



## **EYFS Safeguarding and Welfare Procedures Policy**

### **Purpose**

The purpose of this policy is to ensure that Kirkby and Great Broughton School provides high-quality early years education and care, with a strong focus on safeguarding the welfare of all children in the EYFS. This policy outlines the school's approach to delivering the EYFS curriculum and keeping children safe.

This policy should be read alongside the EYFS Safeguarding and Welfare Procedures as well as the school's Child Protection and Safeguarding Policy, Behaviour Policy, SEND Policy, Attendance Policy, Health and Safety Policy, First Aid Policy, Food and Nutrition Policy, Medicines Policy, Online Safety/Acceptable Use Policy, Data Protection/Privacy arrangements and Complaints Policy. Practice will also have regard to Keeping Children Safe in Education 2026, Working Together to Safeguard Children 2026 and relevant local safeguarding partnership procedures.

### **Rationale**

At Kirkby and Great Broughton School, we believe children learn best when they are healthy, safe and secure. Children's safety and welfare is paramount to us. We create a safe, secure and welcoming environment where children can enjoy learning and grow in confidence. We provide a curriculum that teaches children how to be safe, make choices and assess risks. We have stringent policies in place to safeguard children and daily procedures are in place to encourage children to operate in safe ways and to keep them safe. We promote the good health of the children in our care in numerous ways, including the provision of nutritious food, following set procedures when children become ill or have an accident.

This policy sets out the action to be taken when there are safeguarding concerns about a child; the action to be taken when an allegation is made against a member of staff, volunteer, student, apprentice or other adult working with children; how mobile phones, cameras and other electronic devices with imaging/sharing capabilities are used; how safeguarding training is delivered and applied; and how safer recruitment and suitability checks are undertaken. These arrangements operate alongside the school's Child Protection and Safeguarding Policy and local safeguarding procedures.

### **Daily checks**

Before the children arrive in the setting, staff complete daily checks both inside and outside to ensure the environment is safe for the children. Any unsafe area or equipment is condemned and reported. Daily checks form part of the school's wider risk-assessment arrangements. Risks to children are identified, assessed, controlled and reviewed, including risks arising from the premises, equipment, activities, outings, visitors, collection arrangements, children going missing, and changes to the environment or staffing.

### **Safer Recruitment**



The setting is committed to safer recruitment and ongoing suitability procedures to ensure that all adults working with children are suitable to do so. Robust recruitment and selection procedures are followed for staff, volunteers, students and apprentices. Required identity, reference, qualification and criminal-record checks are completed before individuals commence work where the EYFS requires this. Enhanced criminal record and children's barred list checks are obtained for volunteers as required, including supervised volunteers, and new employees do not commence employment before the required check has been received. Staff are reminded of their duty to disclose information that may affect their suitability to work with children, including relevant arrests, charges, convictions, cautions, court orders, reprimands and warnings, in accordance with the EYFS and school procedures. No individual is permitted to have unsupervised contact with children until the required suitability checks have been completed satisfactorily.

### **Attendance and Absence Monitoring**

The setting recognises that a child's attendance is a safeguarding matter. We have clear procedures in place to monitor attendance and follow up unexplained or prolonged absences promptly. Parents and carers are expected to inform the setting if their child will be absent. If a child does not attend as expected and no explanation is received, staff will make timely contact with parents/carers and, if necessary, emergency contacts. Where concerns arise, appropriate action will be taken in line with safeguarding procedures and, if required, external agencies will be contacted.

### **Whistleblowing**

The setting promotes an open and transparent culture in which all staff feel confident to raise concerns about unsafe practice or safeguarding issues. A clear whistleblowing procedure is in place to enable staff to report concerns about colleagues, management or practice that may place children at risk. Staff understand how to raise concerns internally and, where necessary, how to escalate concerns externally. All concerns are taken seriously, handled sensitively and investigated appropriately.

Any allegation or concern that a member of staff, volunteer, student, apprentice or other adult has harmed or may have harmed a child will be reported immediately through the school's safeguarding procedures. The Headteacher/DSL will take advice from the Local Authority Designated Officer (LADO) and/or relevant safeguarding partners as required. The school will make any notification to Ofsted required by the EYFS, including where the framework requires notification of an allegation of harm. Where the allegation concerns the DSL, it will be reported to the Headteacher or other appropriate senior person in accordance with the school's safeguarding procedures. All actions and decisions will be recorded securely and confidentially. The whistleblowing procedure applies to all staff, volunteers, students and apprentices. Staff are expected to report unsafe practice, poor practice or safeguarding concerns promptly and may escalate concerns externally where appropriate.

### **Safeguarding Training**

All staff receive safeguarding training that enables them to recognise signs of abuse, neglect and exploitation and understand their responsibilities for keeping children safe. Training is



refreshed at the frequency required by the EYFS, KCSIE and local safeguarding arrangements, and is evaluated to ensure that staff understand it and can apply it in practice. The DSL receives appropriate safeguarding training and keeps knowledge up to date. Staff receive induction and ongoing support so that safeguarding procedures are understood and applied consistently.

The school provides effective supervision, coaching and support for EYFS staff. Supervision provides opportunities to discuss children's welfare, safeguarding concerns, professional practice, training needs and any concerns about colleagues or practice. Supervision supports mutual support, teamwork and continuous improvement.

### **Designated Safeguarding Lead (DSL)**

The named Designated Safeguarding Lead (DSL) for Kirkby and Great Broughton School and Nursery is Mrs Emma McCormick. She takes lead responsibility for safeguarding and child protection and is responsible for managing safeguarding concerns, making referrals to local safeguarding partners where appropriate, supporting staff, and ensuring safeguarding procedures are followed consistently. The DSL liaises with external agencies and ensures that safeguarding records are kept securely and confidentially. The school also has two Deputy DSLs.

### **Paediatric First Aid**

We ensure that paediatric first aid requirements are met in line with the EYFS statutory framework. All our Early Years staff are paediatric first aid trained and someone with this certificate is present on the premises and available at all times when children are present. Only staff, students, apprentices or volunteers who hold a valid paediatric first aid qualification are included in staff-to-child ratios. Records of qualifications are maintained and monitored to ensure they remain in date.

### **Safer Eating and Choking Prevention**

We recognise that safe eating practices are an essential part of safeguarding. Clear procedures are in place to manage food allergies, dietary requirements and anaphylaxis, in partnership with parents and carers. Children are appropriately supervised during snack and mealtimes, and food is prepared and served in a way that reduces the risk of choking. Staff are trained to recognise and respond to choking incidents and follow agreed procedures to promote children's safety and wellbeing. Please refer to our Food and Nutrition Policy for more details on how we promote safer and healthy eating.

### **Safer sleep**

Whilst we do not have designated sleep times or areas, if a child falls asleep while attending the setting they will be moved to a suitable safe sleeping areas and regularly monitored. Staff will ensure they are positioned safely and appropriately. Parents and carers will be informed that their child has fallen asleep during the session.

### **Intimate Care and Privacy**

We are committed to ensuring children's dignity, privacy and wellbeing during intimate care routines such as toileting and nappy changing. Clear procedures are followed to



maintain appropriate supervision while safeguarding children from harm. Staff are sensitive to children's individual needs and promote independence where appropriate. Intimate care procedures are shared with parents and carers, and all practice is underpinned by safeguarding principles.

### **Children's screen use**

The school has regard to the Department for Education guidance on screen use in early years settings. Screen use is limited, carefully planned and linked to a clear learning and development purpose. Screen use will not replace high-quality adult interaction, physical activity, outdoor play, stories, social interaction or opportunities for self-regulation. Screen time will be limited to up to one hour a day, less if possible. Adults will co-engage with children when screens are used and content will be checked in advance.

### **Health and wellbeing**

We promote good health through effective hygiene, nutrition, oral health, physical activity, emotional wellbeing and appropriate infection-control arrangements. Medicines, allergies, illness, accidents and first aid are managed through the school's relevant policies and procedures. Children are supported to develop positive behaviour and emotional wellbeing, and harmful practices are not used.

### **Mobile phones, cameras and electronic devices**

Personal mobile phones and other personal devices with imaging or sharing capabilities must be used only in accordance with the school's safeguarding and acceptable-use arrangements and must not be used to photograph or record children unless specifically authorised. School-owned devices may be used for approved educational, assessment or communication purposes. Images and videos of children will be kept to the minimum necessary, stored securely and shared with parents/carers only through approved, secure systems. Smart watches, smart glasses and other devices with imaging or sharing capabilities are subject to the same safeguarding expectations. Children will not use personal devices in the setting except where an individual need, such as assistive technology, has been agreed.

### **Policy Review and Implementation**

This policy reflects the EYFS statutory framework for group and school-based providers effective from 1 September 2026. It will be reviewed at least annually and sooner where legislation, statutory guidance, local safeguarding procedures or school practice changes. The EYFS Lead is responsible for ensuring that the policy remains current, is implemented in practice and is communicated to staff. Staff must read, understand and follow the policy and receive appropriate induction, safeguarding training and ongoing support.