



**St Mary's RC Primary School
EYFS
Safeguarding and Welfare Requirements**

St Mary's RC Primary School,

Belgrave Street,

Radcliffe,

Manchester

M26 4DG

This Policy was last reviewed in September 2017

By: Mrs. R Gerrard (Early Years Lead)

This Policy will next be reviewed in September 2018

Mission Statement

Jesus teaches us to love God and neighbours as ourselves. Our mission as a Catholic School is to put that into practise in the way we live, teach, learn and work together.

We will show we love God by making God part of our school day: by our prayers, by our acts of worship, by listening to the Word of God, by our respect for God's creation. We will show we love God by letting the teachings of Jesus and his Church guide our daily choices, words, actions and attitudes. We will practise compassion, forgiveness, tolerance, honesty and respect in all situations.

The children are our neighbours: we will show love for them by respecting them as individuals, knowing them and their needs, and carefully planning their education so that each can reach their full potential. We will show love for them by creating a safe, nurturing, listening environment. We will show love for them by having the highest expectations, and challenging them to reach for the stars and be the best they can be.

Parents are our neighbours: we will show love for them by offering our guidance and help, seeking their active partnership in the education of their children, and understanding their particular situations.

All members of Staff are our neighbours. We will show love for them by working as a team, sharing our skills and care, praising and celebrating excellence, communicating effectively and understanding each other's needs. Children and parents too will show this love by their respect for all staff and the rules that create a peaceful and safe learning environment.

Our neighbours are all around us in our local community: we will show we love them by a warm welcome to everyone who visits Saint Mary's, and by our outreach to those in need. The poor too are our neighbours: we will show we love them by supporting charitable works at home and abroad.

Introduction

'Every child deserves the best possible start in life and support that enables them to fulfil their potential. A child's experience between birth and age five have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right. Good parenting and high quality early learning together provide the foundation children need to make the most of their abilities and talents as they grow up.'

The safeguarding and welfare requirements

At St Mary's we believe that children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them. By following the safeguarding and welfare requirements in the statutory framework, we believe we will create a high quality setting which is welcoming, safe and stimulating, and where children will be able to enjoy learning and grow in confidence.

We understand that we are required to:

- Promote the welfare of children;
- Be alert to any issues for concern in the child's life at home and elsewhere;
These include:
 - ▶ Significant changes in a child's behaviour;
 - ▶ Deterioration in children's general well-being;
 - ▶ Unexplained bruising, marks or signs of possible abuse or neglect;
 - ▶ Children's comments which give adults cause for concern;
 - ▶ Any reasons to suspect neglect or abuse outside the setting, for example in the child's home.
 - ▶ Inappropriate behaviour displayed by members of staff or any other person working with the children.
- Promote good health, preventing the spread of infection and taking appropriate action when children are ill;
- Manage behaviour effectively in a manner appropriate for the children's stage of development and individual needs;
- Ensure all adults who look after the children or who have unsupervised access to them are suitable to do so;
- Ensure that the premises, furniture and equipment are safe and suitable for purpose;
- Ensure that every child receives enjoyable and challenging learning and development experiences tailored to meet their needs;
- Have and implement a policy, and procedures, to safeguard children;
- Maintain records, policies and procedures required for safe efficient management of the setting and to meet the needs of the children (these should be in line with Bury Safeguarding Children Board);

We endeavour to meet all these requirements.

Policies

Our existing whole school policies cover the EYFS as well as KS1 and 2. For example we have whole school policies for behaviour management, anti-bullying, SEN, child protection and safeguarding etc.

SEN

At St Mary's we are very lucky that our SENCO is also our FS1/ Nursery teacher which means that she is aware of children's needs from an early age.

Early support

We recognise that it is important to identify the need for additional support as early as possible. Without it children will not get the help they need at the right time, in the way that is right for them. We ensure that we give early support for children which includes listening to families and taking part in a two-way exchange of information.

We recognise that if a child's progress in any of the prime areas gives cause for concern, we must discuss this with the child's parents and/or carers and agree how to support the child and whether they may have a special educational need or disability which requires specialist support.

Child Protection

We have an up-to-date school policy September 2017 and procedures in place to safeguard children. We have shared the Keeping Children Safe in Education September 2016 document with all staff. These are in line with the guidance and procedures of Bury Safeguarding Children Board (BSCB). **Mrs R Gerrard** is the DSL and **Mr J Travis** is Deputy DSL.

All EYFS staff have had Group 3 safeguarding training (2014) and so are aware of the signs of possible abuse and neglect and know how to respond to these. They have also had a safeguarding update in September 2017.

Suitable people

Please see information in child protection and safeguarding policy and single central record.

Staff taking medication/other substances

Staff medication on the premises must be securely stored, and out of the reach of children, at all times.

Staff must not be under the influence of any alcohol or any other substances which may affect their ability to care for children.

Staff qualifications, training, support and skills

We believe that the daily experience of children in early years settings and the overall quality of provision depends on all practitioners at St Mary's having appropriate qualifications, training, skills and knowledge and a clear understanding of their roles and responsibilities within the EYFS.

All new staff receive induction training to help them understand their roles and responsibilities. This training includes information about emergency evacuation procedures, safeguarding, child protection, our equality policy, and health and safety issues. We support staff to undertake appropriate training and professional development opportunities to ensure they offer quality learning and development experiences for children that continually improves. Training is discussed each year at performance management meetings. Where staff are new to the EYFS we put into place appropriate arrangements to support, coach and train them, developing a culture of mutual support, teamwork and continuous improvement.

First Aid (Please see our School First Aid policy for full information and a list of staff with first aid qualifications)

In the EYFS at St Mary's there are two members of staff who have a current paediatric first aid certificate and are available at all times when children are present, and are also available to accompany children on outings. We recognise that all newly qualified Early Years Staff (Level 2 and 3) must now complete the Paediatric First Aid qualification to be recognized in child: staff ratios.

Key Person

In EYFS at St Mary's each child is 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, offering a settled relationship for the child and building a relationship with their parents.

Staffing

Within the EYFS unit at St Mary's we have three qualified teachers, six teaching assistants qualified to level 3, one to level 2 and one unqualified member of staff.

Staff: child ratios

Staffing arrangements at St Mary's meets the needs of all children and ensures their safety. Children are always adequately supervised and staff are deployed to ensure children's needs are met. Staff are timetabled to work indoors and outdoors.

(We recognise that only those aged 17 or over may be included in our ratios (and staff under 17 should be supervised at all times). Students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios if we are satisfied that they are competent and responsible.)

We expect the teacher (or equivalent) to be working with children for the vast majority of the time. Where they need to be absent for short periods of time, we ensure that quality and safety is maintained.

Health (Please see our school asthma and medicine policies for further information)

There is a medical register in each classroom base and next to the first aid box in the EYFS. Inhalers are labelled and kept in the classroom bases. We have a school asthma register and emergency inhalers.

Accident or injury (Please see our First Aid policy for further information)

We have a first aid box available in the EYFS at all times which has appropriate content for the children. We keep a record of accidents or injuries and first aid treatment. We inform parents and/or carers of any accident or injury sustained by the child, on the same day, and of any first aid treatment given.

We recognise we must notify Ofsted within 14 days of any serious accident, illness or injury to, or death of, any child while in our care, and of the action taken. If we fail to comply with this requirement, we know we are committing an offence. We know that we must notify local child protection agencies of any serious accident or injury to, or the death of, any child while in our care, and we must act on any advice from those agencies.

Food and drink

Before a child is admitted to St Mary's we obtain information about any special dietary requirements, preferences and food allergies that the child has, and any special health requirements. Fresh drinking water is always available and accessible at all times. Milk is free for any child under the age of five (and at a small price for those over 5) and fruit is available for all children in EYFS.

We have a kitchen area in the EYFS for cooking activities with the children. A member of staff has received training in food hygiene. We know that any food poisoning affecting two or more children cared for on the premise must be reported to OFSTED within 14 days of the incident or we will have committed an offence.

Managing behaviour (Please see our Behaviour policy for further information)

We recognise that we are responsible for managing children's behaviour in an appropriate way. We have a system in place in the EYFS that feeds into the school behaviour policy.

If for any reason, for example, for the purposes of averting immediate danger of personal injury to any person, (including the child) physical intervention is used, then a record must be made and parents and/or carers must be informed on the same day.

Premises

We have three outdoor areas available for the use of the EYFS. We have a grassed area which is only available for EYFS children.

We use a section of the KS1 playground daily which needs setting up each morning. We have an area under a canopy which ensures that the children have the opportunity to access the outdoor area in all weather.

Inside the EYFS unit we have three classroom bases, a creative area, a large continuous provision area, two cloakrooms and two entrances. There are two sets of toilets available within the EYFS.

The EYFS leader's office and the three classroom bases are available when staff need to speak to parents.

Collection at home time

At home visits, we discuss with parents which adults will be collecting their child daily. Parents ring, write in their child's home/school book or let us know in the morning, who will be collecting their child at night if there is any change. If we have not been provided with information, we will ring home and speak to parents before letting the child go.

Visitors

Visitors are only allowed to enter the premises through the main school entrance where there is an agreed procedure for checking their identity. Only accompanied parents may enter the EYFS unit.

Risk assessment

At St Mary's we ensure that all reasonable steps are taken to ensure staff and children in our care are not exposed to risks. A daily check of the outdoor environment is made to ensure that there is no cat/ dog dirt or anything else in the environment that could be a risk for children and staff.

Outings

Before we go on a school trip we complete the EVOLVE risk assessment module to ensure that children are kept safe.

Vehicles in which children are being transported, and the driver of those vehicles, are adequately insured, including staff cars. We choose to have a ratio of 1:5 or 1:4 dependent on the activity.

Information and records

We recognise that we must maintain records and obtain and share information (with parents and carers, other professionals working with the child, the police, social services and Ofsted) to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met. We ensure that we have a regular two-way flow of information with parents and/or carers, and between providers, if a child is attending more than one setting.

Records are easily accessible and available. Confidential information and records about staff and children are held securely and only accessible and available to those who have a right or professional need to see them. We are aware of our responsibilities under the Data Protection Act (DPA) 1998 and where relevant the Freedom of Information Act 2000.

All staff understand the need to protect the privacy of the children in our care as well the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality.

Complaints

We recognise that we must investigate written complaints relating to their fulfillment of the EYFS requirements and notify complainants of the outcome of the investigation within 28 days of having received the complaint. The record of complaints must be made available to Ofsted on request.

We must make available to parents and/or carers details about how to contact Ofsted if they believe that we are not meeting the EYFS requirements. Please see school complaints procedure for any further information.

Ofsted Inspections

We must inform parents if we know we are to be inspected by Ofsted. After an inspection by Ofsted we must provide parents with a report.

Changes that must be notified to Ofsted

As an early years providers we must notify Ofsted of any proposal to change the hours during which childcare is provided.

Monitoring and Reviewing

It is the responsibility of the EYFS Leader to ensure that all staff follow the principles stated in this policy. The EYFS Leader is available for any advice regarding the EYFS. The EYFS governor ensures that she is up to date with all EYFS practice and provides feedback to the whole governing body.

This policy will be reviewed in September 2018

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