



Child Protection	3.4 – 3-8 (see above)	<p>The Safeguarding Policy and procedures must include:</p> <ul style="list-style-type: none"> • an Allegation being made against a member of staff (This is included in this schools overarching model child protection & safeguarding policy) • the use of mobile phones and cameras in the setting (<i>refer here to the guidance where this is clear and explained in your school and additional guidelines expected in nurseries around use of cameras on premises</i>)
Suitable Person	3.9 - 3.13	<p>Providers must tell Staff that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting). This is explained in more detail in our overarching model child protection & safeguarding policy.</p> <p>Providers must also meet their responsibilities under the Safeguarding Vulnerable Groups Act 2006, which includes a duty to make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm.</p> <p>This is explained in more detail in our overarching model child protection & safeguarding policy.</p>
Disqualification	3.14 - 3.18	<p>A provider or a childcare worker may be disqualified from registration. Where a person is disqualified, the provider must not employ that person in connection with early years provision. Where an employer becomes aware of relevant information that may lead to disqualification of an employee, the provider must take appropriate action to ensure the safety of children.</p> <p>A provider or a childcare worker may also be disqualified because they live in the same household as another person who is disqualified, or because they live in the same household where a disqualified person is employed.</p>



		The information must be provided to Ofsted as soon as reasonably practicable, but at the latest within 14 days of the date the provider became aware of the information or ought reasonably to have become aware of it if they had made reasonable enquiries.
Staff taking medication/other substances	3.19	<p>If practitioners are taking medication which may affect their ability to care for children, those practitioners should seek medical advice.</p> <p>Providers must ensure that those practitioners only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. Staff medication on the premises must be securely stored, and out of reach of children, at all times.</p>
Staff qualifications, training, support and skills	3.20 – 3.26	Induction training must include information about emergency evacuation <u>procedures</u> , safeguarding, child protection, and health and safety.
Key Person	3.27 –	Each child must be assigned a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents. In schools this will often be the teacher.
Staff: child ratios –	3.28 – 3.43	Providers must inform parents and/or carers about staff deployment, and, when relevant and practical, aim to involve them in these decisions. Children must usually be within sight and hearing of staff and always within sight or hearing.
Staff: child ratios –	3.28 – 3.43	Only those aged 17 or over may be included in ratios (and staff under 17 should be supervised at all times). Students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios if the provider is satisfied that they are competent and responsible. The ratio and qualification requirements below apply to the total number of staff available to work directly with children.

Staff: child ratios (cont)	<p>For children aged two:</p> <ul style="list-style-type: none"> • there must be at least one member of Staff for every four children • at least one member of Staff must hold a full and relevant level 3 qualification • at least half of all other Staff must hold a full and relevant level 2 qualification <p>For children aged three and over in maintained nursery schools and nursery classes in maintained schools:</p> <ul style="list-style-type: none"> • there must be at least one member of Staff for every 13 children • at least one member of staff must be a School Teacher as defined by section 122 of the Education Act 2002 • at least one other member of Staff must hold a full and relevant level 3 qualification <p>Reception classes in maintained schools and academies are subject to infant class size legislation. The School Admissions (Infant Class Size) Regulations 2012 limit the size of infant classes to 30 pupils per school teacher (subject to permitted exceptions) while an ordinary teaching session is conducted. 'School teachers' do not include teaching assistants, higher level teaching assistants or other support staff.</p> <p>Where schools have provision run by the governing body (under section 27 of the Education Act 2002) for three- and four-year-olds who are not pupils of the school, they can apply: a 1:13 ratio where a person with a suitable level 6 qualification is working directly with the children; or a 1:8 ratio where a person with a suitable level 6 qualification is not working directly with children but at least one member of staff present holds a level 3 qualification.</p> <p>Where children in nursery classes attend school for longer than the school day or in the school holidays, in provision run directly by the governing body or the proprietor, with no teacher present, a ratio of one member of staff to every eight children can be applied if at least one member of staff holds a full and relevant level 3 qualification, and at least half of all other staff hold a full and relevant level 2 qualification.</p>
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Staff: child ratios 	3.28 – 3.43	<p>Some schools may choose to mix their reception classes with groups of younger children (nursery pupils, none pupils or younger children from a registered provider), in which case they must determine ratios within mixed groups, guided by all relevant ratio requirements and by the needs of individual children within the group. In exercising this discretion, the school must comply with the statutory requirements relating to the education of children of compulsory school age and infant class sizes. Schools' partner providers must meet the relevant ratio requirements for their provision.</p> <p>Where the provision is solely before/after school care or holiday provision for children who normally attend Reception class (or older) during the school day, there must be sufficient staff as for a class of 30 children. It is for providers to determine how many staff are needed to ensure the safety and welfare of children, bearing in mind the type(s) of activity and the age and needs of the children. It is also for providers to determine what qualifications, if any, the manager and/or staff should have.</p>
Health	3.44 – 3.46	<p>Schools must have a procedure, discussed with parents and/or carers, for responding to children who are ill or infectious, take necessary steps to prevent the spread of infection, and take appropriate action if children are ill. Providers must have and implement a policy and procedures, for administering medicines.</p>
Food and drink	3.37 - 3.49	<p>Where children are provided with meals, snacks and drinks, they must be healthy, balanced and nutritious. Before a child is admitted to the setting the provider must also obtain information about any special dietary requirements, preferences and food allergies that the child has, and any special health requirements. Fresh drinking water must be available and accessible at all times. Providers must record and act on information from parents and carers about a child's dietary needs.</p> <p>There must be an area which is adequately equipped to provide healthy meals, snacks and drinks for children as necessary. There must be suitable facilities for the hygienic preparation of food for children. Providers must be confident that those responsible for preparing and handling food are competent to do so. In group provision, all staff involved in preparing and handling food must receive training in food hygiene.</p> <p>Registered providers must notify Ofsted of any food poisoning affecting two or more children cared for on the premises.</p>
Accident or Injury	3.50 – 3.51	<p>Registered providers must notify Ofsted of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any</p>

		event within 14 days of the incident occurring. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence. Providers must notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies.
Smoking	3.56	Wider legislation must be met (i.e. signage and no smoking in cars with children)
Premises		
Risk Assessment	3.64	Risk assessments should identify aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked, and how the risk will be removed or minimised.
Outings	3.65 – 3.66	A trained paediatric first aider must be available on all trips.
Special educational need	3.67 - 3.68	No policy requirement stated – however in 'Inspecting safeguarding in early years, education and skills settings' document this must be in the child protection policy – see bottom of page.
Information and Records	3.68 – 3.71	Providers must enable a regular two-way flow of information with parents and/or carers, and between providers, if a child is attending more than one setting. If requested, providers should incorporate parents' and/or carers' comments into children's records.
Information about the child	3.72	No policy requirement stated
Information for parents and carers	3.73	<u>Details of the provider's policies and procedures</u> should be published and they must make <u>copies available on request</u> , including the procedure to be followed in the event of a parent and/or carer <u>failing to collect a child</u> at the appointed time, or in the event of a <u>child going missing</u> at, or away from, the setting.

Complaints	3.74 – 3.75	Providers must put in place a <u>written procedure for dealing with concerns and complaints</u> from parents and/or carers, and must keep a written record of any complaints, and their outcome.
Changes that must be notified to Ofsted Changes that must be notified to Ofsted -	3.77 – 3.78 3.77 – 3.78	<p>All registered early years providers must notify Ofsted of any change:</p> <ul style="list-style-type: none"> • in the address of the premises (and seek approval to operate from those premises where appropriate); to the premises which may affect the space available to children and the quality of childcare available to them • any proposal to change the hours during which childcare is provided; • any significant event which is likely to affect the suitability of the early years provider or any person who cares for, or is in regular contact with, children on the premises to look after children • where the early years provision is provided by a company, any change in the name or registered number of the company • where the childcare is provided by a partnership, body corporate or unincorporated association, any change to the 'nominated individual' • where the childcare is provided by a partnership, body corporate or unincorporated association whose sole or main purpose is the provision of childcare, any change to the individuals who are partners in, or a director, secretary or other officer or members of its governing body

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Page 7	<ul style="list-style-type: none"> • Leaders and managers have put in place effective Child Protection and staff behaviour policies that are well understood by everyone. • All staff and other adults are clear about procedures where they are concerned about the safety of a child or learner.
Page 10	<ul style="list-style-type: none"> • All staff and carers have a copy of and understand the <u>written procedures</u> for managing allegations of harm to a child or learner. They know how to make a complaint and understand policies on whistleblowing and how to manage other concerns about the practice of adults in respect of the safety and protection of children and learners. This is explained in more detail in our school overarching child protection & safeguarding policy.
Page 11	<ul style="list-style-type: none"> • Consider the content, application and effectiveness of safeguarding policies and procedures and the quality of safeguarding practice, including evidence that staff are aware of the signs that children or learners may be at risk of harm either within the school or in the family or wider community.
Page 12	<ul style="list-style-type: none"> • child protection/safeguarding and staff behaviour policies and procedures are in place, consistent with government guidance, refer to locally agreed multi-agency safeguarding arrangements and are regularly reviewed • staff, leaders and managers recognise that children and young people are capable of abusing their peers and this risk is covered adequately in the child protection or safeguarding policy • the child protection or safeguarding policy reflects the additional barriers that exist when recognising the signs of abuse and neglect of children who <u>have special educational needs and/or disabilities</u>
Page 13	<ul style="list-style-type: none"> • The school has clear policies and procedures for dealing with children and learners who go missing from education, particularly those who go missing on repeat occasions.
Page 15	<ul style="list-style-type: none"> • school is implementing its safeguarding policy and processes effectively and keeping them under review.

[DfE Statutory Framework for the Early Years Foundation Stage 2017](#)

[DfE Inspecting Safeguarding in Early Years Education & Skills – \(September 2019\)](#)