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| **EYFS (2014) Documentation Overview Guidance** | | | |
| **Safeguarding and Welfare Requirements Section 3** | **Policies and procedures that MUST be in place** | **Policies and procedures that should be in place** | **Documentation that MUST be available on site** |
| **Child Protection**  **3.4 – 3.8** | **Safeguarding policy** including the use of mobile phones and cameras in the setting | Suitable person policy | Framework for Action |
|  | Whistleblowing policy | Safeguarding flowcharts X3 |
|  | Internet and social media policy | LADO contact details |
|  | Lost child policy | Social Care contact details |
|  | Uncollected child policy | DBS overview |
|  |  | Visitors book |
|  |  | Log of ID checks |
|  |  | Working Together to Safeguard Children document |
|  |  | DBS overview |
|  |  | Attendance overview |
|  |  | Log of dates and times staff in each room |
|  |  | Safer recruitment documents for all staff |
|  |  | Ofsted contact details |
|  | | | |
| **Suitable People**  **3.9 – 3.19** | **Safeguarding policy** including managing allegations and the role of the LADO | Suitable person policy | Ofsted disqualification document and applying to waive disqualifications document |
|  | Whistle blowing policy | Bolton’s disqualification by association document |
|  | Staffing policy | Appraisals and supervision documents |
|  |  | Training overview for all staff |
|  |  | Staff qualification and evidence of CPD |
|  | | | |
| **Safeguarding and Welfare Requirements Section 3** | **Policies and procedures that MUST be in place** | **Policies and procedures that should be in place** | **Documentation that MUST be available on site** |
| **Key Person**  **3.27** |  | Key person policy | Key person groups |
|  | Partnership with parents policy |  |
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| **Staff : Child Ratios**  **3.28 – 3.43** |  | Staffing policy | Children’ attendance – times and dates recorded |
|  | Students and volunteers policy | Staff signing in and out of rooms |
|  | Risk assessment policy |  |
|  | | | |
| **Health**  **3.44 – 3.51** | **Administering medicine** policy | Sick child policy | HSA infectious diseases poster/guidance |
|  | Food and drink policy | Administering medicine record |
|  | First aid policy | Medication permission forms |
|  | Notifying Ofsted policy | Accident log |
|  | Partnership with parents policy | Incident log |
|  |  | Existing injuries form |
|  |  | Emergency contacts for all children |
|  |  | Bolton’s notification guidance – Ofsted and LADO |
|  |  | Allergens advice |
|  |  |  | RIDDOR Regulations 2013 documentation |
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| **Managing Behaviour**  **3.52 – 3.53** |  | Behaviour management policy | Incident log |
|  | Partnership with parents policy |  |
|  | | | |
| **Safeguarding and Welfare Requirements Section 3** | **Policies and procedures that MUST be in place** | **Policies and procedures that should be in place** | **Documentation that MUST be available on site** |
| **Safety and Suitability of Premises, environment an Equipment**  **3.54 – 3.66** |  | Risk assessment policy | Evidence of risk assessment reviews |
|  | Outings policy | Daily checks – indoors and outdoors |
|  | Health and Safety policy | Outings risk assessments |
|  | Smoking drugs and Alcohol policy | Fire safety checks documentation |
|  | Safety and security policy | Evidence of PAT testing |
|  | Hygiene policy | Evidence of regular emergency evacuations |
|  | Emergency evacuation procedure | Emergency evacuation routes displayed |
|  | Visitors to setting procedure | Cleaning records |
|  |  | Signing in/visitors book |
|  |  | Sleeping children policy and procedure | Health and Safety Law poster |
|  |  | Collection/non-collection policy |  |
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| **Special Educational Needs**  **3.67** |  |  | SEND Code of Practice (DfE 2014) |
|  | Equality of Opportunity policy and procedure | SEND paperwork |
|  | SEND policy and procedure | Early Help Assessment paperwork |
|  | | | |
| **Safeguarding and Welfare Requirements Section 3** | **Policies and procedures that MUST be in place** | **Policies and procedures that should be in place** | **Documentation that MUST be available on site** |
| **Information and Records**  **3.68 – 3.78** | **Written complaints procedure** | Information sharing/Data protection policy and procedure | Registered with ICO |
|  | **Safeguarding policy** and procedure | Partnership with parents policy and procedure | Children’s details including emergency contact details, name, DOB, address of every parent know to provider, parental responsibility, permissions, dietary preferences and requirements |
|  | **Complaints log** | Complaints policy | Information for parents including EYFS. Planning, SEN, food and drink, policies and procedures, staff names and key person details |
|  | **Ofsted contact details** – Parents poster displayed | Notifying Ofsted policy | Evidence of complaints being investigated |
|  |  |  | Certificate of registration |
|  |  |  | Valid insurance |
|  |  |  | Child attendance registers |
|  |  |  | Registered provider details |
|  |  |  | Full committee member details |
|  |  |  | Vehicle documents – MOT, insurance, service history |
| **Please note – this list is not exhaustive. Settings will need to ensure that extra policies and procedure are identified as and when required to ensure the safety and best possible outcomes for all children.** | | | |