

Early Years Foundation Stage, Safeguarding – (Percy Hedley School) Policy 25-26

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Policy Control/Monitoring

Approved by: (Position in Organisation)	Designated Safeguarding Lead
Date:	
Accountability: (Position in Organisation)	Safeguarding Officer
Revision Cycle:	Yearly
Brief details of amendments made	New Policy

Equality Impact Assessment

This document forms part of Percy Hedley’s commitment to create a positive culture of respect for all staff and service users. The intention is to identify, remove or minimise discriminatory practice in relation to the protected characteristics (race, disability, gender, sexual orientation, age, religious or other belief, marriage and civil partnership, gender reassignment, pregnancy and maternity), as well as to promote positive practice and value the diversity of all individuals and communities. As part of its development this document and its impact on equality has been analysed and no detriment identified.

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Version Control Tracker

Version Number	Date
1	September 2024
2	September 2025

1. Introduction

This is an Early years Foundation Stage, Safeguarding – (Percy Hedley School) Policy, relevant to all School Staff and for which references and links to national frameworks including (not exhaustive) Early Years Foundation Stage (EYFS) statutory framework for group and school based providers (4th January 2024) and Keeping Children Safe in Education 2024.

2. Purpose

2.1 We recognise that 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. We follow safeguarding and welfare requirements to provide a welcoming, safe, and stimulating environment where children can enjoy learning and grow in confidence.

3. Scope

3.1 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. Staffing arrangements must meet the needs of children ensuring safety.

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3.2 Accident and injury

Parents/carers will be informed of an accident or injury sustained by the child on the same day as soon as reasonably practicable after, and of any first aid treatment given.

3.3 We promote good oral health, as well as good health in general, in the early years by including this within our general curriculum in addition to inviting appropriate visitors into school.

4. Definitions

All definitions are cited in the 'Safeguarding and Child Protection Policy 2025-2026'.

5. Principles

5.1 Supervision of pupils

For children aged 3 and over:

Staffing arrangements must meet the needs of all children and ensure their safety. We will ensure that children are adequately supervised, including whilst eating, and decide how to deploy staff to ensure children's needs are met.

Where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification is working directly with the children, 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 this is in accordance with the EYFS statutory framework 2024.

Whilst the above ratios are in line with the EYFS statutory framework, given the special educational needs and disabilities of pupils at Percy Hedley School, ratio allocations are decided upon individual presentations and needs of children; this will be significantly greater than the ratios identified in the statutory framework.

At least one person who has a current paediatric first aid (PFA) certificate must always be on the premises and available when children are present and must accompany children on outings.

Children must always be in sight and hearing of staff, and always in sight and hearing of staff whilst eating.

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5.2 Working with families

We recognise that children learn and develop well when there's a strong partnership between staff and families.

We share information about children's learning using the sharing platform Earwig to share observations with home via the app as this allows parents and/or carers to see their child's learning, suggest activities. The sharing platform also provides the opportunity for parents and/or carers to share observations from home.

5.3 Use of mobile phones and cameras

Staff are not permitted to use their personal mobile devices, smart watches or devices which are able to record or take photographs in School in the presence of children for personal use. Staff, visitors and external contractors will be required to lock away their devices in the lockers provided prior to entering the Early Years classroom.

Staff should use a school provided device to take any photographs or videos necessary to support the curriculum or as evidence.

Any recording or photographs taken by any electronic device with images and sharing capabilities must not be shared outside of Percy Hedley School (unless parental permission is given e.g. marketing purposes). Any recording or photograph must only be uploaded on to a school system or school device which is securely password protected.

Where parental permission is given, photos and recordings will be shared with parents via the secure online platform, Earwig. All parents are informed that photos are for their own personal use and should not be shared via social media.

Any concerns should be discussed with the DSL/Deputy DSL, concerns will be taken seriously, logged, and investigated appropriately.

6. Monitoring and Compliance

This Policy will be reviewed at a minimum on an annual basis to ensure it remains up to date, relevant and appropriate and meets current national frameworks.

7. Associated Policies & References

The policy has regard to the following guidance and advice:

Early Years Foundation Stage (EYFS) statutory framework for group and school-based providers (4 Jan 2024)

Child Protection and Safeguarding Policy 2025-2026

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Keeping Children Safe in Education 2025

Working Together to Safeguard Children 2023

Part One and Annex B of '*Keeping Children Safe in Education*' DfE

Staff Code of Conduct

Whistleblowing policy

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