



The Carlton & Faceby and Bilsdale CE Federation EYFS Safeguarding Appendix 2026-2027

Overview

This appendix should be read alongside the Federation Child Protection and Safeguarding Policy, EYFS Policy, Behaviour Policy, Attendance Policy, Health and Safety Policy, Intimate Care Policy, Staff Code of Conduct, Mobile Phone Policy, Online Safety Policy and Low-Level Concerns Policy.

It outlines how safeguarding and welfare requirements for children in the Early Years Foundation Stage are implemented in accordance with the EYFS Statutory Framework and Keeping Children Safe in Education 2026.

Mobile Phones, Smart Technology and Cameras

EYFS 3.4

Policies and procedures must cover the use of mobile phones, cameras and smart technology.

At The Carlton & Faceby and Bilsdale CE Federation:

- Personal mobile phones are not used by staff whilst supervising children.
 - Personal devices are not used to photograph or record children.
 - School-owned devices only are used to capture learning, assessment and celebration evidence.
 - Staff are aware of photography permissions and restrictions.
 - Images are stored securely in accordance with GDPR requirements.
 - Children accessing tablets or technology are supervised at all times.
 - Smart technology including smart watches, AI-enabled devices, cameras and other recording devices are managed in accordance with the school's Mobile Phone and Smart Technology Policy.
 - Parents are informed of school expectations regarding photography at school events.
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Suitable People

EYFS 3.9 to 3.20

The school ensures all adults working with EYFS children are suitable to fulfil their role.

The Federation will:

- Follow safer recruitment procedures in line with Part 3 of KCSIE 2026.
 - Obtain enhanced DBS checks and other pre-employment checks as required.
 - Maintain a Single Central Record.
 - Ensure all staff read and understand safeguarding procedures during induction.
 - Obtain declarations regarding disqualification under childcare legislation where applicable.
 - Ensure all volunteers, visitors and contractors are appropriately risk assessed and supervised.
 - Ensure all staff understand their duty to report safeguarding concerns immediately.
 - Ensure students, volunteers and visitors are appropriately supervised at all times and are not left alone with children unless suitability checks and risk assessments permit this.
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Staff Fitness

EYFS 3.19

Staff must not be under the influence of alcohol or substances that may affect their ability to care for children safely.

The Federation will:

- Require staff taking medication that may affect their performance to seek medical advice.
 - Ensure medication belonging to staff is stored securely and out of children's reach.
 - Follow all procedures outlined within the Staff Code of Conduct and Health and Safety Policy.
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Safeguarding Training

EYFS 3.6 to 3.8

All EYFS staff receive safeguarding training that enables them to understand their safeguarding responsibilities.

The Federation will ensure:

- Safeguarding training is provided on induction.
- Staff receive annual safeguarding updates.
- Staff receive training relevant to EYFS safeguarding responsibilities.
- DSL and DDSL training is refreshed every two years.
- Staff receive training regarding online safety, filtering and monitoring, child-on-child abuse and professional curiosity.
- Records of all safeguarding training are maintained.

The Federation ensures that all EYFS staff receive appropriate induction, supervision, coaching and professional development opportunities. Staff performance and suitability are reviewed regularly and appropriate support is provided to ensure they can meet the requirements of their role.

Child Protection Procedures

All EYFS staff understand their responsibility to safeguard children and act in the best interests of the child at all times.

The Federation will ensure:

- Concerns about a child are reported immediately to the DSL or DDSL.
- Accurate records are maintained on CPOMS.
- Staff understand indicators of abuse, neglect and exploitation.
- Staff are aware of local safeguarding partnership procedures.
- Children are listened to and their wishes considered where appropriate.
- Information is shared with relevant agencies when required to protect children.

Information Sharing

The Federation recognises that timely information sharing is essential to effective safeguarding.

Staff will:

- Share safeguarding concerns promptly with the DSL.
 - Follow data protection and safeguarding guidance.
 - Understand that safeguarding considerations may override data protection concerns when a child is at risk.
 - Work collaboratively with other professionals and agencies.
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Designated Safeguarding Lead

DSL: Matthew Scott

Deputy DSL(s): Diane Jeffries and Rachel Grundmann

This information will be reviewed annually and updated as necessary.

Key Person

EYFS 3.27

Each child is allocated a named key person who helps ensure individual needs are met and supports positive relationships with families.

They EYFS Key Person is Caroline Cawthra.

Paediatric First Aid

EYFS 3.25

At least one person with a current Paediatric First Aid qualification will be on site and available whenever EYFS children are present and will accompany children on educational visits.

A current list of Paediatric First Aiders is maintained and published internally.

Certificates are monitored to ensure they remain valid and compliant with statutory requirements.

Staff to Child Ratios

EYFS 3.28 to 3.40

The Federation complies with statutory EYFS staffing ratio requirements at all times.

For EYFS classes operating under teacher-led provision, staffing arrangements comply with current EYFS statutory requirements (1:13).

Additional adults are deployed where necessary to meet children's learning, medical, SEND or safeguarding needs.

Medicines

EYFS 3.45 to 3.47

The Federation promotes children's good health and has clear procedures for administering medicines.

- Written parental consent is obtained before medicines are administered.
 - Prescription medicines are only administered where prescribed.
 - Appropriate staff training is provided where medical procedures require specialist knowledge.
 - A written record of administration is maintained.
 - Parents are informed whenever medication is administered.
 - Medical plans and allergy information are accessible to relevant staff.
 - The school follows its Supporting Pupils with Medical Conditions Policy and Allergy Procedures.
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Emergency Contact Information

The Federation maintains at least two emergency contacts for every child wherever possible and ensures contact details are reviewed regularly.

Accident, Injury and First Aid

EYFS 3.51 and 3.52

The Federation will:

- Maintain suitably equipped first aid kits.
 - Record accidents, injuries and first aid treatment.
 - Inform parents of accidents or injuries on the same day wherever possible.
 - Report serious incidents to Ofsted and other agencies when required.
 - Undertake regular site safety inspections.
 - Complete and maintain risk assessments where required.
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Premises, Equipment and Environmental Safety

EYFS 3.55 to 3.56

The Federation ensures premises and outdoor environments are safe, secure and suitable for children.

The Federation will:

- Complete daily environment checks.
 - Conduct regular safeguarding walks.
 - Maintain fire safety systems and emergency procedures.
 - Ensure all equipment is checked regularly.
 - Ensure outdoor provision is safely supervised.
 - Complete fire drills in accordance with school procedures.
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Sleep and Rest

Where a child requires sleep during the school day:

- A safe, supervised area will be provided.
 - Staff will undertake regular observations and welfare checks.
 - Checks will be recorded.
 - Parents will be informed where appropriate.
 - All incidents of children sleeping in school are recorded on CPOMS.
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Intimate Care

The Federation follows its Intimate Care Policy and North Yorkshire guidance.

Where intimate care is required:

- Children's dignity and privacy are respected.

- Appropriate safeguarding measures are maintained.
- Records are completed.
- Parents are informed in line with school procedures.
- Staff follow agreed intimate care plans where required.

Nappy Changing and Toileting

Staff support children with toileting and personal care needs in accordance with the Federation Intimate Care Policy.

Appropriate records are maintained where required.

Food Safety and Nutrition

Children are supervised at all times when eating or drinking.

The Federation will:

- Follow current government nutritional guidance.
 - Minimise choking risks through active supervision and following FSA guidance.
 - Ensure staff are aware of food allergies and dietary requirements.
 - Maintain medical and allergy records.
 - Promote good oral health in accordance with EYFS requirements.
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Risk Assessment

EYFS 3.65

Risk assessments are completed where appropriate and reviewed regularly.

Risk assessments include:

- Indoor learning environments.
 - Outdoor provision.
 - Educational visits.
 - Individual children where necessary.
 - Medical needs.
 - Safeguarding and site security concerns.
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Behaviour and SEND

EYFS 3.53 to 3.54

Children in EYFS follow the Federation Behaviour Policy.

Behaviour support is underpinned by positive relationships, clear expectations, emotional regulation and restorative approaches appropriate to children's stage of development.

Smoking and Vaping

EYFS 3.57

Smoking and vaping are prohibited anywhere on the school site.

Attendance and Children Missing Education

Given the safeguarding importance of attendance, the Federation:

- Monitors attendance closely.
 - Has a named attendance lead, Matthew Scott.
 - Follows up all unexplained absences promptly.
 - Undertakes welfare checks where required.
 - Escalates concerns in accordance with safeguarding procedures.
 - Works with families and external agencies where attendance concerns become persistent.
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Online Safety

The Federation recognises that safeguarding children includes protecting them online.

EYFS staff:

- Supervise children's use of technology.
- Teach age-appropriate online safety.
- Monitor children's access to digital content.
- Follow procedures relating to filtering and monitoring.
- Report concerns immediately to the DSL.

Confidentiality

All safeguarding concerns are treated confidentially and information is shared only on a need-to-know basis in order to safeguard children.

Complaints and Whistleblowing

EYFS 3.75 and 3.76

The Federation operates clear complaints and whistleblowing procedures.

All staff:

- Understand their responsibility to report concerns.
- Are aware of whistleblowing procedures.
- Know how to report concerns about adults working with children.
- Understand the school's Low-Level Concerns procedures.
- Understand when concerns must be reported to the LADO.

The Federation will notify Ofsted of any significant events, serious incidents or changes where required under the EYFS statutory framework and within prescribed timescales.

Review

This appendix will be reviewed annually and updated sooner should changes be made to:

- EYFS Statutory Framework.
- Keeping Children Safe in Education.
- Working Together to Safeguard Children.
- North Yorkshire safeguarding procedures.
- School safeguarding arrangements.

This appendix is ratified alongside the Federation Child Protection and Safeguarding Policy and forms part of the school's overall safeguarding framework.