



Essential Policies & Procedures for the EYFS

Introduction

Procedure for settles

1.0 Child protection

1.1 Children's rights and entitlements

1.2 Safeguarding Children & Child Protection

1.3 Looked after Children

1.4 Uncollected Child

1.5 Missing Child

1.6 Online safety (including use of mobile phones & cameras)

1.7 Whistle Blowing

2.0 Suitable people

2.1 Employment

2.2 Student placement

2.3 Employment & recruitment policy

3.0 Staff Qualifications, Training, Support & Skills

3.1 Induction of employees and volunteers

3.2 Early Years & Childcare, model supervision policy

3.3 First Aid

4.0 Key Person

4.1 The Role of the Key Person and Settling in

5.0 Staff: Staff to child Ratio

5.1 Staffing (group provision)

6.0 Health

6.1 Administering medicines

6.2 Managing children who are sick, infectious or with allergies

6.3 Recording & reporting of accidents & incidents

6.4 Nappy changing

6.5 Food and drink

6.6 Food hygiene

6.7 Basic kitchen opening & closing checks template

6.8 Individual health plan

7.0 Managing Behaviour

7.1 Promoting positive behaviour

7.2 Settling children after a stressful or traumatic situation

8.0 Safety & suitability of premises, environment & equipment

8.1 Health & safety general standards

8.2 Maintaining children's safety and security on premises

8.3 Supervision of children on outings and visits

8.4 Risk assessment

8.5 Fire safety and emergency evacuation

8.6 Animals in the setting

8.7 No smoking

8.8 Health & safety risk assessment template

8.9 Fire safety risk assessment template

8.10 Staff safety including home visits

9.0 Equal opportunities

9.1 Valuing diversity and promoting equality

9.2 Supporting children with special educational needs

9.3 Social wellbeing audit

9.4 Access audit

9.5 British values

10.0 Information and records

10.1 [Early years prospectus](#)

10.2 [Admissions](#)

10.3 [Application to join](#)

10.4 [Registration form](#)

10.5 [Parental involvement](#)

10.6 [Children's records](#)

10.7 [Providers records](#)

10.8 [Transfer of records to school](#)

10.9 [Confidentiality and client access to records](#)

10.10 [Information sharing](#)

10.11 [Working in partnership with other agencies](#)

10.12 [Making a complaint](#)

10.13 [Childcare terms and conditions](#)

10.14 [Notification of leaving form](#)

10.15 [Schedule of fees](#)