

# **Brinsworth Whitehill Primary School**



## **Early Years Foundation Stage**

### **Welfare Requirements for EYFS**

## **Requirements**

There are five Welfare Requirements as follows:-

1. Safeguarding and promoting children's welfare
2. Suitable person
3. Suitable premises, environment and equipment
4. Organisation
5. Documentation

## **Legal Requirements**

Each Welfare Requirement is set out in three sections as follows: -

1. Overarching General Legal Requirements
2. Specific Legal Requirements
3. Statutory Guidance

## **1. Safeguarding and Promoting Children's Welfare**

**Overarching General Legal Requirement:** *The providers must take necessary steps to safeguard and promote the welfare of children.*

**Specific Legal Requirement:**

Safeguarding

The practitioners in the Foundation Stage at Brinsworth Whitehill Primary School follow the effective Child Protection / Safeguarding Policy followed by the whole school. Written copies of the Policies can be found in central places in the school and are available to parents/carers on request. The School has a designated person (s) who takes lead responsibility for safeguarding children within the school – Mrs Leanne Knight

**Statutory Guidance:**

All practitioners have an understanding of safeguarding children issues and are able to implement the school's Child Protection / Safeguarding Policy and procedures appropriately. All staff take part in regular training to ensure that they are always updated. All Foundation Stage practitioners know how to respond appropriately to significant changes in a child's behaviour; deterioration in their general well being; unexplained bruising, marks or signs of possible abuse; neglect; the comments children make that may cause for concern.

**Specific Legal Requirement:**

Information and Complaints

Foundation Stage practitioners follow the LA Admission Procedures and Complaints Policy, followed by the whole school. Written copies of the Policies can be found in the Head Teachers office and also on the school website and are available to parents/carers on request.

**Statutory Guidance:**

The Foundation Stage offers an open-door policy and a two-way flow of information with parents / carers and other providers is promoted. All staff are aware of the needs of confidentiality.

**Specific Legal Requirement:**

Premises and security

Appropriate safety measures are taken to ensure that children remain safe both indoors and outdoors. Practitioners only release children into the care of individuals named by the parent. Practitioners ensure that children do not leave the premises unsupervised. Staff take steps to prevent intruders entering the building.

**Statutory Guidance:**

Doors to the Foundation Unit are kept closed. The Gates to the Foundation Stage area of the school building are locked at the beginning of each session. Visitors to the school are requested to wear a name badge and are asked to sign in using the visitors book. This register asks for them to record their names, the purpose of their visit and details of arrival and departure times. Staff are informed of visitors to the school through the school office. Parents / carers are requested to fill in a **Child Collection Form** when children enter the F1 and again in F2, asking them to state who on a regular basis will be picking up their child. The form also explains that they will need to inform the staff in the setting of changes to this arrangement.

If circumstances dictate and parents / carers are unable to tell us in writing who will collect their child, then they will be required to inform us verbally, with use of a password.

If a child is uncollected after 15 minutes, then a practitioner or school office will contact the parent / carer and listed adults as Other Emergency Contact on the Admission to School Form. After one hour, if it has not been possible to contact a named adult to collect the child, in conjunction with the Head Teacher, Social Services will be contacted. Parents / carers are informed verbally of this on open days, home visits and in writing on the **Child Collection Form**.

**Specific Legal Requirement:**

Outings

Children are kept safe while on outings. The Foundation Stage follow the same guidance as the rest of the school as outlined in the LEA document – Visits and Journeys, on visits /

outings, detailing policy, procedures and plans and permissions to be sort and completed such as staff ratios, risk assessments and medical forms etc.

**Statutory Guidance:**

Written parental / carer permission is always sought before taking children on outings. Practitioners take with them essential records and equipment. School uses LEA recommended transport companies.

**Specific Legal Requirement:**

Equality of opportunities

EYFS Practitioners implement the effective Equal Opportunities Policy, Special Educational Needs Policy, Inclusion Policy adopted by the whole school and have regard for the SEN Code of Practice.

**Statutory Guidance:**

The school's Equal Opportunities Policy, Special Educational Needs Policy, Inclusion Policy, Policy and Anti-Bullying Policy meets the requirements of the EYFS. The school SENCO is Mrs C Oxborough.

The Foundation Stage encourages a two-way flow of information between carers and parents. Foundation Stage practitioners are committed to working with other agencies and settings. Individual Education Plans (IEP's) are written for children with SEND where appropriate. All children and staff are expected to value and respect each other. Diversity and difference is promoted through the thoughtful choice resources, activities and topics.

**Overarching General Legal Requirement:**

*The provider must promote the good health of the children, take necessary steps to prevent the spread of infection, and take appropriate action when they are ill.*

**Specific Legal Requirement:**

Medicines

Foundation Stage staff follow the school's effective Health and Safety Policy and Administering Medicine Policy when administering medicine to children with medical needs. Parents/carers are requested to fill in a form supplied by the school, giving written permission for each and every medicine to be given.

**Statutory Guidance:**

Staff only support children in self administering medication which parents / carers have given written permission for children to take, that has been prescribed by a GP or other medical professional.

Medication is stored in securely in the school office. Where necessary, medication is stored in the fridge (children do not have access to this).

Medical Care Plans for children with specific medical needs are put into place and followed by staff after liaising with the appropriate medical professionals.. Staff who administer medication log the date, time and dose administered and this is countersigned.

**Specific Legal Requirement:**

Illnesses and injuries

The Foundation Stage staff follow the practices and procedures adopted by school outlined in the Health and Safety and Accidents Policy in regards to reporting and recording accidents, illnesses and injuries.

All practitioners working in the Foundation Unit have basic first aid qualifications, at least one of whom holds a current paediatric first aid certificate. Additional staff in school also hold this qualification and are available to give first aid when permanent members of staff are unavailable due to staff absence. All staff within the school hold an Emergency First Aid Certificate. A first aid box is kept in the Foundation Unit and in school. Accidents and injuries are recorded electronically on the LEA recommended forms. Parents / carers are informed of any accidents or injuries and first aid given.

**Statutory Guidance:**

The Foundation Stage staff follow the practices and procedures adopted by school outlined in the Health and Safety and Accidents Policy in regards to reporting and recording accidents, illnesses and injuries, which take into regard the EYFS guidance. On-entry parents / carers are required to complete a Contact Form and informed about the protocol for contacting them (or designated person) when their child becomes ill or injured. If a child suffers from a head

injury, parents are informed by telephone and an injury note is given to parents / carers when they pick up their child.

**Specific Legal Requirement:**

*The providers must promote the good health of the children, take necessary steps to prevent the spread of infection, and take appropriate action when they become ill.*

Food and Drink

Children across the Foundation Stage are provided with healthy snacks and drinks throughout the day / session. Fresh drinking water is available at all times.

Foundation Stage practitioners follow the Health and Safety Policy followed by the whole school, including that regarding food poisoning. Written copies of the Policies can be found centrally in the school and are available to parents/carers on request.

**Statutory Guidance:**

Children are provided with healthy snacks and drinks. They are offered milk and a piece of fruit daily (as part of the Government scheme). On occasions they are also offered a healthy snack such as dried fruit, brown bread and cereals. Drinking water is available throughout the day / session. On-entry to the Foundation Stage parent/carers are asked to complete Admission to School requesting any details of a child's special dietary needs.

Practitioners record and act upon this information and all staff are aware of this information.

Foundation Stage practitioners follow the Health and Safety Policy and Food Policy and procedures followed by the whole school, including that regarding notifiable diseases and food hygiene legislation.

Food hygiene matters are included in induction and on-the-job training for all staff including students.

**Specific Legal Requirement:**

Smoking

Brinsworth Whitehill Primary School is a smoke free zone.

**Statutory Guidance:**

Brinsworth Whitehill Primary School follows a no smoking policy both indoors and in the school grounds.

**Overarching General Legal Requirement:**

*Children's behaviour must be managed effectively and in a manner appropriate for their stage of development and particular individual needs.*

**Specific Legal Requirement:**

Behaviour Management

The practitioners in the Foundation Stage at Brinsworth Whitehill Primary School follow the Behaviour Policy followed by the whole school. Written copies of the Policies can be found in the Head teacher's office and on the school portal and are available to parents/carers on request.

**Statutory Guidance:**

Foundation Stage staff take every care to promote positive behaviour. We do this by rewarding good behaviour with praise and rewards. Where individual children are unable to behave in a way that is expected, interventions are put into action to support the child and practitioner. The Foundation Leader provides guidance to the staff and access to expert advice if ordinary methods are not effective with a particular child. In cases where parents require more intense support then staff will refer outside agencies for support.

## **2. Suitable people**

**Overarching General Legal Requirement:**

*Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.*

**Specific Legal Requirement:**

Safe Recruitment

The recruitment of staff to work in the Foundation Stage are verified by the recruitment protocol followed by the whole school which is overseen by the LEA. **Statutory Guidance:**

The recruitment of staff to work in the Foundation Stage is the verified by the recruitment protocol followed by the whole school which is overseen by the LEA which includes detail

disclosure in accordance with CRB's code of practice. This is the responsibility of the Head of School and Governing body. The Executive Head and Chair of Governors have completed training on Safer Recruitment. The Foundation Stage follows the schools working with Volunteers Policy.

***OFSTED will be notified of any changes to the people, premises or contact details of the provision by the Head Teacher via the LEA***

**Specific Legal Requirement:**

Alcohol / other substances

In line with the School's Health and Safety Policy, adults working directly with children will not be under the influence of alcohol or any other substance which may affect their ability to care for children.

**Statutory Guidance:**

In line with the School's Health and Safety Policy Foundation Stage practitioners will seek medical advice regarding medication they take and whether this will affect their ability to work.

**Overarching General Legal Requirement:**

*Adults looking after children must have appropriate qualifications, training, skills and knowledge.*

**Specific Legal Requirement:**

Staff working in the Foundation Unit at Brinsworth Whitehill Primary School are suitably qualified:

Foundation Stage Leader: Mrs C. Oxborough: BA Hons Primary Education with QTS

Teacher: Mrs D Westnidge: BA Hons in Combined Humanities PGCE in Primary Education

Teacher: Mrs E Palmer: BA Hons Early Years in Primary Education

Nursery Nurse: Mrs L Mitchell: BTEC Nursery Nurse

Teaching Assistant: Mrs J Wildgoose Level 3

Teaching Assistant: Mrs L Haynes

Teaching Assistant: Mrs C Womersley

Apprentice: Miss N Haythorne

**Statutory Guidance:**

The Foundation Stage Leader has significant experience of working in an early years setting. All practitioners have a good understanding of their roles and responsibilities. They all work in a key person role and have a group of children allocated to them. They all have a copy of their job description and have a clear understanding of their roles and responsibilities. All staff take part in the school's programme of Continuing Professional Development (CPD) and have targets in order to raise standards in children's attainment levels and develop themselves professionally.

**Overarching General Legal Requirement:**

*Staffing arrangements must be organised to ensure safety and to meet the needs of the children.*

**Specific Legal Requirement:**

The Early Years provision is led by a 'school teacher'. A teacher is present in the Foundation Unit at all times.

In the Foundation Unit there is 1 member of staff to every 13 children. The Nursery Nurse holds a level 3 qualification. The FS2 children comes under Infant class size legislation (30 children to 1 teacher). The FS2 children are lead by a qualified teacher and two support member of staff.

**Statutory Guidance:**

Children are supervised at all times with staffing arrangements to meet the needs of individual children.

The Head of School makes contingency arrangements for staff absences and emergencies. Where possible familiar regular staff are used in a strive for consistency in experience for the children. At all times staffing levels / appropriate staffing requirements are met and the welfare of the children is paramount.

### **3. Suitable premises, environment and equipment**

#### **Overarching General Legal Requirement:**

*Outdoor and indoor spaces, furniture, equipment and toys, must be safe and suitable for their purpose.*

#### **Specific Legal Requirement:**

Regular Risk Assessments are carried out and records are kept to identify what, when and who by. Electrical Checks are also carried out annually. Steps are taken to ensure hazards to children both indoors and outdoors are kept to a minimum as set out in the school's Health and Safety Policy.

#### **Statutory Guidance:**

**Continuous Provision Activity Risk Assessment Forms** are in place and are being followed by staff for both in the indoors and outdoors. These will be renewed annually and additional risk assessment made where appropriate, for example in summer a hot weather risk assessment will need to be completed. **Specific Activity Risk Assessment Forms** will be completed when necessary for specific activities. Daily checks are made and staff report any concerns to the site manager. Children are expected to behave in a safe manner. The premises and equipment are cleaned by cleaners employed by the RMBC. Staff follow the school's Health and Safety Policy which includes procedures for identifying, reporting and dealing with accidents, hazards and faulty equipment.

#### **Specific Legal Requirement:**

##### Premises

The Head of School informs OFSTED of any changes to premises through LEA procedure.

#### **Statutory Guidance:**

Foundation Stage staff understand their roles and responsibilities in the event of a fire and this is regularly practised in accordance with the school's Health and Safety Policy

#### **Specific Legal Requirement:**

Our building and space complies with school regulations for young children. Furniture, equipment and toys are age appropriate and of good quality.

#### **Statutory Guidance:**

The Foundation Unit has access to an outdoor play area which is separate from other year groups. The outdoor play area has an area which is covered. Children have access to a balance of indoor and outdoor provision during the session / day.

### **4. Organisation**

#### **Overarching General Legal Requirement:**

*Providers must 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:**

The Foundation Stage follows the school's Teaching and Learning Policy and Foundation Stage Policy. The Foundation Stage has effective planning, assessment and tracking in place to ensure that individual needs of the children are met. We aim to provide a happy, safe and stimulating environment for children to participate in enjoyable and challenging learning experiences. The Foundation Stage offers a broad and balanced curriculum sufficiently flexible to allow for individual development. The planning of learning experiences in the Foundation Stage is in accordance with the Early Years Foundation Stage (EYFS). Activities are differentiated in order to meet the needs of all children. Play is considered the central element and a vehicle for learning. Weekly planning includes opportunities for child initiated and adult initiated / directed tasks.

Foundation children are offered planned continuous provision within areas of the indoor and outdoor learning environments. The Foundation Stage follows the school's Equal Opportunities Policy, Special Educational Needs Policy, Inclusion Policy, and Anti-Bullying Policy in the aim to ensure equal access to the Early Years Foundation Stage irrespective of ethnic or cultural origin, gender, physical or mental ability. Each child is assigned to a key person in the setting.

#### **Statutory Guidance:**

Foundation Stage practitioners are allocated a group of children in their role as Key Person. Within this role they help children to settle into the setting and encourages a 'free-flow' of information between parents/carers and staff. As Key Person for the child, staff contribute to

Baseline judgements, update the child's Learning Journey, carry out Incidental and Extended Observations and contribute to updating tracking documents on the child's progress. They also advise other practitioners on the child's specific needs and preferences, as well as informing other practitioners on what the children need to learn next.

## **5. Documentation**

### **Overarching General Legal Requirement:**

*Providers must maintain records, policies and procedures required for the safe and efficient management of the settings and meet the needs of the children*

### **Data**

#### **Specific Legal Requirement:**

Parents / carers are sent admission / registration forms asking them to provide the information listed in the EYFS. This is then submitted to LEA through System Information Management System (SIMS). A School Census is completed three times a years which includes the Early Years Census which is submitted to the LEA. This is the role of office staff in school.

#### **Statutory Guidance:**

Data on ethnicity is collected using the form sent to parents / carers as part of the admission / registration process. (**Admission to School**).



