are disabled or have special educational needs, will be included. Valued and supported, and how reasonable adjustments will be made for them; ▪ A commitment to working with parents and other agencies; ▪ Information about how the SEN Code of Practice is put into practice. ▪ The name of the Special needs Co-ordinator (in group provision); ▪ Arrangements for reviewing, monitoring and evaluating the effectiveness of inclusive practices; ▪ Information about how the Setting will promote and value diversity and differences; ▪ Information about how inappropriate attitudes and practices will be challenged; ▪ Information about how the provision will encourage children to value and respect others. 	<ul style="list-style-type: none"> ▪ Awareness of the DDA act duties ▪ Equality and diversity (and SEN) policy ▪ Parental partnership policy ▪ A designated SENCO and person appointed for equal opportunities- ENCO ▪ Working in partnership with parents/carers policy ▪ SEN code of practice ▪ Children's development records ▪ Procedures for working with other agencies including (CAF) ▪ Displays with contacts of other agencies and partners ▪ Displays/resources depicting equality of opportunity which is used regularly in the Setting

<p>Medicines (Specific legal requirements)</p> <ul style="list-style-type: none"> ▪ The Setting implements an effective policy on administering medicines. The policy must include effective management systems to support individual children with medical needs ▪ The Setting keeps written records of all prescribed medicines administered to children, and informs parents. ▪ Setting obtains prior written permission for each and every medicine from parents before any medication is given. <p>Statutory guidance to which providers should have regard (statutory)</p> <ul style="list-style-type: none"> ▪ The Setting ensures that they have sufficient information about the medical condition of any child with long-term medical needs. ▪ The setting asks parents about the medicines that their child needs to take and provides details of any changes to the prescription or to the support required. ▪ Medicines which require technical /medical knowledge would then include individual training that should be provided for practitioners from a qualified health professional. Training should be specific to the individual child concerned. ▪ Medicines should not usually be administered unless prescribed for that child. ▪ Non prescription medication e.g. pain and fever relief or teething gel may be administered, but only with prior written consent of the parent and only when there is a health reason to do so. ▪ A child under sixteen should never be given aspirin unless prescribed by a doctor. ▪ The setting arranges who administers medication either on a voluntary basis or as part of a contract of employment ▪ Medicines should be stored strictly in accordance with product instructions and in the original container in which it was dispensed. They should include the prescriber's instructions for administration. 	<ul style="list-style-type: none"> ▪ Medication policy ▪ Protocol for administering medicines, including storage arrangements ▪ Medication record book ▪ Healthcare plans ▪ Information on health in registration forms ▪ Arrangements for training staff to administer medication requiring medical/technical knowledge

Illnesses and injuries (Specific legal requirements)

- Settings notify Ofsted and local child protection agencies of any serious accident or injury to, or serious illness of, or the death of any child whilst in their care, and act on any advice given. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. A registered provider who, without reasonable excuse fails to comply with this requirement, commits an offence
- At least one practitioner who has a current paediatric first aid certificate is on the premises at all times when children are present. There is at least one practitioner on outings who has a current paediatric first aid certificate.
- The setting has a first aid box with appropriate content to meet needs of babies and children.
- The setting keeps a record of accidents and first aid treatment. The Setting informs parents of any accidents or injuries sustained by the child whilst in the care of setting and of any first aid treatment that was given.
- The setting discusses with parents the procedure for children who are ill or infectious.

Statutory guidance to which the Setting should have regard (statutory)

- The procedure covers: arrangements for children to be removed from the provision; and the protocol for contacting parents or another adult designated by the parent if a child becomes ill or receive minor injuries whilst in the setting.
- The setting ensures that any animals on the premises are safe to be in the proximity of children.
- If a child is suffering from a notifiable disease (identified in Public Health infection diseases Regulations 1988), they should inform the Health Protection Unit and act on any advice given by the Health Protection agency, and inform Ofsted of action taken

- Health and safety policy
- Accident book recording full names, with parents' signature next to all accidents.
- Staff trained in paediatric First aid
- First aid Box with appropriate content and checklist
- Notices identifying the first aiders
- Guidance on infection control in schools and other childcare settings
- Awareness of Reporting of Injuries, diseases and Dangerous Occurrences Regulations (RIDDOR)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Healthcare plans for children with ongoing health needs or requiring life saving treatments e.g. anaphylaxis

- Guidelines on animals in Pre-schools for staff including need for risk assessments

- Contact of North the West London Health Protection Unit: **020 8327 7181**

<p>Food and Drink (specific legal requirements)</p> <ul style="list-style-type: none"> ▪ Meals snacks and drinks must be healthy, balanced and nutritious. ▪ Those responsible for the preparation and handling of food must be competent to do so. ▪ Fresh drinking water must be available at all times. ▪ Registered settings notify Ofsted of any food poisoning affecting two or more children looked after on the premises. ▪ Notification must be made ASAP, but in any event within 14 days of the incident occurring. (Failure to comply with this requirement without a reasonable excuse is committing an offence). ▪ Statutory guidance to which providers should have regard ▪ Children should be provided with healthy meals and other healthy snacks and drinks as appropriate. ▪ Providers should obtain and act on information from parents about a child's dietary needs. ▪ Providers should be aware of their responsibilities under food hygiene legislation including registration with relevant Local Authority Environmental Health Department ▪ In Group provision, food hygiene matters should be included in induction and on the job training, which is available to all staff involved in the preparation and handling of food. ▪ If parents provide packed lunches, providers should inform them about what can be stored safely and about appropriate food content. 	<ul style="list-style-type: none"> ▪ Balanced and nutritious meals and snack menus ▪ Food handling certificates for those preparing and handling food ▪ Water available for children to access independently at all times ▪ Record of dietary requirements obtained at registration ▪ Registration with LA Environmental Health Dept. ▪ Food hygiene included in staff induction process ▪ Information to parents on available storage and suitable content of lunch boxes in prospectus, newsletters, notice boards etc.
<p>Smoking (Specific legal requirements)</p> <ul style="list-style-type: none"> ▪ Setting ensures that children are in a smoke-free environment. ▪ Statutory guidance to which providers should have regard (statutory) ▪ Setting has a no smoking policy that ensures that no one smokes in a room, or outside play area, when children are present. If, exceptionally, children are expected to use any space that has been used for smoking, the setting should ensure that there is adequate ventilation to clear the atmosphere. 	<ul style="list-style-type: none"> ▪ No Smoking policy ▪ No smoking notice in public buildings

Behaviour Management (Specific legal requirements)

- Settings do not give corporal punishment to a child for whom they provide early years provision and, so far as it is reasonably practicable, shall ensure that such punishment is not given to any such child by:
 - a. any practitioner who cares for, or who is in regular contact with children;
 - b. any person living or working on the premises.
- A person shall not be taken to have given corporal punishment in breach of the above if the action was taken for reasons that include averting an immediate danger of personal injury to, or an immediate danger of death of any person (including the child)
- Practitioners must not threaten corporal punishment, nor use or threaten any form of punishment that could have adverse impact on the child's well being.
- The setting has an effective behaviour management policy that is adhered to by all members of staff.

Statutory guidance to which Settings should have regard (statutory)

- Physical intervention should only be used to manage a child's behaviour if it is necessary to prevent serious damage to other children or an adult, and to prevent serious damage to property or in what would reasonably be regarded as exceptional circumstances. Any occasion where physical intervention is used to manage a child's behaviour should be recorded and parents should be informed about it on the same day.
- A named practitioner is responsible for behaviour management issues. They are supported to acquire the skills to provide guidance to other practitioners and to access expert advice if ordinary methods are not effective with a particular child.

- Behaviour management policy
- Training on behaviour
- Agreed behaviour techniques
- Induction programs
- Guidelines on physical restraint
- Having a designated behaviour management officer

Suitable people

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so. (Ofsted does checks for CM)

Safe recruitment (Specific legal requirements)

Settings obtain an enhanced Criminal Record Bureau (CRB) Disclosure in respect of every person aged 16 or over;

- Who works directly with children,
- who lives on the premises,
- who works on the premises (unless they do not work where childcare takes place or when at times when children are present)
- Setting has effective systems in place to ensure that practitioners and others likely to have unsupervised access to children (including those living or working on the premises) are suitable to do so.
- Setting must not allow people whose suitability has not been checked to have unsupervised contact with children who are being cared for.
- Settings keep records to demonstrate to Ofsted that the checks have been done, including the unique reference number and date of issue of the enhanced CRB Disclosure.
- Settings must meet any requirements of the new Independent Safeguarding Authority (ISA) scheme once it has been implemented.

Statutory guidance to which Settings should have regard (statutory)

- Disclosures are handled in accordance with the CRB's *Code of Practice and Explanatory Guide*.
- Settings makes decisions of suitability using evidence from:
 - References;
 - Full employment history;
 - Qualifications;
 - Interviews; identity checks;
 - Any other checks undertaken, e.g. medical suitability.
- Settings notify all people connected with the provision who work directly with children that they expect them to declare all convictions and/or cautions; as well as court orders that may disqualify them from working with children or affect their suitability to do so.

- Registration with an Ofsted appointed CRB agent
- CRB checks on all staff and volunteers including committee working unsupervised with children recorded on a single record
- Recruitment policy following safe recruitment guidance (Application form, job descriptions and specifications, Job adverts, references, medical reports, self health declarations etc.)
- Checks on qualifications through CWDC and NARIC
- Staff appraisals and supervision
- Staff training and CPD
- Suitability checks and updates on continuing suitability
- Regard to any statutory guidance issued relating to the Safeguarding Vulnerable Groups Act 2006.
- Opportunity for staff to update management on convictions, cautions etc which may affect continued suitability
- Staff personnel folders with personal details, original application forms, references, copies of identity documents, work permits, copies of certificates, offer letters etc.

The Provider ensures that adults looking after children or having unsupervised access to them are suitable to do so. (Specific legal requirements)

The Setting must notify Ofsted of:

- Any change of provider or person with direct responsibility for early years provision;
- Any proposal to change the hours during which childcare is provided which entails the provision of overnight care;
- Any change to the premises from which childcare is provided which may affect the space available to children and the quality of childcare available to them;
- Any change in the Setting's name or address;
- Any change in the name or registered number of the company, or any change in the name or registration number of a charity;
- Any change in the address of premises on which childcare is provided;
- Any criminal offence committed by the registered provider after the time of registration;

Statutory guidance to which providers should have regard (Statutory)

- Individual records are kept on the premises containing the name and address of the practitioners, any volunteers and committee members, and information about recruitment, training and qualifications, and these are accessible.

Alcohol/other substances (Specific legal requirements)

When working directly with children, practitioners must not be under the influence of alcohol or any other substance that may affect their ability to care for children.

Statutory guidance to which providers should have regard (Statutory)

Practitioners taking medication which they believe may affect their ability to care for children should seek medical advice and only work directly with children if that advice clearly says the medication is unlikely to impair their ability to look after children.

- EY 1,2,3 forms to notify Ofsted of changes
- Awareness of all changes requiring notification to Ofsted

- Staff files recording all relevant information e.g. names and addresses, recruitment, training and qualifications

- Alcohol and substance abuse policy

- Health declaration forms

- Medical consent forms

<p>Adults looking after children have appropriate qualifications, training, skills and knowledge (Specific legal requirement)</p> <ul style="list-style-type: none"> ▪ All supervisors and managers hold a full and relevant level 3 (as defined by the Children’s Workforce Development Council (CWDC) and half of all other practitioners hold a full and relevant level 2 (as defined by CWDC). <p>Statutory guidance to which providers should have regard (statutory)</p> <ul style="list-style-type: none"> ▪ The manager has at least two years’ experience of working in an early years setting, or have at least two years’ other suitable experience. ▪ All practitioners have a clear understanding of their roles and responsibilities. ▪ Provision supports their practitioners in improving their qualification levels. In particular, those practitioners with no qualifications are supported in obtaining a relevant qualification at a minimum of a full and relevant level 2 (as defined by CWDC). ▪ Induction training is provided for new practitioners to help them understand how the provision operates and their role within it. Induction training includes matters such as evacuation procedures and child protection and health and safety issues. ▪ Regular practitioners’ appraisals are carried out to identify the training needs of staff. A programme of continuing professional development is applied so that these needs are met. ▪ The setting uses training made available by the local authority and other sources. 	<ul style="list-style-type: none"> ▪ CWDC Qualifications list ▪ Practitioners’ qualification certificates ▪ Practitioners’ training plans ▪ Job descriptions and Induction programmes ▪ Staff inductions – food hygiene, evacuation, CP, H&S etc. ▪ Appraisal procedures/forms ▪ LA and other training programmes
<p>Staffing arrangements are organised to ensure safety and to meet the needs of children (Specific legal requirement)</p> <ul style="list-style-type: none"> ▪ The setting meets the requirement for adult: child ratios set out in appendix 2. ▪ During breaks or at times when teachers are undertaking preparation, planning and assessment and are out of the classroom/not interacting directly with children’ the ratios must be adjusted accordingly. ▪ There is a named deputy who is able to take charge in the absence of the manager. (Applicable to all registered groups) <p>Statutory guidance to which providers should have regard (Statutory)</p> <ul style="list-style-type: none"> ▪ Children are supervised at all times, with staffing arrangements organised to meet 	<ul style="list-style-type: none"> ▪ Awareness of set adult child ratios ▪ Named deputy ▪ Staff deployment procedures ▪ Committee roles and responsibilities ▪ Staffing contingency plan to cover emergencies and absence

<p>the individual needs of all children.</p> <ul style="list-style-type: none"> ▪ Exceptions to the ratios requirements should only be made in limited circumstances, such as when children are sleeping or resting. In these circumstances, all adults need not be present in the room with the children but should be available nearby on the premises should they be needed. ▪ The setting has in place contingency arrangements for practitioners' absences and emergencies. ▪ When a practitioner is absent or an emergency occurs, suitable arrangements might include drawing on a pool of suitable staff, re-grouping of children, re-organising rooms and activities and re-deploying other suitable staff. When such disruptions occur, there continues to be a consistent experience for the child. ▪ Practitioners/volunteers/students under the age of 17 cannot count towards the ratio and should be supervised at all times. Individuals aged 17 and over who are on long-term placements may be included in the ratios if the Setting is satisfied they are competent and responsible. ▪ Volunteers /committee members are given full information and guidance on their roles and responsibilities. ▪ Schools may choose to mix their reception classes with groups of younger children, in which case they should use their discretion in establishing ratios for these mixed groups based on the EYFS welfare requirements (that is, 1:30 for reception children, and 1:13, 1:8 and so on for younger children) This applies whether the pre-school element is provided directly by the school or in partnership through a PVI provider. ▪ Where a school operates in partnership with a PVI provider both parties will assume shared responsibility for meeting the ratios in the amalgamated setting. 	<ul style="list-style-type: none"> ▪ Managing a charitably constituted Setting (PLA publication for committees)
<p>Suitable premises, environment and equipment</p> <p>Outdoor and indoor spaces, furniture and toys are safe and suitable for the purpose (Specific legal requirement)</p> <p>Risk assessment</p> <ul style="list-style-type: none"> ▪ The Setting conducts a risk assessment and reviews it regularly - at least once a year or more frequently where the need arises. ▪ The risk assessment identifies aspects of the environment that need to be checked on a regular basis: setting must maintain a record of these particular aspects and when and by whom they have been checked. Setting determines the 	<ul style="list-style-type: none"> ▪ Full risk assessment covering everything a child comes in contact with ▪ Daily risk assessment checks ▪ Health and safety policy ▪ Activities risk assessment ▪ Portable Appliance Testing (PAT) record

<p>regularity of these checks according to their assessment of the significance of individual risks.</p> <ul style="list-style-type: none"> ▪ The Setting takes all reasonable steps to ensure that hazards to children – both indoors and outdoors – are kept to a minimum. <p>Statutory guidance to which providers should have regard (statutory)</p> <ul style="list-style-type: none"> ▪ The risk assessment covers everything with which a child may come into contact. ▪ The premises and equipment are clean, and providers are aware of the requirements of health and safety legislation (including hygiene requirements). This includes informing and keeping up to date. ▪ A health and safety policy is in place that includes procedures for identifying, reporting and dealing with accidents, hazards and faulty equipment. 	<ul style="list-style-type: none"> ▪ Cleaning arrangements ▪ COSHH procedures
<p>Suitable premises, environment and equipment outdoor and indoor spaces, furniture and toys are safe and suitable for the purpose (Specific legal require)</p> <p>Premises</p> <ul style="list-style-type: none"> ▪ The Setting informs Ofsted of any significant changes or events relating to the premises on which childcare is provided. ▪ Significant changes or events which must be reported to Ofsted include: <ul style="list-style-type: none"> - Significant changes to the premises, e.g. structural alterations or an extension; - Something which adversely affects the smooth running of the provision over a sustained period of time; - Changes to the outside of the premises such as adding a pond or taking down fencing. ▪ The setting takes reasonable steps to ensure the safety of children, practitioners and others on the premises in the case of a fire, and have a clearly defined procedure for the emergency evacuation of the premises. ▪ The setting has appropriate fire detection and control equipment (e.g. fire alarms, smoke detectors, fire extinguishers, and fire blankets) that are in working order. <p>Statutory guidance to which providers should have regard (statutory)</p> <ul style="list-style-type: none"> ▪ Where children stay overnight, it may be appropriate for the fire safety officer to inspect the sleeping area. ▪ Practitioners understand their roles and responsibilities in the event of a fire. ▪ Fire exits are clearly identifiable; fire doors are free from obstructions and easily opened from the inside. ▪ Regular evacuation drills are carried out and details recorded in a fire logbook of any problems encountered and how they were resolved. 	<ul style="list-style-type: none"> ▪ Evacuation procedure ▪ Procedure for checking smoke alarms ▪ Record of fire inspection reports ▪ Having a designated fire marshal with appropriate training ▪ Regular fire evacuation drills which are recorded and reviewed ▪ Staff inducted in evacuation procedure ▪ Fire exits clearly marked and kept unobstructed

Outdoor and indoor spaces, furniture, equipment and toys are safe and suitable for their purpose. (Specific legal requirement)

The premises and equipment are organised in a way that meets the needs of children.

- Provision meets the following space requirements:
 - Children under two years: 3.5 m² per child;
 - Two year olds: 2.5m² per child;
 - Children aged three to five years: 2.3m² per child.

- The setting ensures that so far as is reasonable, the facilities, equipment and access to the premises are suitable for children with disabilities.
- The premises are for the sole use of the provision during the hours of operation.
- The setting must carry public liability insurance for the provision.

Statutory guidance to which providers should have regard (statutory)

- The premises are clean, adequately ventilated and well lit. Daylight should be the main source of light. Where in exceptional circumstances this is not possible, the setting should ensure that lighting is of good quality and children have adequate access to daylight.
- Calculations of available indoor space are based on the net or useable areas of the rooms used by children (that is, not including storage areas, thoroughfares, dedicated practitioners' areas, cloakrooms, utility rooms, kitchens and toilets).
- Wherever possible, there should be access to an outdoor play area, and this is the expected norm for providers. In provision where outdoor play space cannot be provided, outings are planned and taken on a daily basis (unless circumstances make this inappropriate, e.g. unsafe weather conditions).
- There is adequate space to give scope for free movement and well-spread activities.
- In addition to the area per child stated in the requirements, there is space within the premises to store children's records, toys and personal belongings. There is also sufficient space to store any specialist equipment needed, e.g. by disabled children. This equipment can be quickly and easily accessible by practitioners at the provision so that children can use it whenever it is required. Security is considered.

- Parents notice board with such displays as the certificate of registration, parents poster, what to do poster, staffing etc. displayed
- Provision of access for children with disability
- Availability of an outdoor play area, or plans for daily outings for children.
- Room layout presented to meets needs of all children
- Provision for storage of personal belongings
- Separate room for under twos
- Comfortable sleep/rest area
- Suitable area to serve meals and snack
- Adequate heating

<ul style="list-style-type: none"> ▪ Rooms are maintained at a temperature, which ensures the comfort of children and staff, including non-mobile children. ▪ There is a separate baby room for children under the age of two, but they should be able to have contact with older children and be transferred to the older age group after the age of 18 months or as appropriate for their individual stage of development. ▪ Provision is made (space or partitioned area) for babies/children who wish to relax, play quietly or sleep, equipped with appropriate furniture. This may be converted from normal play space providing children can rest and/or sleep safely without disturbance. Each child has their own bed linen, flannel, and hairbrush if they are used (these may be provided by parents or the setting). Sleeping children should be frequently checked. ▪ Where children are staying overnight, they each have a suitable bed or cot and clean bedding. ▪ There is an area that is suitably equipped to provide healthy meals, snacks and drinks for children as necessary. Ideally the provision has a full kitchen. Where this is not possible, appropriate alternative arrangements are made for the hygienic preparation and storage of food and drinks. 	
<p>Organisation</p> <p>Providers 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. (Specific legal requirement)</p> <ul style="list-style-type: none"> ▪ The setting has an effective system to ensure that the individual needs of all children are met. ▪ Each child is assigned a key person ▪ The setting promotes equality of opportunity and anti-discriminatory practice and ensures that every child is included and not disadvantaged because of ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender or ability. ▪ Practitioners ensure that there is a balance of adult-led and freely chosen or child-initiated activities, delivered through indoor and outdoor play. ▪ The setting undertakes sensitive observational assessment in order to plan to meet babies and young children's individual needs. 	<ul style="list-style-type: none"> ▪ Key person fact sheet ▪ Designated key person chart ▪ EYFS document ▪ Equality and diversity policy ▪ Having a designated person for equal opportunities ▪ Working within the parental partnership policy ▪ Planning ▪ Admissions policy ▪ Settling in policy ▪ Children's individual files ▪ Use of a variety of observational techniques

<ul style="list-style-type: none"> ▪ The setting plans and provides experiences that are appropriate to each child's stage of development as they progress towards the early learning goals. <p>Statutory guidance to which providers should have regard (statutory)</p> <ul style="list-style-type: none"> ▪ The key person helps the child to become familiar with the provision and to feel confident and safe within it, developing a genuine bond with the child (and the child's parents) and offers a settled, close relationship. ▪ The key person meets needs of each child in their care and responds sensitively to their feelings, ideas and behaviour, talking to parents to make sure that the child is being cared for appropriately for each family. 	
<ul style="list-style-type: none"> ▪ Practitioners value linguistic diversity and provide opportunities for children to develop and use their home language in their play and learning. This is part of the respect for each child's cultural background that is central to all early year's provision. Alongside support in the home language, practitioners provide a range of meaningful contexts in which children have opportunities to develop English. As they move into Key Stage 1 curriculum, English will be crucial as the language they use to access learning. 	
<p>Documentation (Specific legal requirement)</p> <p>Data</p> <p>The setting records the following information for each child in their care:</p> <ul style="list-style-type: none"> ▪ Full name; ▪ Date of birth; ▪ The name and address of every parent and carer who is known to the provider; ▪ Which of these parents or carers the child normally lives with; ▪ Emergency contact details of the parents and carers. <p>Providers record and submit the following information to their local authority about individual children receiving the free entitlement to early years provision as part of the Early Years Census:</p> <ul style="list-style-type: none"> ▪ Full name; ▪ Date of birth; ▪ Address; ▪ Gender; ▪ Ethnicity; * ▪ Special educational needs status; ▪ The number of funded hours taken up during the census week; 	<ul style="list-style-type: none"> ▪ Admissions forms ▪ Children's registration forms. ▪ EY Census

<ul style="list-style-type: none"> ▪ Total number of hours (funded and un-funded) taken up at the setting during the census week. <p>*This data item can be collected on a voluntary basis. A child’s ethnicity should only be recorded where parents have identified the ethnicity of their child themselves.</p>	
<p>Records</p> <p>Providers must maintain records, policies and procedures required for the safe and efficient management of the setting and to meet the needs of children (Specific legal requirement)</p> <p>The setting keeps the following information and documentation:</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 will regularly be in unsupervised contact with the children attending the provision; ▪ A daily record of the names of children looked after on the premises, their hours of attendance and the names of the children’s key workers; ▪ The setting displays their certificate of registration and shows it to parents on request; ▪ A record of the risk assessment clearly stating when it was carried out, by whom, date of review and any action taken following a review or incident. ▪ Records must be easily accessible and available for inspection by Ofsted. (with prior agreement by Ofsted, these may be kept off the premises) ▪ Copies of the Inspection report are available to all parents <p>Statutory guidance to which providers should have regard:</p> <ul style="list-style-type: none"> ▪ Responsibilities under the data protection Act 1998 and Freedom of information Act 2000. ▪ Records relating to individual children should be retained for reasonable lengths of time (e.g. 3 years) after children have left the provision. ▪ There should be a suitable secure area for the storage of confidential information. Records relating to staff and children should only be accessible to those who have a right or professional need to see them. ▪ All staff should be aware of the need for confidentiality. 	<ul style="list-style-type: none"> ▪ Practitioners’ contact details and records including JD, application forms, identity, certificates, appointment letter, references etc. ▪ Supply staff/relief /volunteer practitioners records ▪ Children’s register ▪ Staff register ▪ Parents/carers signing in/out book ▪ Full risk assessment ▪ Incident records ▪ Accident records ▪ Medication records ▪ Registration certificate