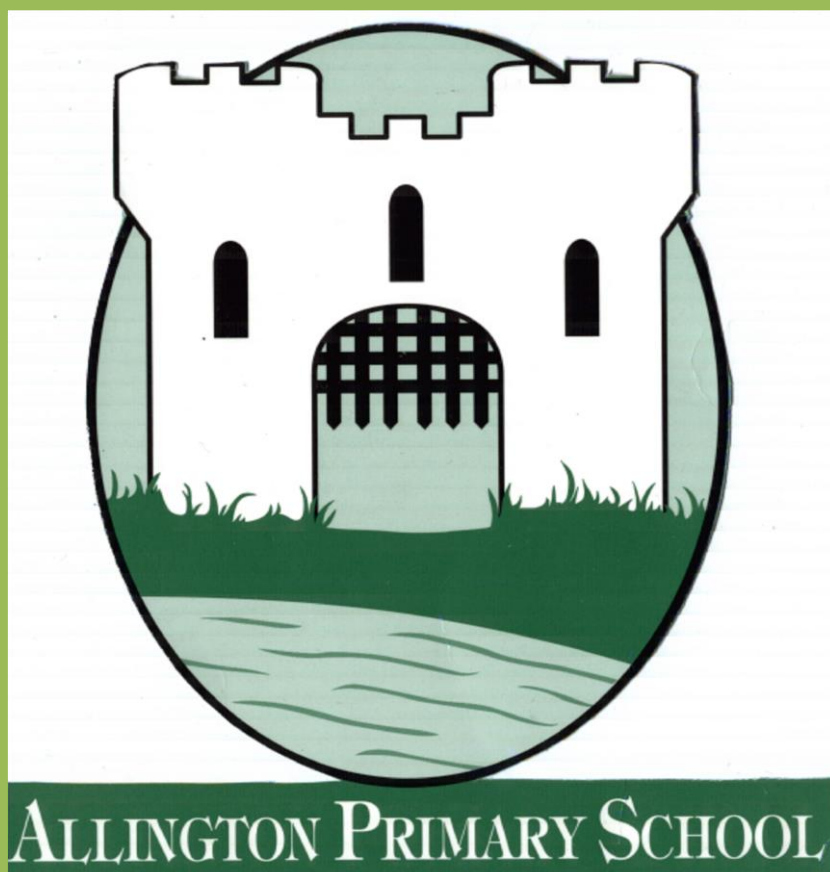


Foundation Stage Policy

(September 2025)



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Statement of intent

At Allington Primary School we believe that early childhood is the foundation on which children build the rest of their lives. Our aim is to provide a caring and stimulating environment where every child feels empowered to develop as an individual and independent learner. Our staff will provide opportunities that build upon children's experiences and interests to enable all children to reach their potential in every aspect of their development. Our curriculum has been carefully mapped out to allow a clear progression through the learning areas, taking children from their various different starting points to the end of the Early Learning Goals in readiness to start the National Curriculum at the start of Year 1. Our approach to the curriculum allows the flexibility to adapt to the needs and interests of the cohort and each individual.

We recognise that starting school can be an anxious time for both the child and the parent. To support the smooth transition from nursery to school we plan to meet the needs of the child and their family through an induction programme that enables a happy entry into our Reception Classes. This includes offering opportunities for visiting the school and visits or phone correspondence with pre-schools / EYFS settings in order to achieve a smooth handover. Parents are also invited to tell as more about their child, including areas where the child would benefit from additional support, through the completion of the 'My Unique Story' paperwork. Where appropriate, additional contact is made with parents, pre-school settings and external agencies to coordinate transition meetings in order facilitate information sharing to support the smooth transition of the child into a mainstream primary setting.

This policy has been developed in conjunction with the relevant 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 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.

Teaching and Learning in the EYFS

We believe that it is vitally important for adults to support children's learning through play. Learning should be personalised by building on the child's interests and involving them fully in reflecting on what they have learned and how they may build on their skills. Children will be intrinsically motivated to be life-long learners.

At appropriate opportunities the adults will:

- Question, respond to questions and engage the child in extended conversations that support sustained shared thinking
- Extend vocabulary, knowledge and skills
- Encourage independence
- Add resources that stimulate, motivate and engage the learner
- Demonstrate / model and work alongside
- Help children to see links in their learning
- Support and encourage
- Encourage children to be problem solvers, problem setters and investigators
- Re-direct the play if necessary
- Help children to learn how to negotiate and resolve conflict
- Promote children's well-being
- Observe and assess learning
- Record judgments and plan for next steps in learning
- Provide feedback to child/other adult/parents
- Ensure the environment is safe and secure and that the Welfare Requirements are in place

Characteristics of Effective Learning

We uphold the view that learning is underpinned by:

- Playing and exploring
- Active Learning
- Creating and thinking critically

All of these areas interlink throughout the curriculum and adults make the most of opportunities to interact with children to develop their playing, thinking and learning. Adults also recognise that there are times when they need to take a step back to enable children to think critically and solve a problem by trial and error or perseverance. It is our aim that children leave the EYFS with

- a positive 'can do' attitude to learning
- a willingness to take risks
- high levels of engagement in a task
- perseverance
- a love of learning
- ideas of their own, that they can plan and follow through

Phonics and Reading

Phonics and reading at Allington Primary School reflects the guidance set out in The Reading Framework (July 2021). The school follows the Read Write Inc. phonics scheme to ensure that we are effective in teaching children to be successful early readers. Phonics is taught on a daily basis. Home reading materials ensure that the children are given reading books that reflect their phonic knowledge, so phonics is the only strategy used for decoding. The school also places an importance on the development of early comprehension skills, in line with the Revised Framework to ensure that children are able to comprehend what they read and listen to. This sits alongside the development of children's speaking, listening and language skills which are crucial for developing children's comprehension and vocabulary, with a specific focus on closing the vocabulary gap for children starting school with less experience of a language rich environment. Adults also strive to promote a love of reading through daily story time and carefully chosen books within the learning environment. Teachers closely monitor children's progress in reading through regular phonics assessments in order that interventions are implemented to address gaps in learning promptly. Advice is sought from the inclusion team where these do not prove successful.

Maths

Maths is taught on a daily basis, through a range of experiences including counting as part of the daily routine; discreet teaching with follow up group activities and play based opportunities and experiences through the learning environment. We recognise that Maths can take place in any environment and we promote the use of learning maths skills through play based opportunities. As with phonics, children experiencing any difficulties are identified early and support measures are put into place. Teachers target specific questions at individuals in whole class teaching, extending the reasoning of the most able and working on number recognition skills for those who are struggling with this. We adopt the White Rose Maths approach to our teaching, which ensures progression and coverage throughout the year.

1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Childcare Act 2016
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- DfE (2025) 'Early Years foundation stage (EYFS) statutory framework
- DfE (2023) 'Development Matters'
- DfE (2025) 'Keeping children safe in education'
- DfE (2023) 'Working Together to Safeguard Children'
- DfE (2023) 'The Prevent duty'
- Early Education (2021) 'Birth to 5 Matters'
- UK Council for Internet Safety (2020) 'Education for a Connected World'

This policy operates in conjunction with the following school policies and guidance documents:

- Early Years Assessment Policy
- Child Protection and Safeguarding Policy
- Official Use of Images or Videos of Children Policy
- Social Media, Smart Tech and Mobile Phone Use Policy
- Staff Acceptable Use Policy
- Allegations Against Staff Policy
- Complaints Procedures Policy
- Equality Objectives
- Special Educational Needs and Disabilities (SEND) Policy
- Administering Medication in School Policy
- Health and Safety Policy
- Data Protection Policy
- The school's curriculum guidance document

2. Roles and responsibilities

The governing board is responsible 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 Child Protection and Safeguarding Policy; Official Use of Images or Videos of Children policy, Staff Acceptable Use Policy and Social Media, Smart Tech and Mobile Phone Use Policy.
- 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 school's Allegations Against Staff Policy.

- Monitoring the implementation of this policy.
- Ensuring that this policy does not discriminate on any grounds.
- Handling complaints regarding this policy, as outlined in the school's Complaints Procedures Policy.

The EYFS lead, in conjunction with the headteacher, has responsibility for the day-to-day implementation and management of this policy.

Staff, including teachers, support staff, supply staff and volunteers, are responsible for:

- Familiarising themselves with, and following, this policy.
- Remaining alert to any issues of concern in children.

3. Aims

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.

Four overarching principles shape our practice:

- Every child is a **unique child**, who is constantly learning and can be resilient, capable, confident and self-assured. We recognise that children arrive in school with a wide range of skills, abilities and particular interests. We celebrate individuality and recognise all children's talents.
- Children learn to be strong and independent through **positive relationships**. We model and foster respect, empathy and caring relationships. We encourage understanding of self and a responsibility to others.
- Children learn and develop well in **enabling environments with teaching and support from adults**, who respond to their individual interests and needs and help them to build their learning over time. Children benefit from a strong partnership between the school and parents. We aim to provide a rich and varied learning environment as we know this will evoke the children's curiosity and increase their motivation to investigate, explore and to become involved; extending their ideas and experiences. The learning environment will include the classrooms and outside areas. Indoor and outdoor areas are of equal importance and are available to the children throughout the course of each day.
- **Learning and development** is important. Children develop and learn in different ways and at different rates. We believe children learn best through real experiences and active learning. We provide a daily routine for the children, which provides for Teacher Directed, Teacher Initiated and Child Initiated learning opportunities.

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.
- Assigns each child with a key person to ensure that each child's learning and care is tailored to meet their individual needs.
- Provides a safe and secure learning environment.

4. Learning and development

In partnership with parents, the school promotes the learning and development of pupils to ensure they are ready for the next stage of education.

The EYFS provision and practice is based on an observation of children's needs, interests and stages of development. Learning and development in school are planned to reflect these interests and individual circumstances in order to provide each child with a challenging and enjoyable experience.

There are seven areas of learning and development that must shape education programmes in EYFS settings. These are split into two important and interconnected sections – prime and specific:

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

The 'specific' areas of learning and development are:

- Literacy:
 - Comprehension
 - Word reading
 - Writing
- Mathematics:
 - Numbers
 - Numerical patterns
- Understanding the world:
 - Past and present

- People, culture and communities
- The natural world
- Expressive arts and design:
 - Creating with materials
 - Being imaginative and expressive

In organising and implementing educational programmes, the school will ensure that a broad range of activities and experiences are planned, having regard to three characteristics of effective teaching and learning in the EYFS:

- Playing and exploring – children investigate and experience things.
- 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. Assessment

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.

Ongoing formative assessments are used to assess the day-to-day learning and development of children in the EYFS. Practitioners interact and observe children to understand their interests and learning needs, and will use this information to inform practice and provision for each child.

During their first year at school, we will undertake a summative assessment of the level of each child's development at certain stages. These are:

- Reception Baseline Assessment – a short assessment which is taken within the first six weeks of a child starting reception year.
- Allington Primary School baseline assessment – carried out through observations within the first six weeks of a child starting school. This is to ensure all staff are certain of each child's starting points and the uniqueness of each cohort.
- All children will undertake a Language Link assessment in the Autumn term to identify any gaps in their understanding of spoken English.
- Some children will undertake a Speech Link assessment. These children are those that have been identified by the EYFS staff or the school have been made aware of some speech difficulties from pre-school settings. These assessments can happen at any stage of the year.
- The EYFS Profile – a comprehensive assessment completed at the end of the EYFS to provide a well-rounded picture of a child's knowledge, understanding and abilities, attainment against the early learning goals (ELGs), and their readiness for Year 1.

The school reports EYFS Profile results to the LA when these are requested. The LA is under a duty to return this data to the relevant government department.

Reasonable adjustments will be made to the assessment process for children with SEND as appropriate.

The EYFS team will discuss any cause for concern in a child's progress with the child's parents, especially where this concern relates to the prime areas of learning. A strategy of support will be agreed upon and consideration will be taken as to whether the child may have SEND which requires additional support.

The school are mindful that children with EAL may use their home language in play and learning but will also ensure that these children have sufficient opportunities to reach a good standard of English. During assessment, if it is found that a child does not have a strong grasp of English language, the EYFS team will contact the child's parents to establish their home language skills to establish whether there is cause for concern about a language delay.

Assessment procedures are set out in full in the Early Years Assessment Policy.

6. Inclusion

All children are valued as individuals irrespective of their ethnicity, culture, religion, home language, background, ability or gender. The Equal Opportunities Policy: Pupils ensures that the needs of all children are met, regardless of any protected characteristics they have.

The Special Educational Needs and Disabilities (SEND) Policy ensures all children receive the support they need and are given the best learning experience possible. SEND in the EYFS setting will be monitored and managed by the school's Inclusion Manager.

The EYFS curriculum is planned in order to meet the needs of the individual child and support them at their own pace.

We liaise very closely with pre-schools, health care providers and specialist services to ensure that children with additional needs make a smooth transition into school life, and that any previously identified targets or support can be continued from the start.

7. The learning environment and outdoor spaces

The learning environment is organised in such a way that children can explore and learn independently in a safe and interactive environment.

Children have access to an enclosed outdoor environment, and daily access to the outdoor environment is planned, unless circumstances, such as the weather, would make outdoor activity inappropriate and unsafe.

There are toilet facilities available to the EYFS, which the children have access to throughout the school day.

8. Safeguarding and welfare

All necessary steps are taken to keep the children in our care safe and well. 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.

The DSLs are Mrs Howson, Mrs Abbasi, Mrs Burton- Grange, Mrs Hughes and Miss Brown.

The DSLs are responsible for safeguarding children and liaising with local children's services as appropriate.

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. Safer Eating and Nutrition

As part of our ongoing commitment to the health, safety, and well-being of all children in our care, this setting adheres to the latest national Safer Eating guidance. These requirements are designed to reduce the risk of choking and allergic reactions in early years environments.

Choking Prevention Measures:

To minimise choking risks, we follow these practices in accordance with the most up-to-date Safer Eating guidelines:

- All food provided to children under 5 is prepared in a way that reduces choking risk (e.g., grapes and cherry tomatoes are halved lengthways, hard fruits and vegetables are cooked or grated, and large chunks of food are avoided).
- Children are always seated when eating and are supervised at all times during meals and snack times.
- High-risk foods (e.g., whole nuts, popcorn, raw jelly cubes, large chunks of meat or cheese) are not served to children under five.

Food Preparation and Allergen Awareness:

The school lunches are provided by a contracted catering company. They ensure that their staff receive regular training in food safety, hygiene, and allergen management. Alongside this, school-appointed wrap around care staff also complete relevant training in food safety, hygiene, and allergen management.

All meals and snacks are prepared in accordance with individual dietary needs and medical requirements, including known food allergies and intolerances.

Clear signage is used in food preparation and serving areas to prevent cross-contamination.

Allergy and dietary requirements are recorded on the school's medical forms and Management Information System and this information is made accessible to all relevant staff.

Parental Involvement:

Parents/carers are asked to inform the setting of any allergies, intolerances, or dietary restrictions upon enrolment and to keep this information up to date.

Parents are also provided with information on the safer eating procedures we follow, particularly where packed lunches are provided.

This policy is reviewed regularly in line with updates from the Department for Education, NHS, and Food Standards Agency, and in response to any incidents, to ensure continued safety and compliance.

10. Attendance and Emergency Contacts

We recognise that regular attendance is essential to children's learning, development, and emotional security. Good attendance supports continuity of care and strengthens the bonds between children, practitioners, and peers.

Attendance Procedures:

- Parents/carers are expected to ensure that children attend school regularly and on time.
- If a child is absent, parents/carers must contact the school by phone or email on the day of absence, preferably before the school day begins, stating the reason for absence.
- Persistent or unexplained absences will be followed up in line with our safeguarding procedures, and may involve contact with external agencies if there are concerns about a child's welfare.
- Attendance is monitored daily and recorded accurately in the attendance register in accordance with EYFS requirements.

Emergency Contacts:

- All children must have up-to-date emergency contact details on file, including at least two named contacts who can be reached in the event of an emergency.
- Parents/carers are responsible for informing the school immediately of any changes to contact details or family circumstances.
- In the event of an emergency where a parent/carer cannot be contacted, we will follow the emergency contact protocol, and if necessary, involve appropriate safeguarding or emergency services.

We take the safety and wellbeing of all children seriously and ensure that both attendance and emergency contact information are kept up to date, secure, and treated in line with our Data Protection and Safeguarding Policies.

11. Toileting, Changing and Privacy

At Allington Primary School, we are committed to upholding children's dignity, privacy, and safety during all toileting and changing routines, in line with the Statutory Framework for the EYFS and our safeguarding and intimate care procedures.

Privacy and Dignity:

- Children are supported to develop independence in toileting, with sensitive and age-appropriate assistance when needed.
- Staff ensure that children's privacy is respected at all times. Toileting and changing are carried out discreetly and respectfully, and staff only provide support that is necessary and appropriate to the child's age, stage, and individual needs.
- Where possible, children are encouraged to communicate their needs and given choices (e.g., asking for help, choosing wipes or clean clothes) to promote independent management of their personal hygiene.

Safe and Professional Practice:

- Only staff who have undergone enhanced DBS checks and appropriate training carry out toileting and changing duties.
- Toileting and changing should ideally be carried out by the child's key person, or another familiar staff member.
- All nappy changes and intimate care interactions are recorded, and staff inform parents/carers of any changes made during the day.
- Staff follow proper hygiene and infection control procedures, including the use of gloves, aprons, and proper disposal of waste.

Supervision and Safeguarding:

- Staff always inform another team member so that there are two members of staff present when they are attending to a child's toileting or changing needs.
- Children will never be left alone in toilet or changing areas if they require support, and staff will not lock doors when assisting.
- We promote a culture of openness where children feel safe and confident to express discomfort, and where any concerns about inappropriate behaviour are taken seriously and acted upon in line with our safeguarding procedures.

We work in close partnership with parents/carers to support children's toileting routines and ensure consistency between home and school.

12. Mobile phones and devices

For the purposes of this policy, the term 'mobile phone' refers to any electronic device that can be used to take images or record videos, including tablets.

- Photography policies and procedures are addressed in full in our Social Media and Mobile Phone Use Policy, Staff Acceptable Use Policy and the Official Use of Images or Videos of Children Policy

Use of personal mobile phones by staff members

Staff members must not use personal mobile phones or cameras when children are present. Staff may use mobile phones on school premises outside of working hours when no children are present. Staff may use mobile phones in the staffroom during breaks and non-contact time. Mobile phones should be safely stored and in silent mode whilst children are present.

Staff may take mobile phones on trips, but they must only be used in emergencies and should not be used when children are present. Mobile phones must not be used to take images or videos at any time during trips.

Staff who do not adhere to this policy will face disciplinary action. Staff must report any concerns about another staff member's use of mobile phones to the DSL, following the procedures outlined in the Child Protection and Safeguarding Policy, the Allegations of Abuse Against Staff Policy and the Whistleblowing Policy.

Staff may use their professional judgement in emergency situations.

Use of mobile phones by parents, visitors and contractors

Posters are used around the school to indicate that it is a mobile free zone.

Parents, visitors and contractors are not permitted to take photographs or record videos without prior permission. Parents may take photographs and videos only containing their own child during school events. Parents may take group photographs at school events but only with the informed consent of the parents of the children involved.

The school strongly advises against the publication of any photographs or videos taken at the school or school events on social media. Staff must report all concerns about parents, visitors and contractors to the DSL, following the procedures outlined in the Child Protection and Safeguarding Policy.

Use of the school's mobile phones and cameras

Staff are provided with a school device to ensure that only school devices are used to take photographs and videos.

School devices must only be used for work related matters, for example recording and documenting a child's learning. School devices must only be used to take photographs in the presence of another staff member and only with the consent of the child's parent.

Staff must not take photographs of bruising or injuries for child protection reasons. Instead, recording concerns forms and body maps are used to record observations relating to child protection concerns – these can be acquired from the DSL.

School devices must not be taken off school premises without prior written permission from the headteacher. Where staff members have concerns over material on a school device, they

must report all concerns to the DSL, following the procedures outlined in the Child Protection and Safeguarding Policy.

13. Computing lessons

Computing lessons will be used to give children the opportunity to use technology, equip them for the demands of the developing digital world, and prepare them for the next step in their education. The school aims to:

- Help children work more independently.
- Enable children to develop and enhance their work.
- Encourage children to collaborate on projects.
- Give children the skills and tools to access a wide range of information, ideas and cultures.
- Help children develop skills that can be used in other areas of the curriculum.
- Help children develop good control and coordination through using ICT equipment.
- Encourage children to represent their ideas, thoughts and feelings through technology.

In accordance with the DfE's '[Statutory framework for the early years foundation stage](#)', all educational programmes offered by the setting, including ICT, will work towards the early learning goals (ELGs). This includes:

- **Communication and language:** ICT helps children to develop their self-expression confidence and skills, and allows them to speak and listen in a range of situations.
- **Physical development:** using interactive programmes, computer mice, keyboards and touch screens helps children develop their coordination, control and movement.
- **Personal, social and emotional development:** technology gives pupils access to new ways to express their emotions and interact with others.
- **Literacy:** the internet gives children to access a vast range of media and materials.
- **Mathematics:** ICT enhances children's experiences of learning mathematics and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems, and describing shapes, spaces and measure.
- **Understanding the world:** children will be taught to use the internet to enhance their knowledge of people, places, technology and their physical environment.
- **Expressive arts and design:** interactive games, activities and materials will be used to encourage children to share their creativity and ideas.

Teachers will not use formative assessments for ICT, but will use summative assessments to help track children's progress. Resources will be shared fairly between pupils and, where needed, tasks and equipment will be adjusted to suit pupils' needs and abilities.

The EYFS lead will be responsible for ensuring all staff and parents are aware of the setting's policy on using technology and teaching ICT.

Staff delivering the ICT curriculum will be responsible for:

- Encouraging pupils to apply their knowledge, skills and understanding of ICT in other areas of learning.
- Tailoring lesson delivery according to pupils' age and respective abilities.

- Working with the ICT technician to put reasonable adjustments in place to ensure all pupils can make use of the school's ICT equipment.
- Undertaking summative assessments to ensure the aims set out in this policy are being met.
- Keeping the EYFS lead informed about how the aims of the setting's ICT curriculum are being achieved.
- Supporting children through play and teaching to recognise how technology is used across their lives, such as in their home and school.

The Child Protection and Safeguarding Policy will be adhered to at all times. This includes installing internet filters and antivirus software on all devices and ensuring pupils are supervised appropriately when using the internet. In the event of pupils accessing inappropriate content online, safeguarding procedures will be followed in accordance with the Child Protection and Safeguarding Policy.

14. Health and safety

The school will promote the good health of children in the EYFS, including the promotion of good oral health.

The EYFS lead 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. Accidents and injuries will be recorded in an accident book, located in classrooms. 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.

A first-aid box is located in classrooms.

Only medicine prescribed to a child by a doctor, dentist, nurse or pharmacist will be administered. The school's Administering Medication in School Policy outlines the procedures for administering medicines.

Any food or drink provided to children is done so with the parents' permission. The headteacher will notify Ofsted of any incidents of food poisoning affecting two or more children within 14 days of the incident. Information about any dietary requirements, preferences, food allergies and any special health requirements a child has will be recorded. Fresh drinking water is available at all times.

Smoking is not permitted on the school premises.

The Health and Safety Policy outlines the full health and safety policies and procedures.

15. Staff taking medication or other substances

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.

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.

16. Staffing

A robust Safer Recruitment Procedure is in place, which aims to ensure that members of staff employed in the EYFS are suitable.

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.

Staff will be supported to undertake the appropriate training and professional development to ensure children receive the best quality learning experience.

All members of staff who have contact with children and families will be entitled to Supervision meetings. The supervision will provide opportunities for staff to:

- Discuss any issues, particularly concerning the development or wellbeing of children, including any child protection concerns.
- Identify solutions to address issues.
- Receive coaching to improve their effectiveness.

There will be at least one member of staff who has a current paediatric first-aid (PFA) certificate on the school premises at all times, and will accompany children on any school outings.

The school provides a staffing ratio in line with the safeguarding and welfare requirements set out in the 'Statutory framework for the early years foundation stage'.

The school adopts the following staffing ratios:

- For children in Reception classes:
 - Class sizes will be limited to 30 pupils per school teacher.

Only under exceptional circumstances, and where the quality of care and safety of children is maintained, will changes be made to the ratios. Parents will be informed about staffing arrangements and, when relevant and practical, will be involved in staffing arrangement decisions.

17. Safer Recruitment

At Allington Primary School, we are committed to safeguarding and promoting the welfare of all children in our care. We follow strict safer recruitment practices in line with the Statutory Framework for the Early Years Foundation Stage (EYFS), Keeping Children Safe in Education (KCSIE), and relevant DfE guidance to ensure that all staff and volunteers are suitable to work with children.

Our safer recruitment procedures include:

- Advertising roles clearly, with a commitment to safeguarding and the requirement for an enhanced DBS check.
- Requiring a full application form, including a detailed employment history and explanation of any gaps.
- Conducting thorough interviews, involving at least one panel member who has completed safer recruitment training.
- Taking up at least two references, one of which must be from the most recent employer and verifying them before employment begins.
- Carrying out enhanced DBS checks with barred list information for all staff working directly with children.
- Verifying the identity, qualifications, and right to work in the UK of all candidates.
- Maintaining a Single Central Record (SCR) of recruitment and vetting checks for all staff, volunteers, and agency workers.

We ensure that all new staff complete an induction that includes safeguarding policies, procedures, and their responsibilities under the EYFS. No staff member will be left unsupervised with children until all required checks have been completed and verified.

18. Information and records

Information is stored in line with the UK GDPR and the Data Protection Act 2018, and with regard to the school's Data Protection Policy.

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, including information about all persons who have parental responsibility for the child and which parent or carer the child normally lives with
- The emergency contact details of the child's parent or carer

The following information about the school is recorded:

- The school's name, address and telephone number
- The school's certificate of registration
- The name, address and telephone number of anyone who will regularly be in unsupervised contact with the children
- A daily record of the names of the children being cared for in the school and their hours of attendance

The following information is made available to parents:

- The school's privacy notice for parents and pupils
- 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
- Details of the policies and procedures in place in the school's EYFS

Ofsted will be notified if there are any changes to the following:

- The address of the school
- The school's contact details
- The hours during which care is provided
- 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

19. Parental involvement

We firmly believe that the EYFS cannot function without the enduring support of parents.

Parents are invited to parents' evenings; however, the school has an open-door policy and parents are welcome to make an appointment to talk to teachers at an appropriate time. Each child is issued a contact book for parents to use as a means of communication.

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.

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.

We recognise the huge contribution that parents make to their child's learning and we work hard to develop and sustain links with parents. We seek to start building relationships with parents from the term before their child starts school, through clear communication and the initial visits and information sessions. We also hold a curriculum meeting to talk about what the children will be learning and to share ways that parents can help their child at home. We hold initial meetings with parents in the first two days of the Autumn Term to gather as much information about each child as an individual and to listen to any concerns that parents may have.

Parents are kept up to date with what we are doing at school through the termly newsletter and learning journeys. Each child has a learning diary which is sent home weekly. Parents will receive weekly updates on what their child has achieved that week, in the form of bullet points, and a piece of work that their child has produced. Parents are asked to insert weekend news for their child to share with their peers the following week. We also use X (formally known as Twitter) to share regular updates on what they children have been learning.

Parents are invited into school to enjoy a range of opportunities where work, learning and performances are shared.

20. Transition periods

The following process is in place to ensure children's successful transition to Year 1:

- The children are invited to a number of visits throughout the year to their Year 1 class.

- Throughout the year, children in Year R will work alongside children in year 1 to complete enrichment opportunities. This helps them to become familiar with different classes and a chance to talk to other children about their experiences.
- All children in Year R receive a social story to help with the transition into Year 1.
- In the Summer term, Reception and Year 1 staff will meet to discuss each child's development in order to support a smooth transition to Year 1.
- During the Autumn term of Year 1, children will have access to continuous provision.

21. Monitoring and review

This policy is reviewed annually by the EYFS Lead, governing body and the headteacher.

Any changes made to this policy will be communicated to all relevant stakeholders.

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.

The next scheduled review date for this policy is November 2026.