

## Early Years Welfare Requirements

<b>Child Protection &amp; Safeguarding</b>	Designated Safeguarding Lead (DSL) appointed and trained	
	Written safeguarding policy in place and implemented. Policy includes: <ul style="list-style-type: none"> <li>• Actions to take if there are concerns about a child</li> <li>• Procedures for allegations against staff</li> <li>• Use of mobile phones, cameras and electronic devices</li> <li>• Safer recruitment and suitability checks</li> </ul>	
	Staff trained to identify, understand and respond to signs of abuse Safeguarding training meets Annex C criteria and renewed every 1 year Staff know how to report concerns immediately to children's social care Staff have regard to statutory guidance: <ul style="list-style-type: none"> <li>• <i>Working Together to Safeguard Children</i></li> <li>• <i>Prevent Duty Guidance</i></li> <li>• <i>Keeping Children Safe in Education</i> (schools)</li> </ul> Whistleblowing procedures / policy in place and shared with all staff Attendance and child absence procedures / policy in place and followed	
<b>Suitable people</b>	Ensure all staff, students and volunteers are suitable to work with children -Enhanced DBS checks completed for all required persons	
	Overseas checks completed where applicable	
	Must disclose any convictions, cautions, court orders, reprimand and warnings	
	References obtained and verified prior to appointment	
	Record of qualifications, identify checks and vetting processes must be completed.  Records kept of: <ul style="list-style-type: none"> <li>• Qualifications</li> <li>• Identity checks</li> <li>• DBS reference numbers and dates</li> </ul> DBS referrals made where required	
	Safeguarding Vulnerable Groups Act 2006 requirements met	
<b>Staff Taking Medication / Other Substances</b>	<ul style="list-style-type: none"> <li>• Staff not under the influence of alcohol or substances</li> <li>• Staff taking medication seek medical advice Staff only work with children if medication does not impair ability</li> <li>• All medication stored securely and out of children's reach</li> </ul>	

<b>Staff qualifications, training, support and skills</b>	<p>Ensure staff receive induction training to help them understand roles and responsibilities:</p> <ul style="list-style-type: none"> <li>• Safeguarding &amp; child protection</li> <li>• Health and safety</li> <li>• Emergency evacuation procedures</li> <li>• Ongoing professional development supported</li> </ul>	
	<p>Supervision of staff who have contact with children and families:</p> <p>Effective support:</p> <ul style="list-style-type: none"> <li>• coaching and training in the interests of children.</li> <li>• Culture of mutual support, teamwork and continuous improvement,</li> <li>• encourage confident discussion of sensitive issues</li> </ul>	
	<p><b>Paediatric First Aid</b></p> <ul style="list-style-type: none"> <li>• At least one paediatric first aider on site at all times</li> <li>• Paediatric first aider accompanies children on outings</li> <li>• Full PFA course completed (Annex A compliant)</li> <li>• PFA renewed every 3 years</li> <li>• New staff with Level 2/3 qualifications obtain PFA within 3 months</li> <li>• Certificates displayed or list available to parents</li> </ul>	
	<p>Sufficient understanding and use of English to ensure wellbeing of child to ensure very child's care is tailored to their need. Staff have sufficient English language skills to:</p> <ul style="list-style-type: none"> <li>• Keep records</li> <li>• Liaise with agencies</li> <li>• Summon emergency help</li> </ul>	
<b>Key person</b>	<p>Each child assigned a key person</p> <p>Key person supports:</p> <ul style="list-style-type: none"> <li>• Settling in</li> <li>• Individual care needs</li> <li>• Parent partnerships</li> <li>• Access to specialist support where needed</li> </ul>	
<b>Staff to Child Ratios</b>	<ul style="list-style-type: none"> <li>• Ratios met at all times in line with EYFS requirements (See below)</li> <li>• Qualified staff deployed appropriately</li> <li>• Children always within sight or hearing of staff</li> <li>• Parents informed about staffing arrangements</li> </ul> <p><b>3 plus</b></p> <ul style="list-style-type: none"> <li>– 1:13 (QTS, Early Years Professional Status, EY teacher status or a level 6 qualification.</li> <li>– At least one other of staff must hold a full or relevant level 3 qualification</li> </ul>	

	<ul style="list-style-type: none"> <li>– 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</li> </ul> <p><b>MAINTAINED SCHOOL</b>  1:13, one MUST be a teacher and at least one other will level 3  Reception 1:30  No students or volunteers to be counted in ratio</p>	
<b>Health</b>	Medicines. <ul style="list-style-type: none"> <li>• Training must be provided for staff where the administration of medicines requires medical or technical knowledge.</li> <li>• Written policy for administering medicines</li> <li>• Prescription medicines not administered unless prescribed for the child by dr, dentist , nurse or pharmacist</li> <li>• Medicines need written permission from parent. Keep written record each time administered and parents informed the same day</li> </ul>	
	Healthy, balanced and nutritious snacks/meals provided	
	Before admitted get information about any special dietary requirements, preferences, food allergies	
	Fresh drinking water available and accessible	
	Food hygiene procedures followed	
<b>Accident or injury</b>	First aid box accessible at all times	
	Written records of accidents and first aid treatment	
	Inform parents on same day	
<b>Safety and suitability of premises, environment and equipment</b>	Fit for purpose, tidy, clean	
	<ul style="list-style-type: none"> <li>• Comply with requirements of health and safety legislation</li> <li>• Premises clean, safe and fit for purpose</li> <li>• Health and safety legislation complied with</li> <li>• Equipment safe and suitable for age and stage</li> </ul>	
<b>Smoking</b>	No smoking or vaping on premises	
<b>Premises</b>	Adequate toilets and handwashing facilities	
	Area to talk to parents confidentially and sensitively	
	Children released only to authorised adults <ul style="list-style-type: none"> <li>• Into the care of individual who has been notified by the parent</li> <li>• Must not leave unsupervised</li> </ul>	
<b>Risk assessment</b>	Risk assessments demonstrate they are managing risks. <ul style="list-style-type: none"> <li>• Written risk assessments in place and reviewed</li> <li>• Risks managed effectively</li> </ul>	
<b>Outings</b>	Specific risk assessments for outings completed	
<b>SEN</b>	Arrangements in place to support children with SEND <ul style="list-style-type: none"> <li>• SENCo identified (where required)</li> <li>• Partnership working with parents and professionals</li> </ul>	
<b>Information and records</b>	Records stored securely and confidentially	
	Staff understand data protection and privacy	

<b>Information about child</b>	Required child information held: <ul style="list-style-type: none"> <li>• Personal details</li> <li>• Emergency contacts</li> </ul>	
<b>Information for parents</b>	Parents provided with information about: <ul style="list-style-type: none"> <li>• How the setting works</li> <li>• SEN support</li> <li>• Settling-in arrangements</li> <li>• Food and drink provision</li> <li>• Policies and procedures</li> <li>• Key person details</li> </ul>	
<b>Complaints</b>	Written complaints procedure in place Parents informed how to make a complaint Records of complaints kept	