

# 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 on the single central record about:
  - Qualifications
  - Identity checks
  - Vetting processes
  - DBS checks
- 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
  - health and safety issues
- Appropriate arrangements are in place for the safeguarding supervision & support of staff who have contact with children and their 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

### 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.

### 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.

#### Further safeguarding information is on the [Safeguarding Sheffield Children website](http://www.safeguardingsheffieldchildren.org) 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 Needs 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 and 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 parents 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
  - the legal requirements 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 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 parents and carers can access more information
- the range and type of activities and experiences provided for children, the daily routines, and how parents 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 parent 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 parents & 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