

Early Years Welfare Requirements

Child Protection	Safeguarding policy and procedures, actions to be taken if concerns OR event of allegations against member of staff, cover use of mobiles and cameras.	
	Attend child protection training to identify, understand and respond appropriately to signs of possible abuse.	
	Have regard for statutory guidance <ul style="list-style-type: none"> – Working Together to Safeguard Children – Prevent Duty – Keeping Children Safe in Education Statutory responsibility to report straight away.	
Suitable people	Ensure people looking after children are suitable to fulfil the requirements of their roles	
	Must disclose any convictions, cautions, court orders, reprimand and warnings	
	Record of qualifications, identify checks and vetting processes must be completed	
	Meet responsibilities under Safeguarding Vulnerable Groups act 2006	
Staff taking medication/other substances	Only work with children if medical advice confirms medication is unlikely to impair staff's ability to look after children properly.	
Staff qualifications, training, support and skills	Ensure staff receive induction training to help them understand roles and responsibilities, information about emergency evacuation procedures, safeguarding, child protection and health and safety issues	
	Supervision of staff who have contact with children and families-effective: support, coaching and training in the interests of children. Culture of mutual support, teamwork and continuous improvement, encourages confident discussion of sensitive issues.	
	At least one person with paediatric first aid certificate must be on premises at all time and must accompany on outings. MUST be full course-Annex A has detail of course. PFA renewed every 3 years. All NEW entrants who have completed level 2/3 after 30 months MUST must have full or emergency PFA certificate within 3 months of starting. Display certificate s	
	Sufficient understanding and use of English to ensure wellbeing of child to ensure very child's care is tailored to their need.	
Key person	Each child must have an assigned key worker	
Ratios	See 3.31 onwards 3 plus <ul style="list-style-type: none"> – 1:13 (QTS, Early Years Professional Status, EY teacher status or a level 6 qualification. 	

	<ul style="list-style-type: none"> – At least one other of staff must hold a full or relevant level 3 qualification – If to above not working directly with them then 1:8 and one to have level 3 and another to have least half of other staff a full or relevant level 2 <p>MAINTAINED SCHOOL 1:13, one MUST be a teacher and at least one other will level 3 Reception 1:30</p>	
Health	Medicines. Training must be provided for staff where the administration of medicines requires medical or technical knowledge. Prescription medicines not administered unless prescribed for the child by dr, dentist, nurse or pharmacist Medicines need written permission from parent. Keep written record each time administered and tell parents	
	Snack healthy, balanced and nutritious	
	Before admitted get information about any special dietary requirements, preferences, food allergies	
	Fresh drinking water available and accessible	
	Hygiene preparation for food	
Accident or injury	First aid box accessible at all times	
	Written records of accidents and first aid treatment	
	Inform parents on same day	
Safety and suitability of premises, environment and equipment	Fit for purpose, tidy, clean	
	Comply with requirements of health and safety legislation	
Smoking	No smoking	
Premises	Adequate number of toilets and hand basins	
	Area to talk to parents confidentially and sensitively	
	Release children into care of individual who has been notified by the parent, must not leave unsupervised	
Risk assessment	Demonstrate they are managing risks	
Outings	Risk assessments	
SEN	Arrangements in place to support SEND	
	School SENDCO	
Information and records	Secure and safe	
	Staff know to protect the privacy of children in their care	
Information about child	Must have details and emergency contacts	
Information for parents	How setting works How support SEN How settle Food and drinks provided Policies Key workers name	
Complaints	Written procedures	