



Be Proud, Ambitious, Resilient, Together

Langdale Primary School

Early Years Policy

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Statement of intent

At **Langdale Primary School**, we greatly value the importance of the early years foundation stage (EYFS) in providing a secure foundation for future learning and development.

This policy has been developed in conjunction with the relevant DfE guidance and legislation to ensure that each child has a happy and positive start to their school life in which they can build a foundation for a love of learning.

We ensure that children learn and develop well and are kept healthy and safe. We promote teaching and learning to ensure children's 'school readiness' and give children a broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

We seek to provide:

- **Quality and consistency**, so that every child makes good progress and no child gets left behind.
- **A secure foundation** through learning and development opportunities which are planned around the needs and interests of each child and are assessed and reviewed regularly.
- **Partnership working** between practitioners and parents.
- **Equality of opportunity** and anti-discriminatory practice, ensuring that every child is included and supported.

Signed by:
N.Cartwright

Headteacher

December 2023

Date:

C.Brunton

Chair of governors

December 2023

Date:

1. Legal framework

1.1. This policy has due regard to statutory legislation, including, but not limited to, the following:

- Childcare Act 2016
- Data Protection Act 2018

1.2. This policy has due regard to statutory guidance including, but not limited to, the following:

- Statutory framework for the early years foundation stage' 2023
- 'Keeping children safe in education' 2023
- DfE (2018) 'Working together to safeguard children'
- DfE (2015) 'The prevent duty'

1.3. This policy is intended to be used in conjunction with the following school policies:

- **Attendance policy**
- **Assessment Policy**
- **Behaviour Policy**
- **Charges and Remissions Policy**
- **Complaints Policy**
- **Data Management and Retention Policy**
- **Debt Recovery Policy**
- **Feedback Policy**
- **GDPR - Data Protection Policy**
- **GDPR Privacy Notice**
- **GDPR Child Friendly Notice**
- **School Meal Policy**
- **Supporting Pupils with Medical Conditions Policy**
- **Uniform Policy**
- **Equality Policy**
- **Collection of Children from School Policy**
- **Safeguarding and Child Protection Policy**
- **Whistleblowing policy**
- **Safer Recruitment Policy**
- **SEN Policy**

- **Equal Opportunities Policy**
- **Accessibility Policy**

2. Roles and responsibilities

- 2.1. The **governing board** has the overall responsibility for ensuring there is a policy in place to safeguard children that includes an explanation of the action to be taken when there are safeguarding concerns about a child, the use of mobile phones and cameras, and staff safeguarding training requirements. These issues are addressed in part in this policy and in further detail in the school's Safeguarding Policy
- 2.2. The **governing board** has the overall responsibility for ensuring there is a policy in place in the event of an allegation being made against a member of staff.
- 2.3. The **governing board** has the overall responsibility for the implementation of this policy.
- 2.4. The **governing board** has overall responsibility for ensuring that this policy does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 2.5. The **governing board** has responsibility for handling complaints regarding this policy, as outlined in the school's **Complaints Procedures Policy**.
- 2.6. The **EYFS lead**, in conjunction with the **headteacher** has responsibility for the day-to-day implementation and management of this policy.
- 2.7. Staff, including teachers, support staff and volunteers, are responsible for familiarising themselves with, and following, this policy.
- 2.8. Staff, including teachers, support staff and volunteers, are responsible for remaining alert to any issues of concern in children.

3. Aims

- 3.1. Through the implementation of this policy, we aim to:
 - Give each child a happy and positive start to their school life in which they can establish a solid foundation for a love of learning.
 - Enable each child to develop socially, physically, intellectually and emotionally.
 - Encourage children to develop independence within a secure and friendly atmosphere.

- Support children in building relationships through the development of social skills such as cooperation and sharing.
 - Work alongside parents to meet each child's individual needs to ensure they reach their full potential.
- 3.2. Four guiding principles shape our practice:
- Every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured.
 - Children learn to be strong and independent through positive relationships.
 - Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between the school and parents.
 - Children develop and learn in different ways and at different rates.
- 3.3. To put these principles into practice, the school:
- Provides a balanced curriculum which takes children's different stages of development into account.
 - Promotes equality of opportunity and anti-discriminatory practice.
 - Works in partnership with parents.
 - Plans learning experiences, based on individual needs, which are informed by observation and assessment.
 - Implements a key person approach to develop close relationships with children.
 - Provides a safe and secure learning environment.

4. Learning and development

- 4.1. The EYFS curriculum is based on an observation of children's needs, interests and stages of development.
- 4.2. In partnership with parents, the school promotes the learning and development of pupils to ensure they are ready for the next stage of education.
- 4.3. There are seven areas of learning and development that must shape education programmes in EYFS settings. These are split into two sections – prime and specific; however, all the sections are interconnected and important.
- 4.4. The 'prime' areas of learning and development are:
- Communication and language
 - Physical development
 - Personal, social and emotional development

4.5. The 'specific' areas of learning and development are:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

Our staff plan activities and experiences for children that enable children to develop and learn effectively. In order to do this, staff working with the youngest children are expected to focus strongly on the 3 prime areas.

Staff also take into account the individual needs, interests, and stage of development of each child in their care, and use this information to plan a challenging and enjoyable experience. Where a child may have a special educational need or disability, staff consider whether specialist support is required, linking with relevant services from other agencies, where appropriate.

In planning and guiding children's activities, staff reflect on the different ways that children learn and include these in their practice.

4.6. Each area of learning and development is implemented through planned, purposeful play, and through a mix of adult-led and child-initiated activities. Staff respond to each child's emerging needs and interests, guiding their development through warm, positive interaction.

4.7. As children grow older, and as their development allows, the balance gradually shifts towards more adult-led activities to help children prepare for more formal learning, ready for year 1.

4.8. Teachers will discuss any cause for concern in a child's progress, especially in the prime areas of learning, with the child's parents. A strategy of support will be agreed upon and consideration will be taken as to whether the child may have a special educational need or disability which requires additional support.

4.9. The school takes reasonable steps to provide opportunities for children with EAL to use their home language in play and learning whilst also ensuring that these children have sufficient opportunities to reach a good standard of English. During assessment, if a child is found to not have a strong grasp on English, the **EYFS lead** will contact the child's parents to establish their home language skills to assess if there is cause for concern about a language delay.

4.10. The school will respond to each child's emerging needs and interests, guiding their development through friendly and positive interaction.

4.11. Activities are planned with regard to three characteristics of effective teaching and learning in the EYFS:

- Playing and exploring – children investigate and experience things.

- Active learning – children concentrate, keep on trying if they encounter difficulties and enjoy their achievements.
 - Creating and thinking critically – children have and develop their own ideas, make links between ideas, and develop strategies for doing things.
- 4.12. Further information regarding learning and development are set out in the school's Curriculum Statement EYFS document.

5. Inclusion

- 5.1. All children are valued as individuals irrespective of their ethnicity, culture, religion, home language, background, ability or gender.
- 5.2. The EYFS curriculum is planned in order to meet the needs of the individual child and support them at their own pace.
- 5.3. The **Equality Policy** ensures that the needs of all children are met, regardless of any protected characteristics they have.
- 5.4. The **SEN Policy, EAL Policy, Equal Opportunities Policy and Accessibility Policy** ensures all children receive the support they need and are given the best learning experience possible.
- 5.5. SEND in the EYFS setting will be monitored and managed by the school's SENCO and EYFS lead.

6. The learning environment and outdoor spaces

- 6.1. The **classroom** is organised in such a way that children can explore and learn in a safe environment.
- 6.2. Children have access to an enclosed outdoor play area and daily outdoor activities.

7. Assessment

- 7.1. Ongoing assessment is an integral part of learning and development processes. Staff observe pupils to identify their level of achievement, interests and learning styles. These observations are used to shape future planning. Staff also take into account observations shared by parents and/or carers.
- 7.2. When a child is aged between 2 and 3, staff review their progress and provide parents and/or carers with a verbal summary of the child's development in the 3 prime areas. This 'progress check' highlights the areas in which a child is progressing well and the areas in which additional support is needed.
- 7.3. 2 year checks are undertaken by key workers and outcomes shared with parents.

- 7.4. Within the first 6 weeks that a child starts reception, staff will administer the Reception Baseline Assessment (RBA).
- 7.5. At the end of the EYFS, staff complete the EYFS profile for each child. Pupils are assessed against the 17 early learning goals, indicating whether they are:
 - Meeting expected levels of development
 - Not yet reaching expected levels of development
- 7.6. The profile reflects ongoing observations, and discussions with parents and/or carers. The results of the profile are shared with parents and/or carers for their child.
- 7.7. The profile is moderated internally (referring to the Development Matters guidance) and in partnership with other local schools, to ensure consistent assessment judgements. EYFS profile data is submitted to the local authority upon request.

8. Safeguarding and welfare

- 8.1. All necessary steps are taken to keep the children in our care safe and well.
- 8.2. Any safeguarding or welfare issues will be dealt with in line with, Safeguarding and Child Protection policy and the EYFS Safeguarding Policy and all members of staff in the EYFS are required to read these policies as part of their induction training.
- 8.3. The DSL is Mrs Cartwright.
- 8.4. The deputy DSL's are Mr Baxter, Mrs Nadin, Mrs Ray and Mrs Allen.
- 8.5. The DSL is responsible for safeguarding children and liaising with local children's services as appropriate.
- 8.6. The deputy DSL will undertake the duties of the DSL in their absence, but overall responsibility for safeguarding will remain with the DSL.
- 8.7. The DSL and deputy DSL will undertake child protection training as required.
- 8.8. Staff will receive safeguarding training that enables them to understand the safeguarding policy and procedures, have up-to-date knowledge of safeguarding issues, and recognise signs of potential abuse and neglect
- 8.9. We make sure that the appropriate statutory staff:child ratios are maintained in our setting to meet the needs of all children and ensure their safety:
 - For children aged 2, we have at least 1 member of staff for every 5 children
 - For children aged 3 and over, where there is a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another

approved level 6 qualification, an instructor or another suitably-qualified overseas trained teacher:

For classes where the majority of children will reach the age of 5 or older within the school year, we have at least 1 member of staff for every 30 children

For all other classes, we have at least 1 member of staff for every 13 children

Where a person with the above qualifications is not working directly with the children, we have at least 1 member of staff for every 8 children.

- 8.10. We have at least 1 person with a current paediatric first aid (PFA) certificate on the premises and available at all times when children are present, including on outings. This PFA certificate is renewed every 3 years as required.
- 8.11. We promote good oral health, as well as good health in general, in the early years by talking to children about:
 - The effects of eating too many sweet things
 - The importance of brushing your teeth

9. Mobile phones and devices

- 9.1. For the purposes of this policy, the term 'mobile phone' refers to any electronic device that can be used to take images or record videos, including tablets.
- 9.2. Photography policies and procedures are addressed in full in our GDPR - Data Protection Policy

Use of mobile phones by staff members

- 9.3. Staff members must not use personal mobile phones or cameras when children are present.
- 9.4. Staff may use mobile phones on school premises outside of working hours when no children are present.
- 9.5. Staff may use mobile phones in the staffroom during breaks and non-contact time.
- 9.6. Mobile phones should be safely stored and in silent mode whilst children are present.
- 9.7. Staff may take mobile phones on trips, but they must only be used in emergencies and should not be used when children are present. Mobile phones must not be used to take images or videos at any time during trips.
- 9.8. Staff who do not adhere to this policy will face disciplinary action.
- 9.9. Staff may use their professional judgement in emergency situations.

- 9.10. Staff must report any concerns about another staff member's use of mobile phones to the DSL, following the procedures outlined in the **Safeguarding and Child Protection Policy** and the **Complaints Policy**

Use of mobile phones by parents, visitors and contractors

- 9.11. Posters are used around the school to indicate that it's a mobile free zone.
- 9.12. Parents, visitors and contractors are not permitted to take photographs or record videos without prior permission.
- 9.13. Parents may take photographs and videos only containing their own child during school events.
- 9.14. The school strongly advises against the publication of any photographs or videos taken at the school or school events on social media.

Staff must report all concerns about parents, visitors and contractors to the DSL, following the procedures outlined in the **Safeguarding and Child Protection Policy**

Use of the school's mobile phones and cameras

- 9.15. Staff are provided with a school device to ensure that only school devices are used to take photographs and videos.
- 9.16. School devices must have passcode protection.
- 9.17. School monitoring and filtering (Securus) will be used to ensure appropriate material is accessed using the school device.
- 9.18. School devices must only be used for work related matters.
- 9.19. School devices must only be used to take photographs in the presence of another staff member and only with the consent of the child's parent.
- 9.20. Staff must not take photographs of bruising or injuries for child protection reasons. Instead, recording concerns forms and body maps are used to record observations relating to child protection concerns – these can be accessed through My Concern
- 9.21. School devices must not be taken off school premises without prior written permission from the **headteacher**.
- 9.22. Where staff members have concerns over material on a school device, they must report all concerns to the DSL, following the procedures outlined in the **Safeguarding and Child Protection Policy**.

10. Health and safety

- 10.1. A first-aid box is located in each EYFS classroom/setting

- 10.2. Only medicine prescribed to a child by a doctor, dentist, nurse or pharmacist will be administered.
- 10.3. The school's Supporting Pupils with Medical Conditions Policy outlines the procedures for administering medicines.
- 10.4. The **EYFS teachers** will report any accident or injury involving a child to their parents on the day it occurs, and any first-aid treatment administered to a child will also be reported to their parents.
- 10.5. Accidents and injuries will be recorded in an accident book, located in each setting.
- 10.6. The **headteacher** will report any serious accident, illness, injury, or death of a child whilst in the school's care to Ofsted as soon as is reasonably practicable, but within 14 days of the incident occurring. Local child protection agencies will also be notified.
- 10.7. The school has a **Fire Evacuation Plan** in place.
- 10.8. The nursery senior practitioner has undergone Fire Marshall training.
- 10.9. Any food or drink provided to children is healthy, balanced and nutritious and free of charge.
- 10.10. The **headteacher** will notify Ofsted of any incidents of food poisoning affecting two or more children within 14 days of the incident.
- 10.11. Information about any dietary requirements, preferences, food allergies and any special health requirements a child has will be recorded.
- 10.12. Fresh drinking water is available at all times.
- 10.13. Smoking is not permitted on the school premises.

Staff taking medication or other substances

- 10.14. The school implements a zero-tolerance approach to drugs and alcohol misuse
- 10.15. The use of alcohol or any other substance that may affect the ability to care for children by a member of staff will not be tolerated. If there is a reason to believe a member of staff is under the influence of alcohol or any other substance, they will not be allowed to work directly with children and further action will be taken.
- 10.16. Any member of staff taking medication which may affect their ability to care for children will seek medical advice. Staff will only be allowed to work directly with the children if it is confirmed that the medication is unlikely to impair their ability to look after children properly.
- 10.17. Any medication used by staff is securely stored in the **school office**.

11. Staffing

- 11.1. A robust **Recruitment Policy** is in place, which aims to ensure that members of staff employed in the EYFS are suitable.
- 11.2. Upon employment, all EYFS staff receive induction training to ensure that they understand their roles and responsibilities, including information about emergency evacuation procedures, safeguarding, child protection and health and safety.
- 11.3. Staff will be supported to undertake the appropriate training and professional development to ensure children receive the best quality learning experience.
- 11.4. All members of staff who have contact with children and families will be supervised by the **EYFS lead**. The supervision will provide opportunities for staff to:
 - Discuss any issues, particularly concerning the development or wellbeing of children, including any child protection concerns.
 - Identify solutions to address issues.
 - Receive coaching to improve their effectiveness.
- 11.5. The **EYFS lead** holds QTS.
- 11.6. There will be at least one member of staff on the school premises at all times who has a current paediatric first-aid (PFA) certificate.
- 11.7. Any member of staff who has sole responsibility for looking after a group of children will also hold a PFA certificate.
- 11.8. All newly qualified staff with a level 2 or 3 qualification will be PFA trained.
- 11.9. The school will organise PFA training to be renewed every three years.
- 11.10. The list of staff who hold PFA certificates can be found in the **school office**.
- 11.11. The school provides a staffing ratio in line with the safeguarding and welfare requirements set out in the 'Statutory framework for the early years foundation stage'.
- 11.12. Only members of staff with level 2 English and maths qualifications will count towards the staffing ratios at level 3.
- 11.13. Only under exceptional circumstances, and where the quality of care and safety of children is maintained, will changes be made to the ratios.
- 11.14. Each child is assigned a key person whose role it is to help ensure that every child's care is tailored to meet their individual needs.
- 11.15. The **EYFS lead** will inform parents of whom their child's key person is and will explain the role of the key person when their child begins attending the school.

12. Information and records

- 12.1. Information is stored in line with the GDPR and the Data Protection Act 2018, and with regard to the school's GDPR - Data Protection Policy
- 12.2. The following information is recorded for each child:
- The child's name and date of birth
 - The name and address of every parent or carer who is known to the school, and which parent or carer the child normally lives with
 - The emergency contact details of the child's parent or carer
- 12.3. The following information about the school is recorded:
- The school's name, address and telephone number
 - The school's certificate of registration
 - The name, address and telephone number of anyone who will regularly be in unsupervised contact with the children
 - A daily record of the names of the children being cared for in the school, their hours of attendance, and the names of each child's key person
- 12.4. The following information is made available to parents:
- The school's privacy notice for parents and pupils
 - How the school delivers the EYFS framework and how parents can access more information
 - The daily routine and the activities offered in the school's EYFS and how parents can assist their child's learning at home
 - How the school's EYFS supports children with SEND
 - Details of the food and drink provided to the children
 - Information about the policies and procedures in place in the school's EYFS
- 12.5. Ofsted will be notified if there are any changes to the following:
- The address of the school
 - The school's contact details
 - The hours during which care is provided
 - Any significant event which is likely to affect the suitability of the school or any person who cares for, or is in regular contact with, children to look after children

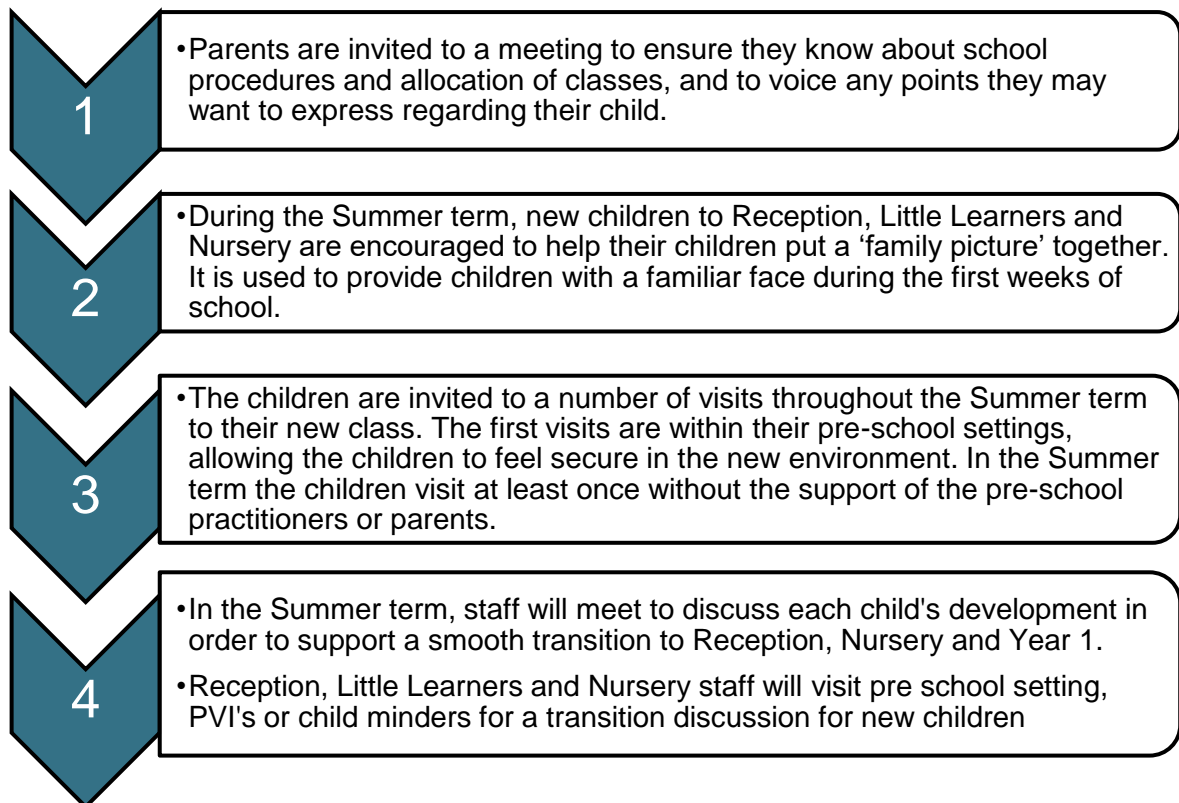
13. Parental involvement

- 13.1. We firmly believe that the EYFS cannot function without the enduring support of parents.

- 13.2. Parents are invited to **termly** parents' evenings; however, the school has an open-door policy and parents are welcome to talk to teachers at the start and end of the school day.
- 13.3. A private office will be utilised for confidential discussions between staff and parents.
- 13.4. Parents are asked to sign permission slips for any visits out of school, use of photographs of their child and using the internet at school.
- 13.5. Parents are asked to complete admission forms, a medical form and to write a brief synopsis about their child to help the school to understand their character and personality.

14. Transition periods

- 14.1. The following process is in place to ensure children's successful transition:



15. Monitoring and review

- 15.1. This policy is reviewed **annually** by the **governing board** and the **headteacher**.
- 15.2. Any changes made to this policy will be communicated to all members of staff.

15.3. All members of staff directly involved with the EYFS are required to familiarise themselves with all processes and procedures outlined in this policy as part of their induction.

15.4. The next scheduled review date for this policy is **10.12.2024**