



MULTI ACADEMY TRUST

Trust EYFS Safeguarding & Welfare Arrangements

Date published: September 2026

Date of next review: September 2027

Reviewed against the EYFS Statutory Framework for Group and School-Based Providers effective from 1 September 2026

1. Policy Statement (EYFS 3.1, 3.4, 3.6)

Inspiring Learners I is committed to safeguarding and promoting the health, safety and welfare of all children in the Early Years Foundation Stage (EYFS).

This policy sets out the arrangements in place to meet the safeguarding and welfare requirements of the Early Years Foundation Stage (EYFS) Statutory Framework for Group and School-Based Providers effective from 1 September 2026.

The welfare of the child is paramount, and all staff share responsibility for creating a safe, secure and nurturing environment where children can thrive.

In practice, staff will:

- *Prioritise children's safety and wellbeing in all decisions*
- *Remain vigilant to signs of abuse, neglect or ill health*
- *Act immediately on any welfare or safeguarding concern*
- *Follow school policies consistently and without delay*

2. Safeguarding and Child Protection (EYFS 3.4–3.8)

The school follows statutory guidance including Keeping Children Safe in Education and local safeguarding procedures. All allegations of harm or abuse concerning children, staff, volunteers or other adults will be reported and managed in accordance with statutory safeguarding procedures.

In practice, staff will:

- *Report all concerns immediately to the DSL or Deputy DSL*
- *Record concerns factually and accurately*
- *Never investigate concerns themselves*
- *Never promise confidentiality to a child*
- *Escalate concerns if they feel appropriate action has not been taken*

(see Trust Safeguarding & Child Protection Policy)

3. Staffing Suitability, Training and Supervision (EYFS 3.9–3.20)

All adults, including volunteers, working with EYFS children are suitable, trained and subject to the appropriate safeguarding and suitability checks before undertaking their role.

In practice, staff will:

- *Not work unsupervised with children until all required safer recruitment checks have been completed*
- *Receive EYFS safeguarding, first aid and medical needs training*

- *Attend regular refresher training*
- *Follow safer working practice guidance at all times*
- *Seek advice if unsure about procedures or responsibilities*

(see Trust Safeguarding & Child Protection Policy, Trust Safer Recruitment Policy)

4. Staffing Ratios and Deployment (EYFS 3.28–3.45)

Nursery (3–4 years)

- 1 adult : 13 children (or 1:8 if no QTS present)
- At least one Paediatric First Aider present in the room

In practice, staff will:

- *Position themselves to maintain full visibility*
- *Adjust deployment during higher-risk activities*
- *Ensure continuity of supervision during transitions*

Nursery Lunchtime (No Teacher Present)

- 1 adult : 13 children (minimum)
- At least one Paediatric First Aider present in the room

In practice, staff will:

- *Sit with children while they eat*
- *Closely observe for choking or allergic reactions*
- *Encourage calm, safe eating habits*
- *Know which children have allergies or medical needs*
- *Act immediately in an emergency*
- *Never leave the room without cover*

Reception

- 1 adult : 30 children, with a teacher present •
- For some of the day each class will have a Teaching Assistant

In practice, staff will:

- *Increase supervision where children require additional support*
- *Ensure safe transitions, toileting and outdoor play*
- *Monitor children's emotional and physical wellbeing*

- *Sit with children while they eat*

5. First Aid Provision (EYFS Specific) (EYFS 3.44–3.46)

Paediatric first aid (PFA) trained staff are available at all times when EYFS children are present, including mealtimes, outdoor play and trips.

In practice, staff will:

- *Respond immediately to injuries or illness*
- *Always stay with the child*
- *Summon a PFA without delay*
- *Reassure the child appropriately Contact parents when required*
- *Record incidents before the end of the day*

(see School First Aid Policy)

6. Medicines Management (EYFS 3.45–3.46)

Medicines are administered safely and only when essential.

In practice, staff will:

- *Obtain written parental consent before administering medicine*
- *Check the child's name, dosage and timing carefully*
- *Administer medicines discreetly and hygienically*
- *Record administration immediately*
- *Inform parents the same day*
- *Never administer medication without authorisation or training*

(see Trust Allergy Policy, School Administration of Medications Policy)

7. Children with Medical Conditions (EYFS 3.45, 3.46)

Children with medical needs are supported through Individual Healthcare Plans (IHPs).

In practice, staff will:

- *Read and follow care plans exactly*
- *Know where emergency medication is stored*
- *Monitor children for early warning signs*

- *Adjust activities where needed*
- *Escalate concerns immediately*

(see Trust Allergy Policy, see School Administration of Medications Policy)

8. Food Safety, Allergies and Mealtimes (EYFS 3.47–3.49, 3.74)

Mealtimes are recognised as higher-risk periods.

In practice, staff will:

- *Check allergy information before food is served*
- *Ensure emergency medication is accessible*
- *Supervise children closely while eating*
- *Encourage small mouthfuls and calm eating*
- *Act immediately if a child coughs, chokes or becomes unwell*
- *Record and report all incidents or near misses*

(see Trust Allergy Policy, Trust Food Safety Poster)

9. Safe Sleep (EYFS 3.86)

Where Nursery children sleep or rest during the school day, the school follows current safer sleep guidance and ensures appropriate supervision and monitoring.

In practice, staff will:

- *Ensure children have an appropriate rest or sleep space.*
- *Ensure sleeping children remain within sight and hearing of staff.*
- *Carry out regular checks of sleeping children*
- *Maintain a safe sleep environment free from hazards.*
- *Share safer sleep information with parents where appropriate.*

(see School Safe Sleep Procedures)

10. Toileting and Intimate Care (EYFS 3.88)

The school promotes children's dignity, privacy, health and independence when supporting toileting and intimate care needs. Staff work in partnership with parents and carers to ensure children's individual needs are met safely and sensitively.

In practice, staff will:

- *Support children with toileting needs respectfully and sensitively.*
- *Encourage children to become independent in toileting and self-care.*
- *Protect children's privacy and dignity during personal care.*
- *Follow individual intimate care plans where needed.*
- *Work with parents and carers to support children's needs.*
- *Follow good hygiene practices, including handwashing and cleaning.*
- *Record intimate care when required.*
- *Report any safeguarding concerns immediately.*
- *Change children promptly if clothing becomes wet or soiled.*
- *Ensure children's safety, comfort and wellbeing at all times.*

(see School Intimate Care Policy)

11. Attendance, Illness and Welfare (EYFS 3.63–3.64)

Attendance supports safeguarding and welfare.

In practice, staff will:

- *Take registers at the start of each session*
- *Follow up unexplained absences the same day*
- *Monitor patterns of absence or lateness*
- *Share concerns with the DSL where appropriate*

(see Trust Attendance Policy)

12. Parental and Emergency Contact Details (EYFS 3.68, 3.71, 3.72)

Accurate contact information is essential for child safety.

In practice, staff will:

- *Ensure contact details are obtained on admission*
- *Confirm details are updated regularly*
- *Use authorised contacts only*
- *Verify identity at collection*
- *Ensure contact details accompany off-site visits*

13. Record Keeping and Information Sharing (EYFS 3.68–3.71)

Records support safeguarding and accountability.

In practice, staff will:

- *Complete records clearly and promptly*
- *Store records securely*
- *Share information on a need-to-know basis*
- *Pass safeguarding records to the DSL*

(see Trust Data Protection Policy, Trust Information Security Policy)

14. Health & Safety and Premises (EYFS 3.54–3.58)

The school provides a safe and secure environment.

In practice, staff will:

- *Carry out daily visual checks of rooms and equipment*
- *Remove hazards immediately where possible*
- *Report defects to the Premises Officer*
- *Keep fire exits and walkways clear*

(see Trust Health and Safety Policy, Trust Security Policy)

15. Security and Visitors (EYFS 3.62)

Children are protected through robust security procedures.

In practice, staff will:

- *Ensure doors and gates are secured*
- *Challenge unknown adults politely and immediately*
- *Follow visitor signing-in procedures*
- *Report security concerns immediately*

(see Trust Visitors in School Policy)

16. Use of Mobile Phones and Digital Devices (EYFS 3.4, 3.6, 3.68–3.71)

The use of mobile phones, smart technology and digital devices is managed carefully to protect children's safety, privacy and welfare. Procedures are in place to reduce risk, ensure appropriate supervision and support safeguarding in line with the EYFS Statutory Framework (2026).

In practice, staff will:

Staff Use of Mobile Phones and Personal Devices

- *Not use personal mobile phones or smart devices while working directly with children*
- *Store personal mobile phones securely in designated areas during working hours*
- *Ensure devices are switched off or on silent while on duty*
- *Use mobile phones only during breaks and away from children*
- *Use a mobile phone in an emergency only with permission from a senior leader and away from children*

Setting-Owned Digital Devices

- *Use only school-owned devices (e.g. tablets, cameras) to take photographs or videos of children*
- *Use digital devices solely for educational, assessment or safeguarding purposes*
- *Ensure devices are password protected and stored securely when not in use*
- *Transfer images promptly to the school's secure system and delete them from devices*

Photographs, Video and Data Protection

- *Obtain written parental consent before taking photographs or videos*
- *Never take images in areas where children may be undressed (e.g. toilets or changing areas)*
- *Never store images on personal devices*
- *Never share images on personal social media accounts*
- *Follow school data protection and information sharing procedures at all times*

Visitors, Parents and Volunteers

- *Remind parents, visitors and volunteers that mobile phone use is restricted in EYFS areas*
- *Prevent photographs or recordings unless explicit permission has been granted by the school*
- *Challenge inappropriate use of mobile phones politely and report concerns immediately*

Children's Use of Digital Technology

- *Supervise children at all times when digital devices are used*
- *Ensure digital technology is age-appropriate and supports learning and development*
- *Support children to develop an early understanding of safe and responsible technology use*
- *Staff have regard to Department for Education screen-use guidance (2-5 years - screen time should be limited to 1 hour a day, less if possible) and ensure that technology is used to enhance learning rather than replace active play, direct experiences and interaction with adults and peers.*

(see Trust Mobile Phones Policy, Trust Online Safety Policy, Trust Acceptable Use Policies, Trust Photograph Policy)

17. Monitoring and Review (EYFS 3.3)

The effectiveness of welfare arrangements is monitored regularly.

In practice, leaders will:

- *Review accident, attendance and safeguarding records*
- *Identify trends or recurring issues*
- *Take action to improve practice*
- *Review this policy annually or following changes to guidance*