

## **BARNIES DAY NURSERIES AND PRESCHOOLS**

### **MEETING THE STATUTORY FRAMEWORK FOR THE EYFS**

All aspects of Barnies operational policies and procedures are governed by the contents of the Confidentiality Policy and GDPR Privacy Notice as well as current legislation and guidelines.

#### **INTRODUCTION**

	<b>OPERATIONAL PROCEDURES</b>	<b>POLICIES APPLICABLE</b>
Quality and consistency	Self evaluation Peer observations Recruitment and job offer process. Staff suitability process. Induction and appraisal procedures. Internal training and development process. Parent communication procedures Child Summative Assessment and Progress Tracking – Learning Journal External authority inspections (eg Environmental Health, Fire Brigade, Ofsted) SIP visits	Staff Recruitment, Training and Development Policy Staff Grievance and Disciplinary Policy and Procedures Health and Safety Policy and Procedures Parent Partnership Policy Student Placement and Work Experience Policy
A secure foundation	Parent communication procedures Focus Child Plans Summative Assessments Observations Learning Journal Daily routines. Induction and appraisal procedures. Internal training and development process.	Staff Recruitment, Training and Development Policy Staff Grievance and Disciplinary Policy and Procedures Health and Safety Policy and Procedures Parent Partnership Policy Care, Learning and Play Policy
Partnership working	Daily routines. Parents Consultations Photo & Display boards. Planning, Observations and Assessments. Parent Assessments. Parents Updates Parent Contact Books (if applicable) Home/Nursery shared resources (Elizabeth Jarman Sacks, Oscar the Owl) Self Evaluation. SIP visits Learning Journal	Inclusion and Equalities Policy SEND Policy Admissions Policy Parent Partnership Policy Care, Learning and Play Policy Staff Recruitment, Training and Development Policy
Equality for Opportunity	Focus Child Plans Daily Routines Planning Observations and Assessments Staff training and development process Peer Observations Self Evaluation	Inclusion and Equalities Policy SEND Policy Admissions Policy Parent Partnership Policy Care, Learning and Play Policy Staff Recruitment, Training and Development Policy Staff Grievance and Disciplinary Policy and Procedures

## **SECTION 1: THE LEARNING AND DEVELOPMENT REQUIREMENTS**

	<b>OPERATIONAL PROCEDURES</b>	<b>POLICIES APPLICABLE</b>
<p>The areas of learning and development</p> <ul style="list-style-type: none"> <li>• The prime areas</li> <li>• The specific areas</li> </ul>	Focus Child Programme Individual Learning Styles Key worker files. Daily routines. Parents Consultations Photo albums. Display boards. Planning, Observations and Assessments. Summative Assessments Learning Journal Parent Assessments. Parents Newsletter Parent Contact Books Home/Nursery shared resources (Elizabeth Jarman Sacks, Oscar the Owl) Self Evaluation.	Inclusion and Equalities Policy Parent Partnership Policy SEND Policy Encouraging Good Behaviour Policy Care, Learning and Play Policy Staff Recruitment, Training and Development Policy
Educational Programmes  Early learning goals  Learning and development considerations	Suitable Indoor/Outdoor Environments Focus Child Programme Individual Learning Styles Planning, Observations and Assessments. Summative Assessments Parent Assessments. Self Evaluation.	Inclusion and Equalities Policy Parent Partnership Policy SEND Policy Encouraging Good Behaviour Policy Care, Learning and Play Policy Staff Recruitment, Training and Development Policy

## **SECTION 2: ASSESSMENT**

	<b>OPERATIONAL PROCEDURES</b>	<b>POLICIES APPLICABLE</b>
Initial & Ongoing Assessing	Parent/child settling procedures Parent Assessment Focus Child Programme Key worker files. Daily routines. Parents Consultations Photo albums. Display boards. Planning, Observations and Assessments. Learning Journal Weekly formative well-being assessment Summative Assessments	Inclusion and Equalities Policy Parent Partnership Policy SEND Policy Encouraging Good Behaviour Policy Care, Learning and Play Policy Staff Recruitment, Training and Development Policy
Progress check at two	Focus Child Programme Key worker files. Daily routines. Parents meeting Photo albums. Display boards. Planning, Observations and Assessments. Learning Journal Summative Assessments Progress Tracker Parent Assessments.	Inclusion and Equalities Policy Parent Partnership Policy SEND Policy Encouraging Good Behaviour Policy Care, Learning and Play Policy Staff Recruitment, Training and Development Policy
Assessment at the start of the reception year - the Reception Baseline Assessment (RBA) and at the end of the EYFS – The Early Years Foundation Stage Profile (EYFSP) Barnies contribution at transition	Focus Child Programme Planning, Observations and Assessments. Learning Journal Parent Assessments. Summative Assessments Progress Tracker Transition procedures Self Evaluation.	Inclusion and Equalities Policy Parent Partnership Policy SEND Policy Encouraging Good Behaviour Policy Care, Learning and Play Policy Staff Recruitment, Training and Development Policy

### SECTION 3: THE SAFEGUARDING AND WELFARE REQUIREMENTS

	<b>OPERATIONAL PROCEDURES</b>	<b>POLICIES APPLICABLE</b>
<p>Safeguarding policies and procedures</p> <p>Concerns about children's safety and welfare</p>	<p>Health and Safety procedures and records.  Management planning records.  Staff induction, appraisal and training procedures.  Staff Guidelines and reporting information  Annual checks and maintenance contracts.  Self Evaluation.  First Aid Training.  Food Hygiene Training.  Child admission forms and parental communication procedures.  Weekly formative well-being assessment</p>	<p>Health and Safety Policy  Care, Learning and Play Policy  Staff Recruitment, Training and Development Policy  Staff Grievance and Disciplinary Policy and Procedures  Admissions Policy  Parent Partnership Policy  Inclusion and Equalities Policy  Special Needs Policy  Non-collection &amp; Lost Child Policy  Encouraging Good Behaviour Policy  Student Placement and Work Experience Policy</p>
<p>Suitable People</p> <ul style="list-style-type: none"> <li>• Qualifications</li> <li>• Training and skills</li> <li>• Support and Supervision</li> <li>• Key person</li> <li>• Ratios</li> </ul>	<p>Recruitment and job offer process.  Staff suitability process.  Annual declaration  Induction and appraisal procedures.  Internal training and development process.  Self Evaluation.  Peer Observations  Supervision</p>	<p>Staff Recruitment, Training and Development Policy  Staff Grievance and Disciplinary Policy and Procedures  Student Placement and Work Experience Policy  Staff Wellbeing Policy</p>
<p>Health</p> <ul style="list-style-type: none"> <li>• Medicines</li> <li>• Food and Drink</li> <li>• Food Poisoning</li> </ul>	<p>Health and Safety Procedures  Fire Safety and Evacuation procedures  Accident reporting and review process  Risk assessment  Emergency and CPR notices  Child Health Plans and medication procedures  Food allergy analysis  Dietary specifications  Food suitability assessments  Staff Guidelines and reporting information  Annual checks and maintenance contracts  First Aid Training.  Food Hygiene Training</p>	<p>Health and Safety Policy  Staff Recruitment, Training and Development Policy  Staff Grievance and Disciplinary Policy and Procedures  Parent Partnership Policy  Inclusion and Equalities Policy  SEND Policy  Non-collection &amp; Lost Child Policy  Encouraging Good Behaviour Policy</p>
<p>Supporting and understanding children's behaviour</p> <p>Special educational needs</p>	<p>Suitable Indoor/Outdoor environments  Daily routines and guidelines  Weekly formative well-being assessment  Positive Behaviour Management practise  Staff Guidelines and reporting information  Positive role modelling and resources  Parental involvement and collaboration  Parent/Child settling procedures  Child admission forms and parental communication procedures.  Incident reports  Behaviour tracker  Multi-Agency working – LIFT  Target and Personalised Plans</p>	<p>Health and Safety Policy  Care, Learning and Play Policy  Staff Recruitment, Training and Development Policy  Staff Grievance and Disciplinary Policy and Procedures  Parent Partnership Policy  Inclusion and Equalities Policy  SEND Policy  Non-collection &amp; Lost Child Policy  Encouraging Good Behaviour Policy</p>

<p>Safety and suitability of premises, environment and equipment</p> <ul style="list-style-type: none"> <li>• Accident or injury</li> <li>• Safety</li> <li>• Indoor space and outdoor access</li> <li>• Sleeping</li> <li>• Babies</li> <li>• Toilets and intimate hygiene</li> <li>• Premises for confidentiality and safeguarding</li> <li>• Insurance</li> <li>• Risk assessment</li> <li>• Outings</li> </ul>	<p>Health and safety procedures and records.  Daily routines and guidelines  Fire Safety and Evacuation procedures  Accident reporting and review process  Risk assessment  Emergency and CPR notices  Outing procedures  Staff Guidelines and reporting information  Annual checks and maintenance contracts  First Aid Training.  Food Hygiene Training</p>	<p>Health and Safety Policy  Care, Learning and Play  Staff Recruitment, Training and Development Policy  Staff Grievance and Disciplinary Policy and Procedures</p>
<p>Information and Records</p> <ul style="list-style-type: none"> <li>• Child</li> <li>• Parent/Carers</li> <li>• Complaints</li> <li>• Inspections</li> <li>• Provider</li> <li>• Changes</li> </ul> <p>Other Legal Duties</p>	<p>Parent communication documents (contact books, assessments, notice board etc)  Child registers  Child information documents from registration with parent contact details  Child Planning, Observation and Assessment records.  Learning Journal  Staff personnel records.  Management Planning records and meetings  Self Evaluation and Audit.  Staff training on inspections and legal responsibilities</p>	<p>Admissions Policy  Parent Partnership Policy  Inclusion and Equalities Policy  Staff Recruitment, Training and Development Policy  Staff Grievance and Disciplinary Policy and Procedures</p>