

The Federation of Middleham Church of England (VA) Junior School and Spennithorne Church of England (VA) Infant school



Early Years Safeguarding & Welfare policy

Person responsible for this policy & it's implementation	Headteacher
Review Frequency	Annually
Date approved	September 2026
Date of next review	September 2027
Purpose	To set out how the Federation meets the EYFS safeguarding and welfare requirements to ensure children are safe, healthy and well.
Links with other policies	Early Years Foundation Stage Policy Child Protection and Safeguarding Health and Safety Supporting Pupils with Medical Conditions Attendance Behaviour SEND Online Safety Whistleblowing

Introduction

At The Federation of Middleham Church of England (VA) Junior School and Spennithorne Church of England (VA) Infant School, we are committed to providing a safe, secure and nurturing Early Years environment where children can thrive.

Children learn best when they are healthy, safe and secure, when their individual needs are met and when they have positive relationships with the adults caring for them.

This policy sets out how the Federation meets the safeguarding and welfare requirements of the Statutory Framework for the Early Years Foundation Stage for group and school-based providers, effective from September 2026.

Safeguarding and Child Protection

Safeguarding is everyone's responsibility. All staff are expected to remain alert to concerns about a child's safety or welfare and follow the Federation's Child Protection and Safeguarding Policy.

The Designated Safeguarding Lead (DSL) and Deputy DSLs provide advice and support to staff and liaise with children's social care, Local Safeguarding Partners and other agencies where necessary.

Where there are concerns about a child's safety or welfare, these are referred immediately to the local authority children's social care team in line with local safeguarding procedures and, in an emergency, to the police.

The Federation has regard to Keeping Children Safe in Education 2026 and takes account of Working Together to Safeguard Children, the Prevent Duty and local safeguarding procedures. Staff receive appropriate safeguarding training and are kept up to date with changes to guidance.

Safeguarding procedures include the appropriate use of mobile phones, cameras and other electronic devices capable of recording or sharing images, procedures for checking the suitability of new recruits, and procedures for responding to concerns about children and allegations against adults.

Whistleblowing

Staff, students and volunteers must feel able to raise concerns about poor or unsafe practice.

The Federation has appropriate whistleblowing procedures in place and staff are made aware of how to report concerns and what to do if they feel unable to raise an issue internally.

Concerns are taken seriously and acted upon appropriately.

Child Absence

Attendance is monitored carefully and unexplained or prolonged absence is followed up promptly.

Where a child is absent without notification, attempts are made to contact parents or carers and, where necessary, alternative emergency contacts.

Patterns and trends in absence are considered alongside the child's circumstances, including any vulnerability of the child or family and their home circumstances. Safeguarding referrals or welfare checks are made where concerns arise.

The Federation's Attendance Policy sets out expectations for reporting absence and the action taken when a child is absent without notification or for a prolonged period. The policy is shared with parents and carers.

Suitable People, Training and Paediatric First Aid

The Federation follows safer recruitment procedures to ensure that adults working with children are suitable for their roles.

Appropriate identity, qualification, reference, DBS, barred list and other statutory checks are completed as required before an individual begins work or volunteering. Records of recruitment and suitability checks are maintained.

Staff receive appropriate induction and ongoing training, including safeguarding, child protection, emergency procedures and health and safety.

Appropriate supervision arrangements are in place for staff working with children and families. Supervision provides opportunities to discuss children's development and wellbeing, identify solutions to concerns and support staff development.

Staff have sufficient understanding and use of English to carry out their roles safely and effectively, including keeping records, understanding instructions, communicating with other agencies and summoning emergency help.

At least one person with a current full Paediatric First Aid (PFA) certificate is available whenever children are present and accompanies children on outings.

Staff must not work with children if affected by alcohol, medication or another substance that may impair their ability to care for children safely. Staff medication is stored securely and out of children's reach.

Key Person and Staffing

The Reception Class Teacher is the key person for children in Reception. Their role is to help children settle into school, ensure their individual needs are understood, develop effective relationships with parents and carers and help families access specialist support where appropriate.

The Teaching Assistant works closely with the Class Teacher, with regular discussion of children's needs, progress and next steps.

Staff are deployed to meet children's needs and ensure their safety. Children are adequately supervised and are usually within sight and hearing of staff and always within sight or hearing.

Reception classes are subject to infant class size legislation, which limits classes to 30 pupils per school teacher during an ordinary teaching session, subject to permitted exceptions.

Health and Medicines

We promote children's physical health, wellbeing and oral health and take appropriate action where children become ill or infectious.

Procedures for responding to illness and infection, including steps to prevent the spread of infection, are discussed with parents and carers.

Medicines are administered in accordance with the Federation's Supporting Pupils with Medical Conditions Policy.

Prescription medicines are only administered where they have been prescribed for the child by a doctor, dentist, nurse or pharmacist. Medicines containing aspirin are only given when prescribed by a doctor.

Written permission from a parent or carer is obtained before any medicine is administered. A written record is kept and parents or carers are informed on the same day, or as soon as reasonably practicable.

Where administering medication requires medical or technical knowledge, staff receive appropriate training.

Food, Drink and Safer Eating

Healthy Food and Drink

Meals, snacks and drinks provided to children are healthy, balanced and nutritious. Fresh drinking water is available and accessible throughout the day.

The Federation has regard to the Early Years Foundation Stage Nutrition Guidance when providing food and drink for children.

Children are encouraged to develop positive attitudes towards healthy eating and to understand the importance of food, drinking water and good oral health.

Water and plain milk are encouraged as children's everyday drinks.

Dietary Requirements and Allergies

Before a child starts school, parents and carers provide information about:

- food allergies and intolerances;
- special dietary requirements and preferences;
- religious or cultural dietary requirements;
- relevant medical or health needs.

This information is recorded, kept up to date and shared with staff involved in preparing, handling or providing food.

At each meal and snack time, responsibility is clearly identified for checking that the food and drink provided meet each child's individual dietary requirements.

Where a child has a food allergy or intolerance, appropriate procedures and, where necessary, an Individual Health Care Plan or allergy action plan are put in place in consultation with parents, carers and health professionals.

Staff are aware of children's allergies, the signs and treatment of allergic reactions and anaphylaxis, the difference between allergies and intolerances, and the action to take in an emergency.

The Federation aims to be a nut-free school.

Reducing the Risk of Choking

Food is prepared and served in a way that reduces the risk of choking.

To reduce risk:

- stones and pips are removed from fruit;
- small round foods such as grapes, strawberries and cherry tomatoes are cut lengthways and into quarters;
- hard fruit and vegetables, such as raw apple and carrot, are cut into appropriate slices rather than small chunks;
- sausages, if offered, are cut into thin strips rather than chunks and skins are removed;
- bones are removed from meat and fish;
- whole nuts and whole seeds are not given to children under five;
- cheese is cut into strips rather than chunks;
- popcorn is not given to young children;
- marshmallows, jelly cubes from a packet and hard sweets are not given to young children.

Where a child has particular difficulties with eating, drinking or swallowing, additional steps are taken to enable them to eat safely and appropriate professional advice is followed.

Supervision while Eating

Children are never left unsupervised while eating.

A member of staff with a current full Paediatric First Aid certificate is present in the room whenever EYFS children are eating.

Children remain within sight and hearing of a member of staff. Wherever possible, staff sit facing children so they can observe them eating safely.

Staff remain alert to choking, allergic reactions, food sharing and children who may require additional support when eating or drinking.

Any choking incident requiring intervention is recorded and parents or carers are informed. Choking records are reviewed periodically to identify recurring risks or patterns and appropriate action is taken where necessary.

Food Hygiene

Food is stored, prepared and presented in a safe and hygienic environment.

Suitable facilities are available for the hygienic preparation of food. Staff involved in preparing and handling food receive appropriate food hygiene training.

Children are encouraged to develop good hygiene habits, including:

- washing their hands with soap and water before eating;
- washing their hands after using the toilet or handling animals;
- not eating food that has fallen on the floor.

Surfaces and equipment used for food preparation and eating are kept clean, and utensils and crockery are cleaned appropriately.

Supporting Children's Behaviour

Children are supported to understand their feelings, manage their behaviour and develop positive relationships.

Corporal punishment and any punishment that could negatively affect a child's wellbeing are never used or threatened.

Where physical intervention is necessary to prevent immediate harm or is absolutely necessary to manage a child's behaviour safely, it is used appropriately and proportionately. A record is kept and parents or carers are informed on the same day, or as soon as reasonably practicable.

Further information is contained within the Federation's Behaviour Policy.

Special Educational Needs and Disabilities

Arrangements are in place to support children with special educational needs and disabilities.

Staff work closely with the school's SENDCo, parents and carers and, where appropriate, external professionals.

The Federation has regard to the SEND Code of Practice: 0 to 25 years and makes reasonable adjustments to enable children to access provision safely and participate fully.

Accidents and First Aid

An appropriately stocked first aid box is accessible at all times.

Accidents, injuries and first aid treatment are recorded and parents or carers are informed on the same day, or as soon as reasonably practicable.

Serious accidents, illnesses, injuries or deaths are reported to the appropriate agencies in accordance with statutory requirements and the Federation's procedures.

Further procedures are contained within the Federation's Health and Safety Policy.

Safety and Suitability of Premises, Environment and Equipment

Indoor and outdoor areas, equipment and resources are maintained so that they are safe, suitable for children's ages and appropriate for the activities provided. Premises meet the statutory indoor space requirements for children in the EYFS.

Emergency evacuation and lockdown procedures are in place and practised appropriately.

Fire exits are clearly identifiable, appropriate fire-detection and control equipment is maintained, and smoking and vaping are prohibited on the premises.

Banned dog breeds, including the XL Bully type, are not kept or permitted to be present on the premises.

Children do not leave the premises unsupervised and are only released to parents, carers or other adults who have been explicitly authorised by their parents or carers.

Procedures are in place to prevent unauthorised access and to check the identity of visitors. Suitable space is available for confidential conversations with parents and carers.

All EYFS children have daily access to outdoor play. Where this is not possible, outdoor activities are planned and provided daily unless circumstances, such as unsafe weather, make this inappropriate.

Appropriate insurance is in place for the premises and activities provided. Any vehicle and driver used to transport children are adequately insured.

Risk assessments are undertaken where appropriate, including for educational visits, and consideration is given to potential hazards, children's individual needs and adult-to-child ratios.

Sleeping Arrangements

Reception children do not routinely sleep during the school day.

If a child falls asleep, they are provided with a safe and suitable place to rest, are frequently checked and remain within sight and hearing of staff.

Where a child has an identified regular need to sleep during the school day, arrangements are agreed with parents or carers and appropriate care and risk-management arrangements are put in place.

Toileting and Intimate Care

Suitable hygienic facilities are available where children require changing or intimate care.

Children's privacy and dignity are considered and balanced with their safeguarding and support needs.

An adequate supply of spare clothing and other necessary items is available, and records are maintained where required.

Staff follow the Federation's procedures for intimate care.

Children's Screen Use

The Federation has regard to Department for Education guidance on children's screen use in early years settings.

Digital technology is used in an age-appropriate and purposeful way and complements rather than replaces active, practical, social and outdoor experiences.

Children are supported to develop an age-appropriate understanding of safe and responsible use of digital technology.

Further information is contained within the Federation's Online Safety Policy.

Information for Parents and Carers

Parents and carers are provided with information about:

- how the EYFS is delivered;
- activities, experiences and daily routines;
- how learning can be supported at home;
- support for children with SEND;
- food and drink provided;
- staffing arrangements;
- their child's key person and their role;
- relevant school policies and procedures, including arrangements for late collection or a child going missing;
- how to contact the school in an emergency.

The Federation maintains regular two-way communication with families so that children's needs can be understood and met.

Information and Record Keeping

Records relating to children and staff are maintained securely and are accessible only to those who have a right or professional need to see them.

Relevant and accurate information is shared appropriately with parents and carers, other professionals, children's social care, the police and Ofsted where required to safeguard children and ensure their needs are met.

Staff understand their responsibility to protect children's privacy and confidentiality while recognising that information must be shared where necessary to safeguard a child.

Parents and carers are given access to records about their child, subject to any relevant legal exemptions.

Records relating to individual children are retained for an appropriate period after they leave the provision.

Emergency contact information is maintained for each child and, where possible, more than two emergency contact numbers are held.

Complaints

The Federation has a written procedure for dealing with concerns and complaints from parents and carers.

Written complaints relating to the EYFS requirements are investigated and the person making the complaint is informed of the outcome within 28 days of receipt.

Records of complaints and their outcomes are retained and made available to Ofsted on request.

Parents and carers are provided with information about how to contact Ofsted if they believe that the EYFS requirements are not being met.

Further information is contained within the Federation's Complaints Policy.

EYFS Safeguarding and Welfare Requirements – A Checklist

Date Checklist Completed:

By Whom:

Child Protection	
There are policies and procedures for safeguarding children in place which cover: • Action to be taken where there are safeguarding concerns about a child. • Action to be taken in the event of safeguarding concerns or allegations about staff, supply staff, volunteers, students or contractors. • The appropriate use of mobile phones, cameras and other electronic devices capable of recording or sharing images. • Whistleblowing procedures and how staff, students and volunteers can raise concerns about unsafe practice.	
Staff members have been appointed as the Designated Safeguarding Lead (DSL) and Deputy DSLs, and they provide support, advice and guidance to staff on safeguarding matters.	
The DSL and Deputy DSLs have received appropriate safeguarding and child protection training which is updated in line with statutory requirements.	
All staff receive safeguarding and child protection training and regular updates appropriate to their role.	
All staff have up-to-date knowledge of the school's safeguarding policies and procedures.	
All staff read the required sections of Keeping Children Safe in Education.	
The school has regard to current statutory guidance, including: • Keeping Children Safe in Education • Working Together to Safeguard Children • Prevent Duty Guidance	
Concerns about a child's safety or welfare are acted on immediately and referred in line with local safeguarding procedures. The police are contacted where a child is in immediate danger.	
Safeguarding concerns or allegations relating to an adult working with children are managed in accordance with Keeping Children Safe in Education and Local Authority Designated Officer (LADO) procedures.	
Information and support about safeguarding is made available to parents and carers.	
Child Absence	
The school has an Attendance Policy which is shared with parents and carers.	
Parents and carers are expected to notify the school when their child will be absent.	
Unexplained or prolonged absence is followed up promptly.	
Where a child is absent without notification, reasonable attempts are made to contact parents or carers and, where necessary, alternative emergency contacts.	
Patterns or trends in absence are monitored.	
When considering absence, staff take account of the child's circumstances, including any known vulnerability of the child or family.	
Safeguarding referrals or welfare checks are made where absence raises concerns about a child's safety or wellbeing.	
Suitable People	
Safer recruitment procedures are followed to ensure that staff and others working with children are suitable for their roles.	
Appropriate identity, qualification, employment history, reference, DBS, barred-list and other checks are completed in accordance with Keeping Children Safe in Education and statutory requirements.	
Required checks are completed before an individual begins work or volunteering where applicable.	
Appropriate checks are undertaken for people who have lived or worked outside the UK where required.	
Required recruitment and vetting information is recorded on the school's Single Central Record.	
Individuals who have not undergone the checks required for their role are not permitted to undertake regulated activity with children.	

Staff are expected to disclose information that may affect their suitability to work with children in accordance with school procedures.	
A referral is made to the Disclosure and Barring Service where the legal referral criteria are met.	
Procedures are in place to ensure that anyone who is disqualified from relevant childcare is not employed in a role from which they are disqualified.	
Appropriate action is taken where information comes to light that may affect an individual's suitability to work with children.	
Staff are not permitted to work with children while under the influence of alcohol or any other substance that may affect their ability to care for children safely.	
Staff seek appropriate medical advice where medication may affect their ability to care for children safely.	
Staff medication is stored securely and out of reach of children.	
Staff Qualifications, Training, Support and Skills	
All staff receive appropriate induction which includes: • Emergency procedures • Safeguarding and child protection • Health and safety	
Staff are supported to undertake appropriate training and continuing professional development.	
Appropriate supervision arrangements are in place for staff working with children and families, providing opportunities to: • Discuss issues relating to children's development, safety and wellbeing. • Identify solutions to concerns. • Receive appropriate support, coaching and professional development.	
Staff have sufficient understanding and use of English to: • ensure children's wellbeing and safety; • keep appropriate records; • understand instructions; • communicate with parents and other agencies; and • summon emergency help where required.	
At least one person with a current full Paediatric First Aid (PFA) certificate is available whenever EYFS children are present and accompanies children on outings.	
Paediatric First Aid training meets current statutory requirements and is renewed as required.	
Staff follow the Federation's Staff Code of Conduct.	
Staff Ratios	
Each child is assigned a key person. For Reception children, this is the Reception Class Teacher.	
Staffing arrangements meet the needs of all children and ensure their safety.	
Children are adequately supervised and staff are deployed effectively to meet their needs.	
Children are usually within sight and hearing of staff and are always within sight or hearing.	
Parents and carers are informed about staffing arrangements and the name and role of their child's key person.	
Reception classes are subject to infant class size legislation and are limited to 30 pupils per school teacher during an ordinary teaching session, subject to permitted exceptions.	
Where mixed-age groups are taught together, staffing arrangements take account of the relevant statutory requirements and the individual needs of the children.	
Health	
Procedures are in place for responding to children who are ill or infectious.	
Appropriate steps are taken to prevent the spread of infection.	
Parents and carers are informed about procedures relating to illness and infection.	
A policy and procedures for administering medicines are in place.	
Information about children's medical needs is obtained and kept up to date.	
Where administering medication requires medical or technical knowledge, staff receive appropriate training.	
Prescription medicines are only administered where they have been prescribed for the child by a doctor, dentist, nurse or pharmacist.	

Medicines containing aspirin are only given when prescribed by a doctor.	
Medicines are administered only with written permission from the child's parent or carer.	
A written record is kept each time medicine is administered.	
Parents and carers are informed when medicine has been administered on the same day, or as soon as reasonably practicable.	
Meals, snacks and drinks provided to children are healthy, balanced and nutritious.	
The school has regard to the Early Years Foundation Stage Nutrition Guidance.	
Fresh drinking water is available and accessible at all times.	
Before a child starts school, information is obtained about: • Food allergies and intolerances. • Special dietary requirements and preferences. • Religious or cultural dietary requirements. • Relevant medical or health needs.	
This information is recorded, kept up to date and shared with staff who need to know.	
At each meal and snack time, responsibility is clearly identified for checking that the food and drink provided meet each child's individual dietary requirements.	
Appropriate allergy procedures and, where necessary, an Individual Health Care Plan or allergy action plan are in place.	
Staff understand: • the signs and symptoms of allergic reactions and anaphylaxis; • the treatment required; • the difference between an allergy and an intolerance; and • what action to take in an emergency.	
Food is prepared and served in a way that reduces the risk of choking.	
Whole nuts and whole seeds are not given to children under five.	
Children are never left alone while eating.	
A member of staff with a current full Paediatric First Aid certificate is present in the room whenever EYFS children are eating.	
Children remain within sight and hearing of staff while eating.	
Staff remain alert to choking, allergic reactions and children who require additional support with eating or drinking.	
Choking incidents requiring intervention are recorded and parents or carers are informed.	
Choking records are reviewed periodically to identify recurring risks or patterns.	
Food is stored, prepared and presented in a safe and hygienic environment.	
Staff involved in preparing or handling food receive appropriate food hygiene training.	
An appropriately stocked first aid box is accessible at all times.	
Written records are kept of accidents, injuries and first aid treatment.	
Parents and carers are informed of accidents, injuries and first aid treatment on the same day, or as soon as reasonably practicable.	
Serious accidents, illnesses, injuries or deaths are reported to the appropriate agencies where required.	
Behaviour	
Written records are kept where physical intervention has been used.	
Parents and carers are informed of physical intervention on the same day, or as soon as reasonably practicable.	
Corporal punishment and any punishment that could adversely affect a child's wellbeing are never used or threatened.	
Physical intervention is only used where it is appropriate and necessary to prevent immediate harm or to manage a child's behaviour safely.	
Safety & Suitability of Premises, Environment and Equipment	
Health and safety legislation is followed, including fire safety and hygiene requirements.	

Indoor space meets the statutory requirements for children in the EYFS.	
Emergency procedures, including evacuation and lockdown arrangements, are in place.	
Appropriate fire detection and control equipment is maintained and in working order.	
Fire exits are clearly identifiable, kept free from obstruction and can be opened easily from the inside.	
Smoking and vaping are prohibited on the premises.	
Children have daily access to outdoor play unless circumstances, such as unsafe weather, make this inappropriate.	
The requirements of the Equality Act 2010 are followed and reasonable adjustments are made for children with disabilities.	
An adequate number of toilets and hand basins are available.	
Suitable hygienic facilities are available for children who require changing or intimate care.	
A suitable area is available where staff can speak confidentially with parents and carers.	
Children are only released to parents, carers or other adults who have been explicitly authorised by their parents or carers.	
Children do not leave the premises unsupervised.	
Steps are taken to prevent unauthorised access to the premises.	
Procedures are in place for checking the identity of visitors.	
All reasonable steps are taken to ensure that children and staff are not exposed to unnecessary risks.	
Risk assessments are completed where appropriate and identify how risks will be removed or minimised.	
Potential risks and hazards are assessed when planning outings, including consideration of appropriate adult-to-child ratios.	
Vehicles and drivers used to transport children are appropriately insured.	
Appropriate insurance is maintained for the premises and activities provided.	
Children who sleep during the school day are provided with a safe and suitable place to rest, are frequently checked and remain within sight and hearing of staff.	
The Federation has regard to Department for Education guidance on children's screen use in early years settings.	
Digital technology is used in an age-appropriate and purposeful way and does not replace active, social, practical and outdoor experiences.	
Banned dog breeds, including XL Bully types, are not kept or permitted to be present on the premises.	
Special Educational Needs	
Arrangements are in place to support children with special educational needs and disabilities.	
The SEND Code of Practice: 0 to 25 years is followed.	
A SENDCo has been identified.	
Reasonable adjustments are made to enable children with disabilities to access provision safely and participate fully.	
Information and Record Keeping	
Records are maintained appropriately, securely and are easily accessible to those who have a right or professional need to see them.	
A regular two-way flow of information is maintained between the school and parents and carers and, where appropriate, between providers.	
Relevant information is shared appropriately with other professionals, children's social care, the police and other agencies where required.	
Confidential records are held securely.	
Staff understand their responsibility to protect children's privacy and confidentiality while recognising that information must be shared where necessary to safeguard a child.	
The school complies with current data-protection legislation.	

Parents and carers are given access to records relating to their child, subject to any relevant legal exemptions.	
Records relating to individual children are retained for an appropriate period after they leave the provision.	
The following information is recorded for each child: • Full name. • Date of birth. • Name and address of each known parent or carer. • Information about any other person who has parental responsibility. • Which parent or carer the child normally lives with. • Emergency contact details for parents and carers.	
Where possible, more than two emergency contact numbers are held for each child.	
The following information is made available to parents and carers: • How the EYFS is delivered and how they can access further information. • Activities and experiences provided. • Daily routines. • How parents and carers can support and share learning at home. • How children with SEND are supported. • Food and drink provided. • Relevant policies and procedures, including arrangements for late collection and missing children. • Staffing arrangements. • The name of their child's key person and their role. • A telephone number for contacting the school in an emergency.	
A written procedure for dealing with concerns and complaints is in place.	
Written records of complaints and their outcomes are kept.	
Written complaints relating to EYFS requirements are investigated.	
Complainants are informed of the outcome of an investigation within 28 days of receipt of the complaint.	
Records of complaints are made available to Ofsted where required.	
Parents and carers are given information about how to contact Ofsted if they believe EYFS requirements are not being met.	