



Policies and Procedures for the EYFS 2024/25

All policies and procedures have been reviewed to ensure they meet the requirements of the Early Years Foundation Stage **November 1st, 2024**. They are suitable for **group and school-based providers including Childcare on domestic premises (CoDP) and Childcare on non-domestic premises (CoNDP** as described below.

There are 2 frameworks as follows:

- EYFS statutory framework for childminders
- EYFS statutory framework for group and school-based providers – **which is mandatory for:**
 - **all persons registered in England with Ofsted in the early years register, or with an early years childminder agency (CMA):**
 - **to provide early years childcare on domestic premises (CoDPs); or**
 - **to provide early years childcare on non-domestic premises (CoNDPs); (referred to collectively in this EYFS framework as 'group-based early years providers')**

Where providers are required to have policies and procedures as specified below, these policies and procedures should be recorded in writing.

- **Safeguarding policies must include:**
 - **The action to be taken when there are safeguarding concerns about a child. (Procedure 6.01 'Responding to safeguarding or child protection concerns).**
 - **The action to be taken in the event of an allegation being made against a member of staff. (Procedure 6.02 Concerns and allegations against staff, students, or volunteers)**
 - **How mobile phones, cameras and other electronic devices with imaging and sharing capabilities are used in the setting. (Procedure 6.09 E-Safety)**
 - **Procedures to follow to check the suitability of new recruits**

There are new requirements to the EYFS safeguarding and welfare requirements coming into force September 2025 that are also included in this publication. More information about the changes and the rationale for making them can be found here:

[Early Years Foundation Stage safeguarding reforms - consultation response](#)

The changes are highlighted in red for each procedure and are summarised here:

1.21 Terrorist attacks and lock down has been renamed as Emergency evacuation and lockdown to align with requirement for induction training to include emergency evacuation (EYFS – training and skills). The revised procedure includes an emergency evacuation plan for adaptation.

6.9 Additional information about internet safety.

8.01 **NEW PROCEDURE** – recruitment checks.

8.02 Further clarification on who may be included in ratios and supervision of children at mealtimes.

9.1c Childcare registration form updated immunisation schedule.

9.7 Children always within sight and hearing of staff when eating.

9.8 as above

Minor changes are not highlighted in red. They include reference to parents/carers throughout and to Childminder Agencies (CMA) where appropriate for those persons registered with a childminder agency.



Contents

0 Introduction

- 0 Policy and procedures implementation and review policy
 - 0.0 Implementation and review procedure
- 01 Health and safety policy
 - 01.01 Risk assessment
 - 01.1a Generic risk assessment form
 - 01.1b Access audit form
 - 01.1c Prioritised place risk assessment
 - 01.02 Group rooms, stair ways and corridors
 - 01.03 Kitchen
 - 01.04 Children's bathrooms/changing areas
 - 01.05 ~~Milk kitchen~~
 - 01.06 Short trips, outings and excursions
 - 01.07 Outdoors
 - 01.08 Staff cloakrooms
 - 01.09 Maintenance and repairs
 - 01.10 Laundry area
 - 01.11 Staff personal safety
 - 01.12 Threats and abuse towards staff and volunteers
 - 01.13 Entrances and approach to the building
 - 01.14 Control of Substances Hazardous to Health (COSHH)
 - 01.15 Manual handling
 - 01.16 Festival (and other) decorations
 - 01.17 Jewellery and hair accessories

- 01.18 Animals and pets
- 01.19 Face painting and mehndi
- 01.20 Notifiable incident, non-child protection
- 01.21 **Emergency evacuation** and lock-down
 - 01.20 a Bomb threat procedure
 - 01.21 b Lockdown Procedure
- 01.22 Closed circuit television (CCTV)
- 02 Fire safety policy
 - 02.01 Fire safety
 - 02.01a Fire safety risk assessment form
- 03 Food safety and nutrition policy
 - 03.01 Food preparation, storage and purchase
 - 03.02 Food for play and cooking activities
 - ~~03.03 Milk and baby food preparation and storage~~
 - 03.04 Menu planning and nutrition
 - 03.05 Meeting dietary requirements
 - 03.06 Breast feeding
- 04 Health policy
 - 04.01 Accidents and emergency treatment
 - 04.02 Administration of medicine
 - 04.02a Health care plan form
 - 04.03 Life-saving medication and invasive treatments
 - 04.04 Allergies and food intolerance
 - 04.05 Poorly children
 - 04.05a Infection control
 - 04.06 Oral health

- 04.07 Baby and child massage
- 05 Promoting inclusion, equality and valuing diversity policy
 - 05.01 Promoting inclusion, equality and valuing diversity
- 06 Safeguarding children, young people and vulnerable adults policy
 - 06.01 Responding to safeguarding or child protection concerns
 - 6.01a Child welfare and protection summary
 - 6.01b Safeguarding incident reporting form
 - 6.01c Confidential safeguarding incident report form
 - 06.02 Concerns and allegations of serious harm or abuse against staff, volunteers or agency staff
 - 06.03 Visitor or intruder on the premises
 - 06.04 Uncollected child
 - 06.05 Missing child
 - 06.06 Incapacitated parent
 - 06.07 Death of a child on-site
 - 06.08 Looked after children
 - 6.08a Care plan for looked after children form
 - 06.09 E-safety
 - 6.10 Key person supervision
- 07 Record keeping policy
 - 07.01 Children's records and data protection
 - 07.01a Privacy notice
 - 07.02 Confidentiality, recording and sharing information
 - 07.03 Client access to records
 - 07.04 Transfer of records

08 Staff, volunteers, **assistants, and** students policy

08.01 Recruitment Checks

08.02 Staff deployment

08.03 Deployment of volunteers and parent helpers

08.04 Student placement

09 Early years practice policy

09.01 Waiting list and admissions

09.01a About our early education and childcare

09.01b Application to join

09.02 Absence

09.03 Prime times – The role of the key person

09.04 Prime times – Settling in and transitions

09.05 Establishing children's starting points

09.06 Prime times – Arrivals and departures

09.07 Prime times – Baby and toddler mealtimes

09.08 Prime times – Snack-times and mealtimes (older children)

09.09 Prime times – Intimate care and nappy changing

09.10 Prime times – Sleep and rest time

09.11 Managing separation anxiety in children under 2 years old

09.12 Promoting positive behaviour

09.13 Identification, assessment and support for children with SEND

09.13a SEN Support: Initial record of concern form

09.14 Prime times – Transition to school

09.15 Progress check at age two

09.15a Progress check at age two form

10 Working in partnership with parents and other agencies policy

10.01 Working in partnership with parents and other agencies

10.02 Complaints procedure for parents and service users

11.01 Whistleblowing

11.02 Disciplinary procedure

11.03 Open door policy

Commitment to family friendly practice

Preschool Learning Alliance Constitution