

EYFS 2014 - Policies and procedures

There has been an attempt to reduce the amount of required policies and procedures in the EYFS 2014 – behaviour management, smoking, risk assessment and health and safety policies are no longer specified in the requirements for written policies and procedures (needed by early years settings such as nurseries and pre-schools).

However, the Childcare Register 2012 is still law and Ofsted factsheet 120412* (dated Jan 2013) requires all early years providers to have the following policies and procedures in writing –

- Behaviour management
- Concerns and complaints
- Emergency evacuation
- Equality
- Failure to collect - often called a 'Late Arriving Parent' procedure
- Health and safety
- Medication administration
- Missing child
- Risk assessment
- Safeguarding children
- Smoking
- Visitors

Note the following in the EYFS 2014 –

The requirement numbers have changed! If you currently use the numbers in your policies and procedures you will need to go through and change them...

Requirement 3.2 requires childminders to 'safeguard children; ensure the suitability of adults who have contact with children; promote good health; manage behaviour.'

This means that childminders will still need the following policies and procedures which are shared with parents and staff –

- Safeguarding and child protection policy and procedures – including information about mobile phones and cameras, contact numbers for LSCB and a safeguarding procedure to follow;
- Staff suitability procedures – if working with staff;
- Illness and infection procedures – to cover how you promote good health;
- Behaviour management policy including information about physical intervention – note the focus on corporal punishment in requirement 3.52. Also note the requirement to have a 'named practitioner responsible for behaviour management' have been removed.

Requirement 3.20 requires childminders to provide induction training to new staff to include information about, 'emergency evacuation procedures, safeguarding, child protection, the provider's equality policy, and health and safety issues.'

This means that childminders will still need the following policies and procedures which are shared with parents and staff –

- Emergency evacuation procedures – this is re-stated in Requirement 3.55 which states, 'Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure';
- Equality policy;
- Health and safety policy.

Requirement 3.44 states, 'The provider must promote the good health of children attending the setting. They must have a procedure, discussed with parents and/or carers, for responding to children who are ill or infectious, take necessary steps to prevent the spread of infection, and take appropriate action if children are ill.'

This means that childminders will still need –

- Medication administration procedures.

Requirement 3.62 states, 'Providers must ... have an agreed procedure for checking the identity of visitors.'

This means that childminders will still need –

- Visitor policy.

Requirement 3.67 states, '3.67. Providers must have arrangements in place to support children with SEN or disabilities.' Most Local Authorities will be asking childminders to write a SEND Local Offer and to provide parents with a copy of their SEND (Special Educational Needs and Disabilities) policy.

So, in addition to currently required policies and procedures, most childminders (and definitely those childminders who care for funded children) will need –

- SEND policy.

Requirement 3.73 states, 'Providers must make the following information available to parents and/or carers: the procedure to be followed in the event of a parent and/or carer failing to collect a child at the appointed time, or in the event of a child going missing at, or away from, the setting'

This means that childminders will still need –

- Late arriving / non collecting parent procedures;
- Lost / missing child procedures.

Requirement 3.74 states, 'Providers must put in place a written procedure for dealing with concerns and complaints from parents and/or carers'

This means that childminders will still need –

- Complaints procedures.

Other notes

- While **requirement 3.20** refers to the providers equality policy, the section on equality of opportunity in the EYFS 2012 (requirement 3.66) has been removed and replaced in the EYFS 2014 with requirement 3.67 'Providers must have arrangements in place to support children with SEN or disabilities.' This is in response to the new statutory SEND Code of Practice - <https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>.

Childminders are advised to retain their equality policy including information about equality (and their compliance with the Equality Act 2010). An additional SEND policy might then be written (or advised verbally to parents and Ofsted) to include information about the new Code of Practice.

- **Requirement 3.54** states, 'Providers must comply with requirements of health and safety legislation (including fire safety and hygiene requirements)' - 'fire safety' is new and should be added into the Health and Safety policy (Childcare Register requirement).
- **Requirement 3.64** covers risk assessment – there is no requirement to have a risk assessment policy in the EYFS 2014 but this remains in the Childcare Register. Requirements relating to the type of risk assessments needed etc are the same. Childminders might add a short note to their Health and Safety Policy (not required by the EYFS 2014 but very good practice) to state what RAs they do, when and whether or not they are in writing.
- **Requirement 3.56** covers smoking and states, 'Providers must not allow smoking in or on the premises when children are present or about to be present.' There is no requirement to have a 'no smoking' policy for the EYFS 2014, but this remains in the Childcare Register. Childminders might add information about no smoking into their health and safety policy.
- Most childminders, in addition to the statutory policies and procedures, have a further written fees policy which is shared with parents. A free sample fees policy can be downloaded from - <http://www.childcare.co.uk/information/childminder-plus> (PDF version for free members and Word format for Gold members).

Remember that if you do not have a written policy and procedure, the onus will be on you, during a busy Ofsted inspection, to explain what you do to your inspector. Most childminders find it much more professional to have their policies and procedures in writing so they can be printed or emailed quickly and easily to share with parents.

Knutsford Childminding customers please note - I will be updating my e-book 29 'Policies and Procedures' over the coming months ... updates and replacements are free for current customers.