

Policies

&

Procedures

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**Introduction**

Policies and procedures help you to provide good quality provision. They do this by making clear to staff and parents what sort of setting you want to be and what has to be done to make this happen.

**Major Changes to Legislation 3rd September 2018:**

* *There is a move from having Local Safeguarding Children Boards (LSCB’s) to Safeguarding Partners.*
* *There is a change from having “Serious Case Reviews” to “Child Safeguarding Practice Reviews”*
* *Child death reviews will no longer be undertaken by a child death overview panel (CDOP); instead there will be “****child death review partners****”;*

**Wording Changes: Working Together to Safeguard Children 2018**

*The policies and procedures were updated prior to the wording legislation changes on the 3rd September 2018. We have used the most recent Policies and Procedures set out by the pre-school learning alliance and these do not reflect the changes. We are aware of the new terminology and this is reflected in the table below. If you see the following terms in our policies and procedures please exchange with the following terminology.*

|  |  |
| --- | --- |
| Old Terminology | New Terminology |
| The term ‘**children and young people’** is no longer used. | It now only refers to them as **‘children’**. This reflects findings from Serious Case Reviews |
| The word **‘professional’** has been replaced | professional’ has been changed to **‘practitioner’.** |
| change from **“improving outcomes”** | Change to **“achieving best possible outcomes”** for children. |

Section 3.2 in the Statutory Framework of the Early Years Foundation Stage (2021) requires providers to have written policies and procedures and to ensure all staff are given copies at their induction and that parents also receive a copy upon request. It is important to discuss with parents the key points of the policies they are provides. The Welfare Requirements within the Statutory Framework of the Early Years Foundation Stage replace the National Standards for Under 8s Daycare & Childminding. There are general requirements, as follows.

*Safeguarding and promoting children’s welfare*

The provider must take steps to safeguard and promote the welfare of children. 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. Children’s behaviour must be managed effectively and in a manner appropriate for their stage of development and particular individual needs. Early years providers need to be alert to any issues that may present themselves that give cause for concern be they at home or anywhere else. The setting should have in place a range of policies and procedures to safeguard children. These should be in line with the guidance. These policies should be in line with the guidance set out by the relevant Local Safeguarding Children Board (LSCB).The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting.

*Suitable people*

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so. Adults looking after children must have appropriate qualifications, training, skills and knowledge. Staffing arrangements must be organised to ensure safety and to meet the needs of the children. Providers other than childminders must record information about staff qualifications and the identity checks and vetting processes that have been completed (including the criminal records disclosure, reference number, the

date a disclosure was obtained and details of who obtained it).

*Suitable premises, environment and equipment*

Outdoor and indoor spaces, furniture, equipment and toys must be safe and suitable for their purpose. Providers must have and implement a policy, and procedures, for administering medicines. The setting must include systems for obtaining information about a child’s needs for medicines, and for keeping this information up-to-date. Medicines must not usually be

administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor). The snacks we provide for children and drinks we provide for children must be healthy and nutritious. Before a child is admitted to the setting we will ensure we are aware of any dietary requirements, preferences to food or special health requirements. The setting will ensure every child has a key worker to ensure their individual needs are met and the setting will also ensure that staff to child ratios are met.

*Organisation*

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.

*Documentation*

Providers must maintain records, policies and procedures required for the safe and efficient management of the setting and to meet the needs of children. Providers must maintain records and obtain and share information with parents and carers, other professionals working with children, the police, social services and the Office for Standards in Education, Children’s Services and Skills (Ofsted), to ensure the safe and efficient management of the setting, and to help ensure that children’s needs are met fully. Providers must meet all the statutory requirements and have regard to statutory guidance. The policies and procedures within this working document have been organised under the general requirements set out by government legislation. Also included are policies or procedures that we consider to be good practice. Where ever possible we have applied links to the corresponding EYFS.

Guidance found in the:

Statutory Framework for the Early Years Foundation Stage

Department for Education 2021

Working Together to Safeguard Children 2018