

The Carlton & Faceby and Bilsdale CE Federation

EYFS Safeguarding Appendix

Date: October 20265	Headteacher: Mr. M. Scott
Review Date: October 2026	Chair of Governors: Rev. Cn. John Ford

Overview:

This appendix covers statutory Safeguarding information and links closely with existing policies including the Child Protection Policy, Health & Safety Policy, Behaviour Policy, Low Level Concerns Policy and EYFS Policy.

Use of Mobile Technology:

EYFS 3.4 Policies should be in line with the guidance and procedures of the relevant local safeguarding partners (LSP). Policies must cover the use of mobile phones and cameras in the setting.

In order to use mobile technology safely, at The Carlton & Faceby and Bilsdale CE Federation:

- When using tablets and laptops, pupils have the ability to use camera functions however they will be closely supervised and monitored by staff.
- Images will be taken as a result of the school curriculum or the purposes of assessment or celebration. They will be maintained within school and deleted after use.
- Parents give permission for images to be taken when children are admitted to school.
- Staff are provided with photography permission information to ensure parents wishes are adhered to.
- Staff are aware of pupils who do not have photography permission and, when using external providers, they are informed of this.
- Only school staff will have access to images due to increased logging on rights. When images are shared i.e. through 'Tapestry' parents have given permission for their child's photograph to share.

- Staff do not use their own personal devices or equipment to photograph pupils.
- In line with our Code of Conduct, staff's personal devices are not used within classrooms when pupils and parents are in school.
- All devices which have a camera, video and/or internet access are used appropriately
- Images are printed or reproduced at the setting to ensure that photos and recordings of the children cannot be used inappropriately

Information and Records:

EYFS 3.9 Ensuring that people looking after children are suitable to fulfil the requirements of their roles.

- 3.14 . Schools are required to have regard to the disqualification guidance published by the Department for Education, which is available at [Disqualification under the Childcare Act 2006](https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006) - [GOV.UK \(www.gov.uk\)](https://www.gov.uk)
- 3.15 Disqualification by association is still relevant for childminders, childminder assistants or childcare practitioners working on domestic premises including where a childminder or assistant/practitioner works on non-domestic premises (50% rule).

All staff, volunteers and external staff are asked to sign a disclosure form as they may come into contact with EYFS pupils whilst on our school site.

Safe Working Practice/Code of Conduct:

EYFS 3.19 Staff taking medication/other substances

3.19. Staff members must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If a staff member is taking medication which may affect their ability to care for children, the staff member should seek medical advice. Providers must ensure that staff members only work directly with children if medical advice confirms that the medication is unlikely to 29 This requirement is set out in Regulation 12 of The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018. (S.I. 2018/794) 26 impair that staff member's ability to look after children properly. All medication on the premises must be securely stored, and out of reach of children, at all times.

- Any staff bringing necessary medication should store it in the locked medicine cabinet in the school office.

EYFS 3.20 Equality and diverse workforce

3.20.Providers must follow their legal responsibilities under the Equality Act 2010 including the fair and equal treatment of practitioners regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation

EYFS 3.25 First Aid

3.25.At least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present, and must accompany children on outings. The certificate must be for a full course consistent with the criteria set out in Annex A. Childminders, and any assistant who might be in sole charge of the children for any period of time, must hold a full current PFA 27 certificate. PFA training must be renewed every three years and be relevant for workers caring for young children and where relevant, babies. Providers should take into account the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly. All newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff:child ratios at level 2 or level 3 in an early years setting³². Providers should display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate.

Current PFA trained staff are: Caroline Cawthra, Poppy Ker-Rowley, Debra Leivers, Katy Battle, Caroline Theos, JJ Body, Sally Harper, Diane Jeffries, Anna Smoliarenko, Rachel Grundmann, Janet Allison, Matthew Scott, Leanne Swales.

EYFS 3.27 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 (in accordance with paragraph 1.16), to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents.

Caroline Cawthra is the EYFS Key Person.

EYFS 3.28 – 3.40 Staff: child ratios

At The Carlton & Faceby and Bilsdale CE Federation, the maximum EYFS class size is 30. As a governor led preschool (from 3 years old) with teacher-led provision, our ratio is 1 adult to 13 children..

Health and Safety:

EYFS 3.45 – 3.47 Medicines

3.45.The provider must promote the good health, including the oral health, of children attending the setting. They must have a procedure, discussed with parents

3. 46. Providers must have and implement a policy, and procedures, for administering medicines. It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up-to-date. Training must be provided for staff where the administration of medicine requires medical or technical knowledge. Prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).

3.47. Medicine (both prescription and non-prescription⁵⁵) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer.

Providers must keep a written record each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable.

EYFS 3.51 and 3.52 Accident or injury

3.51. Providers must ensure there is a first aid box accessible at all times with appropriate content for use with children. Providers must keep a written record of accidents or injuries and first aid treatment. Providers must inform parents and/or carers of any accident or injury sustained by the child on the same day as, or as soon as reasonably practicable after, and of any first aid treatment given.

3.52. Registered providers must notify Ofsted or the childminder agency with which they are registered 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 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.

Regular HANDS inspections take place. Daily checking is incorporated into the EYFS Daily Checklist and should particularly focus on wet surfaces, safety of equipment and stagnant water.

EYFS 3.55 and 3.56 Safety and suitability of premises, environment and equipment

3.55. Providers must ensure that their premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for and the activities provided on the premises. Providers must comply with requirements of health and safety legislation (including fire safety and hygiene requirements).

3.56. Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure. Providers must have appropriate fire detection and control equipment (for example, fire alarms, smoke detectors, fire blankets and/or fire extinguishers) which is in working order. Fire exits must be clearly identifiable, and fire doors must be free of obstruction and easily opened from the inside.

The site is inspected daily by EYFS staff following the daily checklist.

Safeguarding Walks are regularly undertaken with Senior Leaders.

If a child requires sleep during the school day, this should take place in the calming area. Staff should check on the child – at least every fifteen minutes and a log should be completed on CPOMS.

If a child requires intimate care – for example a nappy change, or help with the toilet, a log should be completed. This is located within the disabled toilet. The school follows the North Yorkshire Intimate Care Procedure to ensure privacy and dignity is balanced with supervision to ensure safety.

Food & Nutrition

During snack time, all children are closely supervised by an adult. When eating in school, children in EYFS are supervised at all times to minimise choking risks. Dietary and allergy information can be found using school medical files and electronic information system. All staff are aware of pupils with allergies. A separate Allergens Policy is used.

Government nutrition guidance is followed for all meals and snacks provided.

EYFS 3.65 Risk assessment

3.65.Providers must ensure that they take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risks. Providers must determine where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how they are managing risks if asked by parents and/or carers or inspectors. 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.

An EYFS risk assessment is completed and contained in the risk assessment folder.

Behaviour Policy:

EYFS 3.53 – 3.54 Managing children's behaviour

In Reception and Little Owls, pupils follow the school Behaviour Policy.

EYFS 3.57 – Smoking and Vaping

3.57.Providers must not allow smoking in or on the premises when children are present or about to be present. Staff should not vape or use e-cigarettes when children are present and providers should consider Public Health England advice on their use in public places and workplaces.

Our school has a 'Smoke Free Policy' across the entire site.

Child Absences:

Senior leaders, or admin staff, follow up absences daily to investigate reasons for absence – especially if they are prolonged or unexplained. Regular attendance monitoring conducted by the attendance lead ensures that any patterns / trends are monitored and actioned as necessary. School staff follow the school Attendance, Absence and Lateness Policy.

Safer Recruitment and Training of Staff

School follows safer recruitment processes and obtain appropriate, authoritative references for all staff. This includes clarification on employment history and verifies suitability. Senior leaders and governors are trained in Safer Recruitment and the Recruitment Policy is followed when appointing new staff.

Staff are given safeguarding training on induction and regularly through CPD meetings, half termly e-updates and during all whole staff CPD days.

Complaints' Policy and Whistleblowing:

EYFS 3.75 and 3.76 Complaints

For complaints related to EYFS, the school Complaints' procedure is followed.

All staff follow the school Whistleblowing Policy and have signed to say they have read and understood. This policy can be found on Staff Shared and the school website.