

St Oswald's C of E Primary School

Early Years Foundation Stage Safeguarding and Welfare Policy



Policy Approved: September 2024

Next reviewed: September 2025

This policy is underpinned by two main principles:

- Safeguarding is everyone's responsibility.
- A child-centred approach.

In our EYFS settings, we aim to keep children safe by adopting the highest possible standards and taking all reasonable steps to protect children from harm. Safeguarding includes everything an organisation can do to keep children and young people safe. We support the children within our care; protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development.

The purpose of this Safeguarding Policy is to set a clear protocol of action and a framework for our responsibilities and legal duties in relation to each child's welfare. The hope is to ensure a reliable and effective response in the event of any concern for a child's welfare, and to support each child and each family.

We aim to put children's needs first at all times and hope to encourage children to be confident and assertive. We aim to develop a trusting and respectful relationship with the children in our care, so that they know they will be listened to.

At St Oswald's C of E Primary School, we work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form. Children learn best when they are healthy, safe and secure, when their needs are met, and when they have positive relationships with the adults caring for them.

We are committed to safeguarding our children; ensuring the suitability of adults who have contact with children; promoting good health, managing behaviour and maintaining records, policies and procedures. We have used the Statutory Framework for Early Years Foundation Stage 2024 (EYFS) to support the development of this policy (page references are given).

Child Protection

This is covered in the whole school Child Protection Policy.

Staff Qualifications, Training, Support and Skills

It is essential to provide a secure and safe environment for all children. We follow safer recruitment practices including obtaining references and all staff employed to work with children will have enhanced criminal records checks from the Disclosure and Barring Service

(DBS) before being able to carry out intimate care routines or have unsupervised contact with children at any time. We do not allow volunteers to be alone with children at any time.

In order to provide the best experience through high quality provision it is vital that the adults working in Early Years have relevant training, skills and experience. This is developed through in school mentoring and training when required. Induction training must include information about emergency evacuation procedures, safeguarding, child protection and health and safety issues.

All staff will attend child protection training annually and receive initial basic child protection training during their induction period. Both training events will include the procedures for spotting signs and behaviours of abuse and abusers/ potential abusers, recording and reporting concerns, making an allegation, whistleblowing procedures and creating a safe and secure environment for the children. They are also requested to read KCSiE Annex A and Part 1 plus complete e-safety training. Volunteers are also required to have safeguarding training during their induction period.

All members of EYFS staff (Teachers and Teaching Assistants') are paediatric first aid trained. At least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present, and must accompany children on outings. The certificate must be for a full course consistent with the criteria set out in Annex A of KCSiE. PFA training must be renewed every three years and be relevant for people caring for young children and babies.

Key Person

Each child must be assigned a key person; in Nursery this will be either the Class Teacher, HLTA or Early Years Practitioner. In Reception the Class teacher will be the Key Person and the Teaching Assistants will be a 'Significant Other'. Their role is to help the child become familiar with the setting, to ensure that they feel safe and secure, to ensure that their care is tailored to meet their individual needs and to build effective relationships with their parent(s)/ carer(s). To ensure best practice and continuity, Preschool Nursery and Reception work closely together.

Staff Child Ratios

EYFS at St Oswald's C of E Primary comprises of a Preschool Nursery (3-4yr olds) and Reception (4-5yr olds).

Preschool Nursery

For children aged three and over in registered early years provision at any time where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status, or another approved level 6 qualification is working directly with children:

- There must be at least one member of staff for every 13 children.
- At least one other member of staff must hold an approved level 3 qualification.
- When there is not a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status, or another approved level 6 qualification is working directly with children:
 - There must be at least one member of staff for every eight children.
 - At least one other member of staff must hold an approved level 3 qualification.
 - At least half of all other staff must hold an approved level 2 qualification.

Our Preschool Nursery class is called 'Acorn'. We can have up to 26 children per session and offer morning (8:45-11:45am), afternoon (12:15-3:15pm) or full day sessions (8:45-3:15pm). Preschool Nursery is staffed by one full time teacher and two full time teaching assistants (a HLTA and an early year's practitioner).

Reception

Reception classes in maintained schools and academies are subject to infant class size legislation. Regulations 2012 limit the size of infant classes to 30 pupils per school teacher while an ordinary teaching session is conducted. 'School teachers' do not include teaching assistants or other support staff. Consequently, in an ordinary teaching session, a school must employ sufficient school teachers to enable it to teach its infant classes in groups of no more than 30 per school teacher.

We have two Reception classes called 'Apple' and 'Cherry'. Each class can have up to 30 children with an overall total of 60 children across Reception. Both Reception classes are staffed with a teacher and a teaching assistant.

Health

We promote the good health, including oral health, of children attending St Oswald's C of E Primary. In the event of a child being injured or unwell, staff skills and expertise are used to determine the point at which parents/carers are contacted. Children in EYFS, who contract an infectious illness follow the same isolation periods as children in the rest of the school in line with HSE guidance.

We have and implement a policy, and procedures, for administering medicines. We have systems for obtaining information about a child's needs for medicine, and for keeping this information up to date. We provide training for staff where the administration of medicine

requires medical or technical knowledge. Prescription medicines will not be administered unless they have been prescribed by a doctor, nurse, dentist or pharmacist.

Medicines (prescribed) will only be administered to a child where written permission for that particular medicine has been obtained from the child's parent/carer. We keep a written record each time medicine is administered to a child.

Food and Drink

We ensure that meals, snacks and drinks will be healthy, balanced and nutritious. Before a child starts school, we obtain information about any special dietary requirements, preferences, food allergies and intolerances that the child may have, and any special health requirements. We will record and act on information from parents and carers about a child's dietary needs. There is protocol in place so that this information is made accessible to all staff to ensure that everyone is aware of individual children's allergies and symptoms (recorded in an Individual Health Care Plan).

At each mealtime and snack time staff must be clear about who is responsible for checking that the food being provided meets all the requirements for each child.

Staff preparing food in EYFS, must prepare food in a way to prevent choking. The following guidance on food safety for young children: Food safety - Help for early years providers - GOV.UK (education.gov.uk) includes advice on food and drink to avoid, how to reduce the risk of choking and links to other useful resources for early years settings. Advice posters and information displayed in kitchen area of Preschool and Reception dining hall.

Children must always be within sight and hearing of a member of staff whilst eating. Choking can be completely silent therefore it is important for EYFS staff to be alert to when a child may be starting to choke. Where possible, staff should be facing children whilst they eat so they can make sure children are eating in a way to prevent choking and so they can prevent food sharing and be aware of any unexpected allergic reactions.

Whilst children are eating there should always be at least one member of staff in the room with a valid paediatric first aid certificate.

Fresh drinking water is available and accessible to children at all times.

Accident or Injury

We ensure that there is a first aid box accessible at all times with appropriate content for use with children. We keep a written record of accidents and injuries and first aid treatment. We inform parents and/or carers of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable to do so, and of any first aid given.

Sleeping Arrangements

When children begin Preschool the class teacher / Key Person will spend time with the child and parent, during settling in visits to find out about their current routines; part of this will include asking if their child naps during the day. If parents request a nap this will be supported by the key person. On occasions children in Preschool and Reception may fall asleep due to feeling unwell, at this point, parents would be informed as soon as possible.

Sleeping children must be frequently checked to ensure that they are safe, this will be done every 10 minutes. Being safe includes ensuring that areas to sleep and bedding are in good condition and suited to the age of the child.

Sleep information will be recorded by EYFS staff and reported to parents at the end of each day, see Annex A for 'Sleep Record Template'.

Toilet and Intimate Hygiene

When children begin Preschool the class teacher / Key Person will spend time with the child and parent, during settling in visits to find out about their current routines; part of this will include information regarding toileting. Preschool staff will change nappies, support children with toilet training and change any Preschool children who have toileting accidents. Reception staff will support children with toileting, should they have any toilet accidents.

Any children with intimate care needs will have an intimate care plan which will be shared with all EYFS staff.

We will make sure:

- There are suitable hygienic changing facilities for changing any children who are in nappies or those who are toilet training.
- Children's privacy is considered and balanced with safeguarding and support needs when changing nappies and toileting.
- There is an adequate supply of clean bedding, spare clothes, and any other necessary items.

Toileting and intimate care information will be recorded by EYFS staff and reported to parents at the end of each day, see Annex B for 'Intimate Care Log Template'.

Information for Parents/ Carers

We will make the following information available:

- How the EYFS is being delivered in the setting, and how parents/ carers can access more information;

- The range and type of activities and experiences provided for children, the daily routines of the setting, and how parents and carers can share the learning of home;
- How the setting supports children with special educational needs and disabilities;
- Foods and drinks provided for children;
- Details of the provider's policies and procedures - making copies available on request.
- How staffing in the setting is organised.
- The name of their child's key person and their role.
- A telephone number for parents and/or carers to contact the provider in an emergency.

Food safety advice for children aged 5 and under

The EYFS Statutory Framework (2023) requires providers to take all necessary steps to keep children safe and well. The risks of choking amongst young children are highlighted to all staff and food and snacks are chosen accordingly. Supervision, in line with current guidance and where a child has particular need with eating, drinking or swallowing, guarantees steps are taken to ensure that they can do so safely, for example cutting food into smaller pieces.

The only drinks provided in school are water or milk (where parents choose to sign up). Midmorning snacks are provided from the government's free fruit and vegetable scheme and school lunches meet nutrition guidelines. For any children bringing a packed lunch, healthy options are encouraged and we would liaise with parents where necessary to support this.

To help support in ensuring that the requirements of this policy are met, EYFS Safeguarding and Welfare Requirements audit maybe used in conjunction with existing knowledge and expertise.

