



## **EYFS Health and Safety Policy**

<b>Policy agreed by the Advisory Board:</b>	November 2023
<b>Next review:</b>	November 2024
<b>Policy owner:</b>	Nursery Years Manager

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## **1. Ethos**

At Stonar EYFS, the health and safety of children and staff is a matter of paramount importance. We are committed to ensuring that our setting practices are carried out within the requirements of the Health and Safety Act 1974 and the Health and Safety at Work Act 1999.

We have developed procedures and safe practices to ensure the health and safety of all is maintained and promoted, with particular care given to the prevention of the spread of infection. Staff are committed to providing a safe, healthy environment where children are able to play, learn and develop. We work closely with parents, colleagues and other professionals to ensure all children access nursery facilities safely.

## **2. Aim**

We aim to ensure that the nursery maintains a high standard of health and safety. Staff complete daily checklists at the start and end of every day to identify any new risks and minimise these, both indoors and outdoors. EYFS staff follow a resources maintenance protocol to ensure that they are safe for use. Any broken or damaged resources are safely disposed of.

We are committed to involving and motivating EYFS staff in all matters concerning Health and Safety. We follow the procedures outlined in the whole school Health and Safety policy.

The nursery has developed the following policies and procedures that all staff follow:

- i. Toilet and Nappy Changing Protocol (see Appendix 1)
- ii. Medication Policy and Procedures (See Appendix 2)
- iii. EYFS Non-Collection of Child Policy (See Appendix 3)
- iv. EYFS Student and Volunteer Placement Policy (See Appendix 4)
- v. Fire Drill Procedures & Assembly Points
- vi. Missing EYFS child procedure
- vii. Supervision of pupils
- viii. Risk assessments
- ix. Recording of accidents, incidents, arrival injuries all of which are accurately notified to the parent as soon as possible. These are recorded by staff and require a signature from a parent or care giver.
- x. Daily Food Records
- xi. Register of Needs i.e food allergies
- xii. Fire Safety
- xiii. Manual Handling
- xiv. Learning Journal Policy – Use of Tapestry
- xv. First Aid Policy
- xvi. Whole School Health and Safety Policy
- xvii. Weather policy

### **3. Methods**

We believe the risks in the nursery environment to be low, and will maintain the maximum protection for children, staff and parents. The nursery will:

- i. Ensure that all entrances and exits from the building, including fire exits are clearly identified and clear at all times.
- ii. Ensure that all staff, parents and visitors are aware of the procedure to follow in the event of a fire, and that regular fire drills are carried out.
- iii. Ensure that all members of staff are familiar with the procedure to follow in the event of any accidents for staff, visitors and children.
- iv. Ensure that all visitors and staff are aware of the position of the first aid boxes and identify who the first aiders are.
- v. Ensure that all staff take reasonable action to control and prevent the spread of infectious diseases, wearing protective clothing where appropriate.
- vi. Ensure that all cleaning products are stored out of reach of children in a secure cupboard.
- vii. Ensure that all identified hazards are promptly reported using the computer system 'Collegiate'. All urgent matters are to be immediately reported to the Caretaker and the Domestic Manager.

### **4. Safeguarding**

'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' – Early Years Foundation Stage Framework 2023

At Stonar EYFS we understand our statutory responsibility to safeguard and promote the welfare of our children. We ensure our environment provides a space that allows all children and adults to feel safe, secure, valued and respected. Our whole school Safeguarding and Child Protection Policy outlines our procedures and is based on key guidance such as Keeping Children Safe in Education 2023.

### **5. Staffing and Supervision**

Arrangements for the supervision of EYFS pupils are in accordance with the regulations regarding EYFS staff ratios as set out by the Early Years Foundation Stage Framework, 2023. For settings on the early years' register, the manager must hold an approved Level 3 qualification or above and should have at least two years' experience of working in an early years setting. For children aged two, there must be at least one member of staff for every five children. For children aged three and over, there must be at least one member of staff for every eight children. A Level 6 Practitioner, or those holding a relevant teaching qualification can be responsible for 1:13 children. If there is a Level 3 Practitioner in charge, and a 1:8 ratio applies, then at least half the remaining staff must hold a full and relevant Level 2 qualification.

At Stonar EYFS, we have five full-time Early Years practitioners who hold full and relevant qualifications that are level three and above. The EYFS Manager has a Level 6 degree in Early Years Education and the Deputy Manager holds Early Years Teacher Status. Further detail of the arrangements for the supervision of EYFS Pupils are outlined in our EYFS Supervision of pupils' policy. Our EYFS Missing Child Policy and Non Collection of Children Policy outlines how we respond in an emergency.

All children in EYFS are assigned a key person who ensures that every child's learning and care is tailored to meet their individual needs. For children in Reception class, their key person is the class teacher.

## **6. Technology**

Children at Stonar EYFS will have opportunities to use technology and appropriate software. Practitioners ensure that all children will have the opportunity to use a range of technologies such as cameras, photocopiers, CD players, tape recorders and programmable toys, in addition to computers. Children are closely supervised when using technological resources.

## **7. Mobile Devices and Cameras**

Photographs and videos will only be captured of children with their parents' permissions, provided in writing at the point of admission. Designated staff, using school equipment, will only capture these. Photographs and videos are used to evidence children's learning and achievements, and are shared via 'Tapestry'. More detail around these procedures are outlined in our Learning Journal Policy – Use of Tapestry.

Staff are not able to use their personal mobile phones to capture photographs and videos of children. Staff will not use their personal phone in the EYFS spaces, apart from during designed breaks in the staff office. Staff's mobile phones are stored in a lockable drawer throughout the day.

## **8. Accidents, Incidents and Emergencies**

In EYFS, we have the following documents in place to record accidents, incidents and emergencies:

- i. EYFS Accident Record
- ii. EYFS Arrival Injury Record
- iii. EYFS Non Accidental-Incident Record

### **8.1 Injuries incurred whilst in School**

If a child in EYFS incurs an injury whilst in School, this is recorded on an EYFS Accident Record, which details:

- i. the child's personal information
- ii. the circumstances around the accident
- iii. the actions taken.
- iv. The location of the injury on a body map-

The two staff members that dealt with the accident sign this record, as well as the parent. This information is also recorded on SchoolBase as a robust way of tracking whole school accidents. All EYFS staff hold a full and relevant Paediatric First Aid qualification.

All accidents that cause a mark (bruise, scratch, graze, and swelling) and all head injuries are recorded on these records. Once an EYFS practitioner has responded to the accident, the School Nurse assesses the child.

## **8.2 Injuries Outside of School**

If a child in EYFS arrives at School with an injury, the parents are asked to complete an EYFS Arrival Injury Record, detailing:

- i. the child's personal information
- ii. the nature of the injury
- iii. the location of the injury on a body map ~~to indicate where the child's injury is.~~

These are closely monitored in line with our Safeguarding Policy and Procedures.

## **8.3 Non-Accidental Injuries**

Our EYFS Non-Accidental Incident Record documents any incidents that may occur between children. It details the child's personal information, as well as what was happening before the behaviour occurred, what happened, and what happened next. The staff member dealing with the incident and the parent then signs this.

## **9. Risk Assessments**

Our EYFS General Risk Assessment underpins activity, materials and procedures which may cause risk and how we intend to reduce these. This document captures the risks in both the indoor and outdoor environment, and is reviewed annually. It is also updated as and when new risks arise. At the opening and closure of each day, EYFS staff complete an 'EYFS Daily Risk Assessment' and 'EYFS Daily Closing Procedures'.

Our Forest School General Risk Assessment identifies all of the possible risks and the ways in which we reduce these. Our Forest School Leader reviews the General Risk Assessment annually and a pre-site inspection is carried out weekly.

Additional Risk Assessments are carried out for additional events and trips both on-site and off-site.

## **10. Sleeping Children**

At Stonar EYFS, we have individual beds and named sleeping bags for those children who still sleep during the day. We ensure that sleeping children are kept safe by following safe sleeping guidance. We keep a record of sleeping children, recording this on our EYFS Sleep Record. More detail around our sleeping arrangements are outlined in our EYFS Sleep Policy.

## **APPENDICES: LIST OF STATUTORY POLICIES AND PROCEDURES FOR THE EYFS**

### **Appendix I**

#### **EYFS Toilet and Nappy Changing Protocol**

##### **1. Ethos**

Within Stonar EYFS, no child is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time. We make necessary adjustments to our bathroom provision and hygiene practice in order to accommodate children who are not yet toilet trained.

##### **2. Aim**

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

##### **3. Methods**

To achieve this, we operate the following procedures:

- i. Children should wear 'pull ups' or other types of trainer pants as soon as they are comfortable with this and their parents agree.
- ii. Key persons undertake changing their key children; co-key persons change these children if their key person is not present. Nappy changes are done at regular intervals throughout the day and are recorded on our nappy changing sheet.
- iii. Gloves are worn prior to nappy changes and are changed between changes.
- iv. In addition, key persons ensure that nappy changing is a relaxed time to communicate and promote independence in key children.
- v. Children should be encouraged to manage their personal hygiene independently, e.g. washing and drying their own hands, helping to dress or undress themselves.
- vi. 'Dry' children are able to access the toilet when they have the need to and are encouraged to be independent.
- vii. Nappies and 'pull ups' are disposed of hygienically; any soil (faeces) in nappies or pull ups is flushed down the toilet and the nappy or pull up is bagged and put in the nappy bin; cloth nappies, trainer pants and ordinary pants that have been wet or soiled are rinsed and bagged for the parent to take home.



## Appendix 2

### Medication Policy and Procedures

#### I. EYFS Storage of Medication Policy

At Stonar EYFS we promote the good health of all children attending nursery and take necessary steps to prevent the spread of infection.

Our Health and Welfare conditions are outlined in our terms and conditions agreed at the point of admission. This outlines the following:

- i. Children who are unwell should not be sent to Nursery and at least 48 hours' absence should apply with sickness and diarrhoea.
- ii. The parents/guardians of any child who contracts an infectious disease should notify the Nursery immediately.
- iii. It is the responsibility of the parents/guardians to ensure that the Nursery staff are fully aware of any condition, allergy, illness or other factor which could affect the child's undertaking of activities at the Nursery.
- iv. The Nursery has a duty to act on any concerns that may become apparent whilst caring for a child. This may mean arranging for some form of medical treatment, should a child arrive at the Nursery with any unexplained injury. Whilst, in such cases, every effort will be made to contact parents/guardians or an emergency contact prior to arranging treatment, this may not always be possible
- v. Permission to administer medicine must be given in advance in writing. It is the parents/guardians responsibility to inform the staff of any medication given prior to attending Nursery

If a child requires medicine, we will obtain information about the child's needs for this, and will ensure this information is kept up to date. For children who require medicine, parents are asked to complete an 'Individual Medication Administration Sheet for an EYFS child'. Parents are asked to sign to give permission for us to administer the medication, as well as detail the type of medication, the dosage, the times it is to be prescribed and the reason. We follow strict guidelines when dealing with medication of any kind in the nursery and these are set out below.

#### 2. Medication Prescribed by a Doctor, Dentist, Nurse or Pharmacist

*(Medicines containing aspirin will only be given if prescribed by a doctor)*

- i. Prescription medicine will only be given to the person named on the bottle for the dosage stated
- ii. Medicines must be in their original containers
- iii. Those with parental responsibility for any child requiring prescription medication should hand over the medication to the most appropriate member of staff who will then note the details of the administration on the appropriate form and another member of staff will check these details

- iv. Those with parental responsibility must give prior written permission for the administration of each and every medication. However, we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:
  - a) The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed
  - b) The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed
  - c) Parents must notify us immediately if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.
- v. The nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health professional such as a letter from a doctor or dentist
- vi. The parent must be asked when the child has last been given the medication before coming to nursery; and the staff member must record this information on the medication form. Similarly, when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times
- vii. At the time of administering the medicine, a senior member of staff will ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication)
- viii. When the School Nurse is in School, she will administer the medicine and a member of EYFS staff will witness this, signing the form at each point.
- ix. If the child refuses to take the appropriate medication then a note will be made on the form
- x. Where medication is 'essential' or may have side effects, discussion with the parent will take place to establish the appropriate response.

### 3. **Non-Prescription Medication**

- i. The nursery will not administer any non-prescription medication containing aspirin
- ii. The nursery will not administer calpol and ibuprofen to a child during the course of a day, we will administer one or the other.
- iii. The nursery will only administer non-prescription medication for a short initial period, (for example Calpol will not be administered more than 3 days in a row), dependant on the medication or the condition of the child. After this time medical attention should be sought
- iv. If the nursery feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse nursery care until the child is seen by a medical practitioner.

- v. Our School Nurse will assess the children after any accident or bump or for any other illness such as a raised temperature.
- vi. If a child does exhibit the symptoms for which consent has been given to give non-prescription medication during the day, and the child has some medication on site then the nursery will always seek phone permission before administering any non-prescription medication.
- vii. For any non-prescription cream for skin conditions e.g. Sudocrem, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name
- viii. If any child is brought to the nursery in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left at the nursery. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form
- ix. As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at the nursery, together with the times and dosage given.

#### **4. Storage**

All medication for children must have the child's name clearly written on the original container. These medications must be stored in the locked medication cabinet. EpiPens or Inhalers are also stored in these cabinets in an orange bag, which has a photograph of the child, their name and an emergency contact number.

Medications which must be kept in the fridge are stored on site in the Health and Wellbeing Centre. In all cases, medication is stored out of reach of all children.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach.

All medications must be in their original containers, labels must be legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

## Appendix 3

### EYFS – Non-Collection of Child Policy

#### 1. Ethos

In the event that a child is not collected by an authorised adult at the end of a booked session/day, we put into practice agreed procedures, which ensure the child is cared for safely.

#### 2. Aim

In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that if they are unavoidably delayed they will be reassured that their child/children will be properly cared for.

#### 3. Methods

Parents of children are asked to provide specific information, which is recorded upon admission to Stonar EYFS, including:

- i. Home address and telephone number.
- ii. Place of work address and telephone number.
- iii. Mobile telephone number.
- iv. Names, addresses, telephone numbers, a password, and photos of adults who are authorised by the parents to collect their child from EYFS, e.g. a child-minder or grandparent.
- v. Information about any person who has legal access to the child.

On occasions when parents are aware that they will not be at home or in their usual place of work, they record how they can be contacted.

Written consent must normally be provided on occasions when parents or the persons normally authorised to collect the child are not able to collect the child; they provide a name, description, a password, and parents are asked to provide photos if possible. We agree with parents how the identification of the person who is to collect their child will be verified.

Parents are informed that if they are not able to collect the child as planned, they must inform us in order that we can begin to take back-up procedures. We provide parents with our contact telephone number. We also inform parents that in the event that their children are not collected from Stonar EYFS by an authorised adult, and the staff can no longer supervise the child in our premises, we will contact our Local Safeguarding Children Board.

### 3.1 If a child is not collected

If a child is not collected at the end of the booked session/day, we follow the following procedures:

- i. The child does not leave the premises with anyone other than those named on the admission form.
- ii. Parents/carers are contacted at home and/or at work.
- iii. If this is unsuccessful, the adults who have legal responsibility or are authorised by the parents to collect the child from Stonar EYFS are contacted.
- iv. The child stays at Stonar EYFS until the setting closes, at which point if the child remains uncollected and staff are no longer available to care for the child, including the school designated safeguarding lead, we apply the procedures set out by the local safeguarding children board by contacting them telephone number 03004560108, the out of hours number 03004560100.
- v. A full written report of the incident is recorded.
- vi. Depending on circumstances, we reserve the right to charge parents an additional fee, including the additional hours worked by school staff.

## Appendix 4

### EYFS Student and Volunteer Placement Policy

#### 1. Ethos

We recognise that qualifications and training make an important contribution to the quality of the care and education provided by EYFS settings. As part of our commitment to quality, we offer placements to volunteer pupils on work placement and D of E as well as students undertaking EYFS qualifications and training, including Foundation Degrees, EYE, EYT, and PGCE.

#### 2. Aim

We aim to provide quality EYFS experience for students and volunteers, which contribute to the successful completion of their studies.

#### 3. Methods

- i. We require students to meet the 'suitable person' requirements of Ofsted and we require schools placing students and volunteers under the age of 17 years with Stonar EYFS to vouch for their good character.
- ii. Students and volunteers under the age of 17 years are supervised at all times; we do not allow them to have unsupervised contact with the children.
- iii. Students and volunteers who are placed in Stonar EYFS on a short term basis are not counted in our staffing ratios; students and volunteers on long- term placements may be counted in our staffing ratios provided we consider them to be competent.
- iv. We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
- v. We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
- vi. We provide students and volunteers, at the first session of their placement, with a short induction on how the setting is managed, how our sessions are organised, and we require them to read our policies and procedures.
- vii. We communicate a positive message to students about the value of qualifications and training.
- viii. We make the needs of the children paramount by not admitting students and volunteers in numbers, which hinder the essential work of Stonar EYFS.

- ix. If the student or volunteer does not adhere to the above, we have the right to terminate their placement after discussion with both the student and their tutor.

## Appendix 5

### EYFS Missing Child Policy

#### 1. Ethos

We believe that the safety of young children is of paramount importance. We make our school as safe and secure as possible to prevent children going missing.

#### 2. Aim

To make children, parents and staff aware of safety issues and to minimise the chance of a child going missing. If a child were to go missing, we aim to act upon this immediately to ensure the child returns quickly and safely.

#### 3. Methods

3.1 We prevent EYFS children leaving the setting unattended by:

- i. Preventing children from having access to exits: the main doors to the Prep school and the gates to the Nursery outdoor areas. The EYFS classroom in the Prep school has a keypad access system, the Nursery building main door entrance and the EYFS classroom in the Prep school have secure handles; the EYFS classroom interior doors in the Prep School have secured handle; and the fire safety exits have gates that are child-locked.
- ii. Forest school is secured with a gate which staff ensure remains closed at all time and staff carry out regular headcounts.
- iii. Promoting safety in the school, by encouraging children to form lines for exit and entrance to the building.
- iv. Staff watching the gates when the children are outside.
- v. Staff doing regular head counts and checking the register regularly.

3.2 Ensuring that we realise were a child to go missing, we:

- i. Keep the register updated.
- ii. Count children in and out of the school building and check the register.
- iii. Remove the register from the building during emergency procedures.

When co-ordinating a search for a child, we follow our procedure for 'Co-ordinating a search for a missing EYFS child':

The following procedure depends on the circumstances. If a child is believed to be missing, we:

**STEP 1** Stop and think, asking all staff when and where the child was last seen.

**STEP 2** Ensure sufficient staff remain with children in the setting.



- STEP 3** Ensure all children in the setting are safe.
- STEP 4** Search the secure areas of the setting thoroughly
- STEP 5** Inform the Head of Prep, asking to mobilise any spare staff to help search
- STEP 6** Search the school grounds and the pond
- STEP 7** Head of Prep or the Nursery Manager to ring the police (no later than 45 minutes after the child was reported missing), passing on all relevant information: when and where the child was last seen; details of the child; what has been done so far.
- STEP 8** Head of Prep or the Nursery Manager to ring the child's parents or **carers**:
- i. Checking that the parents did not collect the child early.
  - ii. Letting them know the area is being searched.
  - iii. Letting them know the police have been contacted and the advice given is being followed.

## Appendix 6

### Arrangements for the Supervision of EYFS Pupils throughout the School Day

This policy covers children in EYFS, including Reception and Nursery. It should be read in conjunction with the whole school Supervision and Security Policy.

This policy details supervision arrangements for the children in our setting. Children are supervised at all times. The safety of children is recognised as being of paramount importance. It is the responsibility of all staff to supervise children at all times and to ensure their safety.

The Prep School building doors are opened at 8:30am. Parents bring Reception children to the classroom where they are met by the class teacher. The Nursery is open from 8:00am and parents bring children directly to the Nursery main door, where they are met by the Nursery staff. Reception children are able to attend 'Stay and Play', in the Nursery, from 8:00am for early drop off. They are then brought over to the Reception classroom at 8:30am, accompanied by the Nursery staff.

Registration of all pupils, including those in the EYFS is taken at the start of the morning and afternoon sessions. Parents are responsible for notifying the school, by telephone or email, if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation.

This is a plan of the day for Reception children:

8.00am	Nursery opens for early drop off ('Stay and Play')
8.30am	School commences
8.30 – 8.45am	Morning registration
8.45 – 9.00am	Assembly in the Prep Hall (or class time)
9.00 – 10.10am	Lessons
10.10 – 10.20am	Mini-break (snack) in classrooms
10.20 – 11.20am	Lessons
11.20 – 11.45am	Playtime outside
11.45am – 12.15pm	Lessons
12.15 – 12.45pm	Lunch in the Dining Hall
12.45 – 1.10pm	Lessons
1.10 – 1.40pm	Playtime outside
1.40 – 1.45pm	Afternoon registration
1.45 – 3.25pm	Lessons/Afternoon activities e.g. swimming
3.30pm	End of the school day
3.30 – 3.45pm	Story and quiet time
3.4 – 4.00pm	Tea in the Dining Hall
4.00 – 6.00pm	After school care available in Nursery ('Stay and Play') Co-curricular activities

This is a plan of the day for Nursery children:

8.00am	Morning session commences
8.30 - 8:45am	Morning registration/Welcome Time
8:45 - 9:40am	Morning activities (Swimming, Spanish, Forest School)
9:40 – 10:00am	Snack
10:00 – 10:30am	In The Moment, Free-Flow
10:30 – 11:45am	Playtime outside
11:45am – 12:30pm	Lunch in La Cantina
12:40 – 1:00pm	Quiet time
1:00pm	Afternoon session commences
1:20 – 1:50pm	Free-flow
1:50 – 2:50pm	Afternoon activities
2:50 – 3.15pm	Snack
3:15 – 3:30pm	Stories and rhymes
3:30pm	End of afternoon session
3:30 – 6:00pm	After school care available in Prep Hall ('Stay and Play')

### 1. Timetable

The children have a varied timetable incorporating many different subjects and extra-curricular activities. All sessions and activities during the day are supervised in accordance with EYFS statutory requirements for ratio. Nursery and Reception children have weekly swimming sessions in the onsite pool. The children are accompanied to and from the pool and are supervised when changing. The children are taught to swim by a trained swimming teacher, with teaching assistants/resident assistants/EYFS staff also available to support and supervise, at least one of whom is lifeguard trained. A minimum of two adults accompany the children to Forest School and supervise the children during the sessions. During lesson time, the children are able to free-flow between the indoor and outdoor classrooms, providing there are adults both inside and outside. This can be a teacher or EYFS staff.

### 2. Lunchtime

All snacks are delivered to the EYFS classrooms (both morning and afternoons). Teachers monitor what children are eating and feedback any concerns during staff meetings to staff, and at the end of the day to parents or carers. Nursery children eat lunch in La Cantina and snacks in the Nursery building, with EYFS staff supervising and assisting. All mealtimes and dietary requirements are recorded on Nursery's Daily Food Record. Catering numbers are sent termly to the Head of Catering, outlining any specific dietary requirements.

### 3. Playtime

Reception children join the Prep school for morning playtime outside, on the lawn, playground or tennis courts. All members of the Prep teaching staff are expected to take their share of break and lunchtime supervisory duties. Duty rotas are prepared by the Head of Prep each term. During the morning breaks, there will be sufficient staff on duty to satisfy the required ratios. Pupils are not allowed inside at break time unless with a member of staff. If it is 'wet play', pupils must be in the Prep Hall and duty staff will supervise. There is always a minimum of two staff on duty.

## **Appendix 7**

### **EYFS Learning Journal Policy – Use of Tapestry**

#### **I. Policy Statement**

The Stonar EYFS Learning Journal aims to record a holistic view of your child’s significant moments at Stonar EYFS, including a chronological collection of observations, examples of progress, photographs, videos, the ‘child’s voice’ and your own contributions; together these should reflect a whole picture of your child’s individual Journal whilst tracking their interests, learning and development.

The Learning Journal is analysed by your child’s teacher or key person, and shared with you and your child, to inform planning for your child’s next steps in each area of learning and the characteristics of effective learning as they progress towards achieving the Early Learning Goals of the Early Years Foundation Stage Profile.

The Learning Journal should also document that our provision ensures opportunities for each child to: engage in a balance of adult-led and child-initiated purposeful play and exploration indoors and outdoors; become motivated, active learners and creative and critical thinkers; and make progress in the following interconnected areas of learning and development:

##### **I.1 The Three Prime Areas, tracked for all EYFS children:**

- i. Personal, Social and Emotional Development, e.g. Making relationships, Sense of self, Understanding emotions.
- ii. Physical Development, e.g. Moving and handling; Health and self-care.
- iii. Communication and Language, e.g. Listening and attention; Understanding, Speaking.

##### **I.2 The Four Specific Areas, tracked for all EYFS children:**

- i. Literacy, e.g. Reading; Writing.
- ii. Mathematics,
- iii. Understanding of the World, e.g. People and communities, The world, Technology.
- iv. Expressive Arts and Design, e.g. Creating with materials, being imaginative and expressive.

#### **2. Procedures & Security**

- i. Stonar School uses an online Learning Journal system (Tapestry), allowing staff and parents to access the information via a personal, password-protected login.
- ii. Parents logging into the system are only able to access their own child/children’s learning journal.
- iii. Parent access allows them to comment (or ‘reply’) to observations that staff have inputted as well as adding their own observations and photos/videos – any

- observations the parents add are to be approved and added into the journal by the Nursery Manager or Reception Class Teacher to ensure appropriate content.
- iv. Before parents are linked to their child(ren)'s learning journal they are asked to give permission for their child's photo to appear in other children's learning journals, along with the other terms set out in the user agreement consent form
  - v. Observations are regularly monitored by the managing staff and are assessed during staff meetings to ensure they are providing relevant and informative information.
  - vi. The purpose of the Tapestry Learning Journal is to document and record their learning and development. Any further discussion of progress or concerns are shared during face-to-face conversations during end of the day feedback or termly parent's consultations.
  - vii. Staff and parents who fail to uphold the terms of the user agreement may result in suspending access to Tapestry.

**This policy runs in conjunction with the following Stonar policies:**

1. Staff and Pupil ICT Acceptable Use Policy.
2. Taking, Storing & Using Images of Pupils Policy.
3. Data Protection Policy.
4. Child Protection and Safeguarding Policy.

## Appendix 8

### LIST OF STATUTORY POLICIES AND PROCEDURES FOR THE EYFS

Statutory policy or procedure for the EYFS	Where can it be found?
Risk Assessments	Staff Handbook, Section K, EYFS
Daily Food Records	Staff Handbook, Section K, EYFS
Register of Needs	Staff Handbook, Section K, EYFS