

The [EYFS Statutory Framework 2021](#) is mandatory for all schools with pupils under 5 years old.

It includes four guiding principles:

- Every child is unique
- Children learn through positive relationships
- Children develop in enabling environments
- Children learn and develop differently

The safeguarding and welfare requirements in this framework cover the steps that providers must take to keep children safe & promote their welfare.

The safeguarding and welfare requirements are given legal force by regulations made under [Section 39\(1\)\(b\) of the Childcare Act 2006](#).

Schools are not required to have separate policies to cover EYFS requirements if they are already met through an existing policy.

## Safeguarding & child protection - schools must:

- Be alert to any concerns about a child at home, in their community, wider family or elsewhere
- Identify a Designated Safeguarding Lead (DSL) from the leadership team & one or more Designated Safeguarding Deputies (DSD)
- Ensure that the DSL/D attend training provided by the Sheffield Children Safeguarding Partnership (SCSP) through the Local Authority Quality Assurance and Involvement Service (QAIS), to undertake their responsibilities to:
  - Liaise with & refer to Children's Social Care and Police
  - Support, advise and guide staff
- Train **all** staff about safeguarding children (as above through QAIS)
- Ensure the suitability of their staff and volunteers to work with children
- Follow the Government's statutory guidance:
  - [Working Together to Safeguard Children, DfE 18](#)
  - [Keeping Children Safe in Education, DfE 2022](#)
  - [Prevent duty guidance for England and Wales, HO 19](#)

## Outings – schools must:

- Ensure children are kept safe while on outings
- Ensure that driver & vehicles in which children are being transported are adequately insured.

## Suitable people – schools must:

- Ensure that people looking after children are suitable to fulfil the requirements of their role
- Ensure that only people whose suitability has been checked have regular contact with children
- Undertake an enhanced Disclosure & Barring Service (DBS) check for anyone aged 16 or over and working with children
- Tell staff that they are expected to disclose any:
  - Convictions
  - Court orders
  - Reprimands and warnings
- Not allow people whose suitability has not been checked work unsupervised with children
- Record all information on the single central record about:
  - Qualifications
  - Identity checks
  - Vetting processes
  - DBS checks
- Meet their responsibilities under the Safeguarding Vulnerable Groups Act 2006
- Make a referral to DBS if staff dismissed (or would have been, had they not left first) because they harmed/put a child at risk of harm

## Staff taking medication or other substances – schools must ensure that:

- Staff are not under the influence of alcohol or any other substance which may affect their ability to care for children
- Staff who are taking medication which may affect child care, seek medical advice
- Any staff medication on the premises is securely stored and out of reach of children at all times
- They complete a risk assessment if necessary

## Risk assessments – schools must:

- Take all reasonable steps to ensure staff and children in their care are not exposed to risks
- Assess all risks and hazards which may arise
- Demonstrate the steps to be taken to remove, minimise and manage all risks and hazards
- Include adult to child ratios in risk assessment
- Record & make available all risk assessments

## Qualifications, training, support, skills - schools must ensure:

- All staff receive induction training to understand their roles and responsibilities, including:
  - emergency evacuation procedures
  - safeguarding & child protection
  - the provider's equality policy
  - health and safety issues
- Safeguarding supervision & support for staff who have contact with children & their families
- Management and staff have the required qualifications and experience
- At least one trained paediatric first aider at setting with children & on outings
- Level 2/3 newly qualified staff must have a paediatric first aid certificate to be included in staff to child ratios
- The number of children, staff, & the premises layout is considered to ensure a paediatric first aider is able to respond quickly to emergencies
- Staff understand English well enough to ensure the well-being of children in their care
- Each child has an identified 'key person'
- Children are adequately supervised
- Appropriate child to staff ratios are in place

## Information for parents and carers - schools must make the following available:

- How EYFS is being delivered and how parents and carers can access more information
- Range & type of activities/experiences for children, daily routines, how parents/carers can share learning at home
- How children with special educational needs and disabilities are supported
- What food and drinks are provided for children
- Details of all policies & procedures including uncollected children or a child going missing
- Staffing, including the name of their child's key person and their role
- Emergency phone number of setting

## Further advice & support for practitioners:

- **Early Help Advice: 0114 2037485**
- **Child Protection Advice & Referral: 0114 2734855**

## Health: Medicines – schools must:

- Promote good health of all children at setting
- Prevent the spread of infection
- Have policy & procedure for:
  - responding to ill or infectious children
  - written parental/carer permission to administer medicines
- Only give medicines containing aspirin if prescribed by a doctor
- Provide staff training where administration of medicine requires medical/technical knowledge
- Record in writing & inform parents & carers as soon as possible when medicine is administered.

## Food and drink – schools must:

- Request and act on a child's dietary and health requirements, prior to admission
- Ensure healthy, balanced & nutritious meals, snacks, drinks
- fresh drinking water is available and accessible
- Provide suitable facilities and trained staff for the hygienic preparation of food.

## Accident or injury – schools must ensure:

- Adequately stocked & accessible first aid box
- Written record of accidents, injuries & treatment and inform parents & carers as soon as possible
- Notify local child protection agencies of serious accidents, injury or death of a child in their care
- Act on any advice from those agencies.

## Managing behaviour - schools must:

- Manage children's behaviour appropriately
- Ensure that no person threatens or gives corporal punishment to a child
- Only use physical intervention to avert danger or manage behaviour if absolutely necessary
- Keep a record of any physical intervention and inform parents & carers as soon as practicable
- Not use or threaten any punishment which could adversely affect a child's well-being.

## Further safeguarding information is on the [Safeguarding Sheffield Children website](#) in the:

- [Early Years and Childcare section](#)
- [Sheffield Education Settings section](#)

## Premises, environment & equipment:

### Safety – schools must:

- Ensure premises are fit for purpose, suitable for age of children & the activities provided
- Comply with all health and safety legislation
- Take reasonable steps to ensure the complete safety of everyone on the premises
- Have an emergency evacuation procedure
- Have appropriate fire detection and control equipment which is in working order
- Ensure that fire doors & exits are clearly identifiable, free of obstruction & easily opened

### Premises - schools must ensure:

- Suitable hygienic changing facilities for changing any children who are in nappies
- Adequate supply of spare clothes & any other necessary items is always available
- Area where staff, parents/carers can talk confidentially
- Children don't leave premises unsupervised
- Children only released into care of individuals notified to the provider by parents and carers
- An agreed procedure for checking visitor identity
- Unauthorised persons do not enter premises
- They have public liability insurance

## Information about children – schools must record the following information for each child:

- Full name and date of birth
- Name and address of every parent and carer for the child who is known to the provider
- Information about any other person who has parental responsibility for the child
- Who the child normally lives with
- 2 emergency contact numbers where possible

## Inspections – schools must:

- Notify parents and carers if they become aware that they are to be inspected by Ofsted
- After an inspection by Ofsted supply a copy of the Ofsted report to parents and carers

Special Educational Needs & Disability (SEND):

- All schools, colleges and early years' providers must have arrangements in place to support children with special educational needs or who are disabled.
- All schools, colleges and early years providers must have regard to the [SEND Code of Practice](#)
- Mainstream schools must identify a member of staff to act as a Special Educational Needs & Disabilities Coordinator (SENDCo)

## Information & records - schools must:

- Obtain, maintain & share records/information to safely & efficiently manage the setting & meet children's needs
- Share information regularly with parents, carers & between providers, as appropriate
- Include parents & carers' views in records
- Make records easily accessible and available
- Ensure confidential information about staff & children are held securely & only accessible to those who have a right to see them
- Be aware of their responsibilities under current Data Protection legislation and where relevant, the Freedom of Information Act 2000
- Ensure that all staff understand:
  - protecting the privacy of children
  - legal requirement that children's information is treated confidentiality
- Parents & carers are given access to all records about their child, unless exemptions apply under current Data Protection legislation
- Records relating to individual children must be retained in line with SCSP requirements

## Complaints – schools must:

- Have a written complaints procedure
- Keep a written record of outcomes
- Investigate all written complaints re EYFS compliance
- Notify complainants of investigation outcomes within 28 days of receiving the complaint
- Make record of complaints available to Ofsted
- Make Ofsted contact details available