



0.0 INTRODUCTION TO POLICIES AND PROCEDURES

POLICY STATEMENT

Policies and procedures are essential to help provide a good quality provision that is compliant with the *Statutory Framework for the Early Years Foundation Stage (EYFS)*.

The policies and procedures explain to staff and parents the type of childcare offered and the practices the nursery school adopts to deliver this service.

The EYFS requires providers to have written policies and procedures; and to provide staff with training at induction to ensure that they fully understand, and know how to implement, the policies and procedures. The policies and procedures must also be accessible and clearly explained to parents.

BACKGROUND

There are ten overarching Safeguarding and Welfare Requirements within the EYFS, some of which are broken down into further headings, as follows:

1. Child protection

Providers must be alert to any issues of concern in the child's life at home or elsewhere. Providers must have, and implement a policy and procedures, to safeguard children.

2. Suitable People (also covering Disqualification and Staff Taking Medication/Other Substances)

Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles.



3. Staff Qualifications, Training, Support and Skills

The daily experience of children in early years settings and the overall quality of the provision depends on all practitioners having appropriate qualifications, training, skills and knowledge and a clear understanding of their roles and responsibilities.

4. Key Person

Each child must be assigned a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents.

5. Staff:Child Ratios

Staffing arrangements must meet the needs of children and ensure their safety.

6. Health (also covering Medicines, Food and Drink and Accident or Injury)

The provider must promote the good health of children attending the setting. They must have a procedure, discussed with parents and/or carers, for responding to children who are ill or infectious, take necessary steps to prevent the spread of infection and take appropriate action if children are ill.

7. Managing Behaviour

Providers must have and implement a behaviour management policy and procedures.

8. Safety and Suitability of Premises, Environment and Equipment (also covering Safety, Smoking, Premises, Risk Assessment and Outings)

Providers must ensure that their premises, including outdoor spaces, are fit for purpose. Providers must have, and implement a health and safety policy, and procedures, which cover identifying, reporting and dealing with accidents, hazards and faulty equipment.

9. Special Educational Needs & Disabilities

Providers must have and implement a policy, and procedures, to promote equality of opportunity for children in their care, including support for children with special educational needs or disabilities.

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10. Information and Records (also covering *Information About the Child, Information for Parents and Carers, Complaints, Information About the Provider and Changes that Must be Notified to Ofsted*)

Providers must maintain records and obtain and share information (with parents and carers, other professionals working with the child, and the police, social services and Ofsted as appropriate) to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

Providers must meet all the statutory requirements of the Early Years Foundation Stage and must take all necessary steps to keep children safe and well. Each of the policies and procedures that providers are required to have in place to do this are provided in this publication and organised under each of the ten Safeguarding and Welfare Requirements of the Early Years Foundation Stage as they appear above.

The overarching policy statement is set out at the start of each section, followed by the relevant procedures describing how the policy will be fulfilled. This is done in a consistent and standardised way. References to relevant legislation or guidance are then included at the end of each policy. All staff and parents should be included in adopting, implementing and reviewing policies. In doing this all adults involved can influence and support the way the nursery school is run.

Adopting policies

- Copies of the policies and procedures are available to all parents and staff via the Nursery School website.

Implementing policies

- All new parents and staff should be introduced to the nursery school's policies and procedures.
- It should be explained to parents and staff that the policies are the rules required for running the setting in a way which complies with the requirements of the EYFS and Ofsted registration and must be adhered to.

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- New policies will be adopted only by the approval of the full Management Committee.
- Providers are required to assess risks to children's safety and review risk assessments regularly; making written risk assessments in relation to specific issues where they determine it will be helpful. This is feedback into the development and review of policies.

Reviewing policies

- Each policy and procedure document will be reviewed by members of the committee every year. Summary of key changes are shared with the committee and with Nursery Manager. Each year the policies and procedures will be reviewed by the Management Committee.
- All changes will be appropriately documented.
- Staff, via the nursery manager, and parents, represented by the management committee, will contribute to discussions about any necessary changes.
- Each year staff will be required to confirm that they have read the policies and procedures.

The nursery school's policies are those required by the Safeguarding and Welfare Requirements and the Learning and Development Requirements of the Early Years Foundation Stage. Requirements of relevant regulations are also reviewed.

As is common practice, the nursery school may also decide to develop further policies, which are not required by regulations, but which would enable a clear direction for any specific issue pertaining to the setting. The nursery school has policies and procedures that the Pre-school Learning Alliance recommends as good practice.

Definitions

Throughout all policies and procedures the term "**parent**" is defined in Section 576 of the Education Act 1996 as: "All natural (biological) parents, whether they are married or not;

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Any person who, although not a natural parent, has parental responsibility for a child or young person.”

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The Children Act (1989) defines **parental responsibility** as 'all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property'. (For a full explanation of who has parental responsibility, refer to the Pre-school Learning Alliance publication Safeguarding Children.)

This policy was adopted at a meeting of the Meadow Nursery School Parents' Association Committee	
Held on	31 st March 2014
Policy reviewed	March 2026
Date to be reviewed	March 2028
Signed by Chair	
Name	Tameena Mahmood
Signed by Nursery Manager	
Name	Debbie Hill

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