

# The Christian School (Takeley)

DFE No. 881/6041  
Registered Charity No. 1148518  
Company Limited by Guarantee No. 8165830



## Early Years Foundation Stage

### Additional Safeguarding Policy on Staff and Setting

#### Staffing

In accordance with the [Statutory Guidance](#), staffing arrangements will meet the needs of all children and ensure their safety. We will ensure that children are adequately supervised and decide how to deploy staff to ensure children's needs are met. We will inform parents and/or carers about staff deployment, and, when relevant and practical, aim to involve them in these decisions. Children must usually be within sight **and** hearing of staff and always within sight **or** hearing.

Exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made.

*[Only those aged 17 or over may be included in ratios (and staff under 17 should be supervised at all times). Students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios if the provider is satisfied that they are competent and responsible.]*

#### Qualifications

In accordance with the Statutory Guidance for children aged three and over in independent schools we have:

- at least one member of staff for every eight children
- at least one member of staff must hold a full and relevant level 3 qualification
- at least half of all other staff must hold a full and relevant level 2 qualification

In our setting the reception class is mixed with groups of younger children therefore we determine ratios within this mixed group, guided by all relevant ratio requirements and by the needs of individual children within the group.

#### First Aid

At least one person who has a current **full** 12 hour paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present, and must accompany children on outings. Any assistant who might be in sole charge of the children for any period of time, must hold a **full** current PFA certificate. PFA training must be renewed every three years and be relevant for workers caring for young children. All **newly qualified entrants** to the early years workforce who have completed a level 2 and/or level 3 qualification *on or after 30 June 2016*, must also have either a **full** PFA or an **emergency** PFA certificate within *three months* of starting working in order to be included in the required staff:child ratios at level 2 or level 3 in an early years setting. Staff PFA training is displayed at school for parents to see.

#### Induction

It is a requirement that Training for staff must include induction training giving information about emergency evacuation procedures, safeguarding, child protection, the provider's equality policy, and health and safety issues.

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This is the normal practice in the school. All staff are expected to annually complete online training in:

- **Child Protection in Education and Child Protection Refresher** on alternate years
- **Health and Safety in Education**
- **Equality and Diversity**
- **Child Exploitation and Online Safety for Education**
- **First Aid Essentials**
- **Basic Food Hygiene**
- **The Prevent Duty**

## **Supervision of Staff**

It is required that we provide effective supervision for staff which provides **support**, coaching and training for the practitioner and promotes the interests of children. Regular staff appraisals should be carried out to identify any training needs, and secure opportunities for continued professional development for staff. Providers should support their staff to improve their qualification levels wherever possible. For staff without a relevant qualification, providers should consider supporting them to obtain a relevant level 2 qualification.

EYFS staff are included in the weekly staff meetings. Schoolpod, our online system, is also used for immediate communication and recording of behavioural interventions and progress successes or issues.

EYFS staff are part of the school appraisal system.

We have a preferred provider for Work Based training at Level 2 and above and work with Harlow College to provide support for Apprenticeships.

## **Children**

It is required that each child must be assigned a **key person**. Their role is to help ensure that every child's care is tailored to meet their individual, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents. Providers must inform parents and/or carers of the name of the key person, and explain their role, when a child starts attending a setting. The key person must help ensure that every child's learning and care is tailored to meet their individual needs. The key person must seek to engage and support parents and/or carers in guiding their child's development at home. They should also help families engage with more specialist support if appropriate.' In small classes, the teacher may be the key person for all the children; in larger classes it may be more appropriate for all staff to act as key persons for groups of children.

In our setting the key person is the EYFS teacher but every member of staff is expected to add to this role.

Reviewed: February 2018