



Under 5's in Schools

The [Statutory Framework for the Early Years Foundation Stage, 2014](#), 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 issues for concern in a child's life at home or elsewhere
- Identify a Designated Safeguarding Lead (DSL) from the leadership team & one or more Designated Safeguarding Deputies (DSD)
- Ensure that the DSL/DSD attend training to undertake their responsibilities to:
 - Liaise with and refer to Children's Social Care and Police
 - Support, advise and guide staff
- Train **all** staff about safeguarding children
- Inform Ofsted of all allegations of serious harm or abuse by a person looking after, living with or working with children at the premises, and any action taken, within 14 days of allegation (failing to comply may be an offence)
- Have regard to the Government's statutory guidance:
 - [Working Together to Safeguard Children, DfE 2015](#)
 - [Keeping Children Safe in Education, DfE 2016](#)

Suitable people – schools must:

- Ensure that people looking after children are suitable to fulfil the requirements of their role
- Have effective systems to ensure that **only** people whose suitability has been fully checked can 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 that might affect their suitability to work with children
- Not allow people whose suitability has not been checked to have unsupervised contact with children
- Record all information about qualifications, identity checks, vetting processes and DBS checks (on the single central record)
- Inform [Ofsted](#) within 14 days of all action taken about the disqualification of an employee to ensure the safety of children
- Meet their responsibilities under the [Safeguarding Vulnerable Groups Act 2006](#)
- Make a referral to the DBS where a member of staff is dismissed (or would have been, had they not left first) because they have harmed a child or 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



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

- **All** staff receive induction training to help them understand their roles and responsibilities
- Induction training includes information about emergency evacuation procedures, safeguarding, child protection, the provider's equality policy, and health and safety issues
- Appropriate arrangements are in place for the supervision of staff who have contact with children and families
- Management and staff have the required qualifications and experience
- At least one trained paediatric first aider is on the premises and available at all times when children are present, and accompanies children on outings
- The number of children, staff and layout of premises is taken into account to ensure a paediatric first aider is able to respond quickly to emergencies
- Staff have sufficient understanding and use of English to ensure the well-being of children in their care
- Each child has an identified 'key person'
- Children are adequately supervised to ensure their needs are being met
- Appropriate child to staff ratios are in place.

Health

Medicines – schools must:

- Promote the good health of all children attending the setting
- Have a procedure for responding to children who are ill or infectious
- Take necessary steps to prevent the spread of infection
- Have a policy and procedures for administering prescribed and non-prescription medicines including obtaining written permissions from the children's mothers/fathers/carers
- Ensure medicines containing aspirin **are only given** if prescribed by a doctor
- Provide training for staff where the administration of medicines requires medical or technical knowledge
- Keep a written record and inform mothers/fathers/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 meals, snacks and drinks are healthy, balanced and nutritious; and 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 there is an adequately stocked first aid box accessible at all times
- Keep a written record and inform mothers/fathers/carers as soon as possible of accidents or injuries and any first aid treatment
- Notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care
- Act on any advice from those agencies.

Managing behaviour - schools must:

- Manage children's behaviour in an appropriate way
- Ensure that **no** person threatens or gives corporal punishment to a child
- Understand that physical intervention may only be used to avert immediate danger or manage a child's behaviour when absolutely necessary
- Keep a record of any physical intervention and inform mothers/fathers/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](http://www.safeguardingsheffieldchildren.org.uk) at:

- [Early Years and Childcare](#) section
- [Schools & other education settings](#) section



Safety and suitability of premises, environment and equipment – schools must:

Safety

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

Premises

- Ensure there are suitable hygienic changing facilities for changing any children who are in nappies
- Ensure that an adequate supply of spare clothes & any other necessary items is always available
- Ensure that there is an area where staff may talk to mothers/fathers/carers confidentially
- Ensure that children do not leave the premises unsupervised
- Only release children into the care of individuals who have been notified to the provider by mothers/fathers/carers
- Have an agreed procedure for checking the identity of visitors
- Take all reasonable steps to prevent unauthorised persons entering the premises
- Carry public liability insurance.

Outings – schools must:

- Ensure children are kept safe while on outings
- Assess the risks or hazards which may arise for the children
- Identify the steps to be taken to remove, minimise and manage those risks and hazards
- Ensure assessment include consideration of adult to child ratios
- Ensure that vehicles in which children are being transported, and the driver of those vehicles, are adequately insured.

Risk Assessments – schools must:

- Ensure that they take all reasonable steps to ensure staff and children in their care are not exposed to risks
- Be able to demonstrate how they are managing risks
- Determine where it is helpful to make some written risk assessments
- Ensure risk assessments identify:
 - Aspects of the environment that need to be checked on a regular basis
 - When and by whom those aspects will be checked
 - How the risk will be removed or minimised.

Special Educational Needs & Disability (SEND):

- **All schools** must have arrangements in place to support children with special educational needs or who are disabled.
- **Maintained nursery schools and those funded by the local authority to deliver early education places must have regard to the [SEND Code of Practice](#)**
- Maintained nursery schools **must** identify a member of staff to act as a Special Educational Need Coordinator (SENCO)

Further advice and support for practitioners:

Safeguarding Children Advisory Service

Monday – Friday, 9am – 4.30pm

Tel: 0114 2053535



Information & records - schools must:

- Maintain records, obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met
- Enable a regular two-way flow of information with parents and carers, and between providers, if a child is attending more than one setting
- If requested, incorporate mothers/fathers and/or carers' comments into children's records
- Make records easily accessible and available (with prior agreement from Ofsted)
- Ensure 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
- Be aware of their responsibilities under the Data Protection Act (DPA) 1998 and where relevant the Freedom of Information Act 2000
- Ensure that all staff understand the need to protect the privacy of the children in their care as well the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality
- Parents & carers must be given access to all records about their child, provided that no relevant exemptions apply to their disclosure under the Data Protection Act
- Records relating to individual children must be retained in line with SSCB requirements

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/or 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
- Emergency contact details for parents & carers

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

- how the EYFS is being delivered and how mothers/fathers/carers can access more information
- the range and type of activities and experiences provided for children, the daily routines, and how mothers, fathers and carers can share learning at home
- how children with special educational needs and disabilities are supported
- food and drinks provided for children
- details of the provider's policies and procedures including the procedure to be followed in the event of a mother, father and/or carer failing to collect a child at the appointed time, or in the event of a child going missing at, or away from, the setting
- about staffing, including the name of their child's key person and their role; and a telephone number for mothers/fathers/carers to contact in an emergency

Complaints – schools must:

- Have a written procedure for dealing with concerns & complaints from parents and carers
- Keep a written record of any complaints and their outcome
- Investigate written complaints relating to their fulfilment of the EYFS requirements
- Notify complainants of the outcome of any investigation within 28 days of having received the complaint
- Make the record of complaints available to Ofsted on request.
- Make details about contacting Ofsted available to parents & carers if they believe the provider is not meeting the EYFS requirements

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