



Early Years Policy

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Statement of Intent

At Holland Park, 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 readiness for the next stage of their education 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.

1. Legal Framework

- 1.1. This policy has due regard to statutory legislation, including, but not limited to, the following:
 - Childcare Act 2006
 - Safeguarding Vulnerable Groups Act 2006
 - The GDPR
 - Data Protection Act 2018
- 1.2. This policy has due regard to statutory guidance including, but not limited to, the following:
 - DfE (2017) 'Statutory framework for the early years foundation stage'
 - DfE (2020) 'Keeping children safe in education'
 - 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:
 - Behaviour Policy
 - Special Educational Needs and Disabilities (SEND) Policy
 - Safeguarding and Child Protection Policy
 - Allegations of Abuse Against Staff Policy
 - Drug and Alcohol Policy
 - Equality Policy
 - Supporting Pupils with Medical Conditions Policy
 - Health and Safety Policy - Sigma
 - Recruitment Policy - Sigma
 - Data Protection Policy - Sigma
 - Photography and Videos at School Policy - Sigma
 - Complaints Procedures Policy - Sigma

2. Roles and Responsibilities

- 2.1. The **Local Governance Committee** 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 and Child Protection Policy** and Sigma Trust's **Photography & Video in School Policy**.

- 2.2. The **Board of Trustees** 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 (including supply staff) or a volunteer. These issues are addressed in the Trust's **Allegations of Abuse Against Staff Policy**.
- 2.3. The **Local Governance Committee** has the overall responsibility for the implementation of this policy.
- 2.4. The **Local Governance Committee** 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 **Local Governance Committee** has responsibility for handling complaints regarding this policy, as outlined in the Trust'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, supply staff and volunteers, are responsible for familiarising themselves with, and following, this policy.
- 2.8. Staff, including teachers, support staff, supply 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 challenging 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
 - Listening, attention and understanding
 - Speaking
 - Physical development
 - Gross Motor Skills
 - Fine Motor Skills
 - Personal, social and emotional development
 - Self-regulation
 - Managing self
 - Building relationships

- 4.5. The 'specific' areas of learning and development are:
- Literacy
 - Comprehension
 - Word reading
 - Writing
 - Mathematics
 - Number
 - Numerical patterns
 - Understanding the world
 - Past and present
 - People and communities
 - The natural world
 - Expressive arts and design
 - Creating with materials
 - Being imaginative and expressive
- 4.6. Activities are planned to reflect children's interests and individual circumstances in order to provide each child with a challenging and enjoyable experience.
- 4.7. The EYFS 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.
- 4.8. 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 teachers will contact the child's parents to establish their home language skills to assess if there is cause for concern about a language delay.
- 4.9. Each area of learning and development will be implemented through a mix of adult-led and pupil-initiated activity.
- 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 and ‘have a go’.
- 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.

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 Special Educational Needs and Disabilities (SEND) 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.

6. The Learning Environment and Outdoor Spaces

- 6.1. The EYFS classrooms are 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 are planned, unless circumstances, such as the weather, would make outdoor activity inappropriate and unsafe.

7. Assessment

- 7.1. Assessment plays an important part in helping the school to recognise children’s progress, understand their needs, plan activities, and assess the need for support.
- 7.2. Parents will be kept up-to-date with their child’s progress and development, and the EYFS teachers will address any learning and development needs in partnership with parents.
- 7.3. Formative assessments are used to assess the learning and development of children in the EYFS. EYFS teachers and LSAs will observe children to understand their level of achievement, interests and learning styles. This information will then be used to shape learning experiences for each child.

- 7.4. In the Summer term the EYFS profile will be completed by the child's teacher.
- 7.5. Reasonable adjustments will be made to the assessment process for children with SEND as appropriate.
- 7.6. Assessment procedures are set out in full in the Assessment Policy.

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 the Child Protection and Safeguarding Policy, and all members of staff in the EYFS are required to read this policy as part of their induction training.
- 8.3. The DSL is Mr Matthew Moseley.
- 8.4. The Deputy DSL's are Mrs Andrea Blyth, Mrs Rachel Waller, Mrs Sarah Edwards, Mrs Lisa Penn and Mrs Angela Hope.
- 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.

9. Health and Safety

- 9.1. A first-aid box is located in the EYFS classrooms and intervention area.
- 9.2. Only medicine prescribed to a child by a doctor, dentist, nurse or pharmacist will be administered.
- 9.3. The school's Supporting Children with Medical Needs Policy outlines the procedures for administering medicines.
- 9.4. The EYFS staff 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.
- 9.5. Accidents and injuries will be recorded in an accident book.
- 9.6. 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.

- 9.7. The school has a Fire Evacuation Plan in place.
- 9.8. Any food or drink provided to children is healthy, balanced and nutritious.
- 9.9. The **Headteacher** will notify Ofsted of any incidents of food poisoning affecting two or more children within 14 days of the incident.
- 9.10. Information about any dietary requirements, preferences, food allergies and any special health requirements a child has will be recorded.
- 9.11. Fresh drinking water is available at all times.
- 9.12. Smoking is not permitted on the school premises.
- 9.13. The Health and Safety Policy outlines the full health and safety policies and procedures.

10. Staff taking Medication or Other Substances

- 10.1. The school implements a zero-tolerance approach to drugs and alcohol misuse, as outlined in the **Drug and Alcohol Policy**.
- 10.2. 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.
- 10.3. 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.
- 10.4. Any medication used by staff is securely stored in the welfare 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. 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.
- 11.5. The school will organise PFA training to be renewed every three years.

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 Trust's 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 is made available to parents:
 - How the school delivers the EYFS 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.
- 12.4. Ofsted will be notified if there are any changes to the following:
 - The address of the school
 - The school's contact details
 - 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. There will be a suitable area provided 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. Monitoring and Review

- 14.1. This policy is reviewed annually by the Local Governance Committee and the Headteacher.
- 14.2. Any changes made to this policy will be communicated to all members of staff.
- 14.3. 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.