

## Early Years Welfare Requirements

<b>Child Protection &amp; Safeguarding</b>	<p>Designated Safeguarding Lead (DSL) appointed and trained</p> <p>Written safeguarding policy in place and implemented. Policy includes:</p> <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>	
	<p>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:</p> <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> <p>Whistleblowing procedures / policy in place and shared with all staff Attendance and child absence procedures / policy in place and followed</p>	
<b>Suitable people</b>	<p>Ensure all staff, students and volunteers are suitable to work with children -Enhanced DBS checks completed for all required persons</p> <p>Overseas checks completed where applicable</p> <p>Must disclose any convictions, cautions, court orders, reprimand and warnings</p> <p>References obtained and verified prior to appointment</p> <p>Record of qualifications, identify checks and vetting processes must be completed.</p> <p>Records kept of:</p> <ul style="list-style-type: none"> <li>• Qualifications</li> <li>• Identity checks</li> <li>• DBS reference numbers and dates</li> </ul> <p>DBS referrals made where required</p> <p>Safeguarding Vulnerable Groups Act 2006 requirements met</p>	
<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 every 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></p> <p>1:13, one MUST be a teacher and at least one other will level 3</p> <p>Reception 1:30</p> <p>No students or volunteers to be counted in ratio</p>	
<b>Health</b>	<p>Medicines.</p> <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	
	<p>Children released only to authorised adults</p> <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>	<p>Risk assessments demonstrate they are managing risks.</p> <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>	<p>Arrangements in place to support children with SEND</p> <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	