



South Hetton Primary School

EYFS Policy



Date Reviewed	March 2026
Next Review Date	March 2027

Early Years Foundation Stage (EYFS) Safeguarding, Welfare and Operational Policy Tudhoe Learning Trust – Nursery and Reception Provision

1. Statutory Framework

The Nursery and Reception classes within Tudhoe Learning Trust schools operate in accordance with the requirements of the **Statutory Framework for the Early Years Foundation Stage (EYFS) (2025)**.

This statutory framework sets the standards for:

- Learning and development
- Safeguarding and welfare
- Staffing and ratios
- Assessment arrangements

All Early Years provision across the Trust is underpinned by four guiding principles:

- A Unique Child
- Positive Relationships
- Enabling Environments
- Learning and Development

The Trust aims to ensure that all children in Nursery and Reception experience:

- Consistent, high-quality early education across schools
- Learning opportunities based on children's interests, needs and developmental stages
- Strong partnerships between school staff and parents/carers
- Inclusive practice where all children are supported and valued

2. Safeguarding and Child Protection

Safeguarding is a core responsibility of all staff working within the school's Early Years provision.

Each school maintains a safeguarding and child protection policy which applies to Nursery and Reception and includes procedures for:

- Responding to safeguarding concerns about a child
- Managing allegations against staff or volunteers
- The appropriate use of mobile phones, cameras and digital devices
- Online safety and the use of technology in Early Years
- Safer recruitment and staff suitability checks
- Safeguarding training and ongoing professional support

The school's safeguarding procedures follow national statutory guidance including:

- Working Together to Safeguard Children
- Keeping Children Safe in Education
- Prevent Duty Guidance for England and Wales

Safeguarding procedures are aligned with the guidance of the Local Safeguarding Partners (LSP), which include the local authority, health services and police.

All staff working with Nursery and Reception pupils are trained to recognise indicators of abuse and neglect and understand their responsibility to report concerns immediately.

Safeguarding training is delivered through induction, regular updates and ongoing supervision to ensure staff understand and effectively implement safeguarding procedures in practice.

Where concerns arise regarding a child's safety or welfare, the school will refer concerns to children's social care services and, in emergencies, the police.

Where a child is absent without explanation, the school will:

- Make reasonable efforts to contact parents/carers and emergency contacts
- Follow safeguarding procedures where contact cannot be established, including escalation where necessary

Ofsted will be notified within 14 days of any serious allegations of harm or abuse involving staff.

Staff must not use personal mobile phones in areas where children are present, in line with the school's mobile phone policy.

3. Designated Safeguarding Lead (DSL)

Each school within the Trust appoints a Designated Safeguarding Lead (DSL) and at least one trained deputy DSL. At South Hetton we have a DSL and a trained deputy in each phase.

A DSL or deputy DSL is always available during school hours.

The DSL is responsible for:

- Managing safeguarding concerns within the school
- Liaising with children's social care and safeguarding partners
- Supporting and advising staff on safeguarding matters
- Ensuring safeguarding procedures are implemented effectively

The DSL completes appropriate safeguarding training, refreshed every two years.

All staff receive safeguarding training during induction and regular updates.

4. Safer Recruitment and Suitable People

The Trust follows safer recruitment procedures to ensure all staff are suitable to work with children. School ensures that all staff are suitable to work with children, including through ongoing monitoring of conduct and suitability

All staff are expected to declare any convictions, cautions, court orders, reprimands or warnings that may affect their suitability.

Disclosure and Barring Service Checks

Enhanced DBS checks are carried out for:

- Teachers
- Teaching assistants
- Early Years practitioners
- Volunteers with regular contact with children

Additional checks are carried out for staff who have lived or worked overseas.

At least one reference is obtained and verified prior to appointment in line with EYFS requirements.

Safeguarding questions are included in the recruitment process, and candidates' attitudes towards safeguarding are assessed.

Individuals who have not completed appropriate checks will not be allowed unsupervised contact with pupils.

Where a member of staff is dismissed or would have been dismissed for harming a child, the school will make a referral to the Disclosure and Barring Service.

Recruitment records are maintained in the Single Central Record, including:

- DBS check numbers
- Identity verification
- Qualification checks
- Reference checks

5. Staff Health, Conduct and Wellbeing

Staff must not work with children if they are under the influence of alcohol or any substance that may impair their ability to care for children safely.

Where staff take medication that may affect their work, they must seek medical advice and inform senior leaders.

All medication belonging to staff must be stored securely and out of reach of children. A lockable medicine safe is available in the main office.

Supervision arrangements support staff wellbeing and provide opportunities to raise concerns about working practices.

6. Staff Qualifications, Training and Professional Development

The Trust recognises that a high-quality Early Years experience requires a skilled workforce.

All staff:

- Are treated fairly in accordance with equality legislation
- Receive induction training including safeguarding, health and safety and emergency procedures
- Access ongoing professional development

Supervision arrangements provide opportunities to:

- Discuss safeguarding concerns and ensure staff remain vigilant
- Discuss children's development and wellbeing
- Identify concerns and solutions
- Receive coaching and support
- Ensure safeguarding knowledge is understood and applied in practice

The Early Years Leader must hold:

- A full and relevant Level 3 qualification
- Appropriate Early Years experience

Reception and Nursery classes are led by qualified teachers.

7. Paediatric First Aid

At least one member of staff with a valid Paediatric First Aid (PFA) certificate is present at all times when children are on site and accompanies children on off-site visits.

PFA training is renewed every three years.

Staff who obtained a Level 2 or Level 3 qualification since September 2016 must hold a valid PFA certificate.

Information about staff with PFA certificates is available to parents.

8. Staffing Ratios and Key Person System

Each child is assigned a Key Person.

The Key Person:

- Supports learning and development
- Supports the child's emotional wellbeing and helps identify any safeguarding concerns
- Builds relationships with families
- Ensures individual needs are met

Children are always within sight or hearing of staff.

Staffing ratios follow EYFS requirements:

Nursery (Age 3+)

- 1 adult to 13 children where a qualified teacher is present

Reception classes must not exceed 30 pupils per teacher, except in permitted circumstances.

9. Health, Medicines and Wellbeing

The school promotes children's health and wellbeing, including oral health.

Policies cover:

- Managing illness and infection
- Preventing the spread of infection
- Administering medicines safely

Children who are unwell or infectious are excluded in line with public health guidance.

Medicines are administered only when:

- Written parental permission is provided
- Prescribed where required

A written record is kept, and parents are informed the same day.

Fresh drinking water is always available.

Accidents and injuries are recorded and parents informed promptly.

Serious incidents are reported to Ofsted within 14 days.

10. Behaviour Management

Positive behaviour is promoted through supportive relationships and clear expectations.

A named practitioner is responsible for behaviour management.

Corporal punishment is not permitted.

Any physical intervention is recorded and shared with parents.

11. Premises Safety and Risk Management

The school ensures the environment is safe and suitable. Daily checks of the environment are carried out to ensure it remains safe and suitable.

Health and safety legislation is followed, including:

- Fire safety procedures
- Hygiene standards
- Risk assessments
- Lockdown procedures for emergency situations

Indoor space requirements are met.

Children have daily access to outdoor play.

Security measures prevent unauthorised access.

Visitors must follow school procedures.

Children are only released to authorised individuals.

Risk assessments are completed for:

- Environments
- Equipment
- Educational visits

12. Special Educational Needs and Disabilities (SEND)

The school is committed to inclusive practice.

Early identification of SEND is prioritised.

Staff follow the SEND Code of Practice and work with the SENCO.

Where needed, staff work with parents and external professionals.

13. Information Sharing and Record Keeping

Records are maintained securely in line with:

- Data Protection Act
- UK GDPR
- Freedom of Information Act

Information is shared on a need-to-know basis to safeguard children.

Parents have the right to access records where appropriate.

Child records include:

- Personal details
- Contact information
- Emergency contacts
- Parental responsibility

Parents receive information about:

- Curriculum
- Daily routines
- Key person
- Attendance procedures

Complaints are handled within 28 days.

14. Safer Eating and Allergy Management

Information about dietary needs and allergies is obtained before admission.

Care plans are created where necessary.

Staff are trained to recognise allergic reactions and anaphylaxis.

Emergency medication (e.g. auto-injectors) is stored and administered in line with care plans.

Children are supervised during meals to reduce choking risks.

Incidents are recorded and reviewed.

15. Intimate Care and Privacy

Children's privacy during toileting and intimate care is respected while ensuring appropriate safeguarding arrangements.

Staff follow agreed procedures to balance dignity with safety.

16. Whistleblowing

Staff are encouraged to report concerns about safeguarding or malpractice.

The school maintains a whistleblowing procedure for internal reporting.

Staff may also raise concerns externally, including via the NSPCC whistleblowing helpline.

17. Monitoring and Review

The Trust monitors compliance with EYFS requirements.

Internal audits are conducted periodically.

This policy is reviewed annually or sooner if required by legislative changes.

Further Information

For further information, please contact the Trust Early Years Champion.

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