

BARNIES DAY NURSERIES AND PRE-SCHOOLS

MEETING THE STATUTORY FRAMEWORK FOR THE EYFS

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

INTRODUCTION

	OPERATIONAL PROCEDURES	POLICIES APPLICABLE
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 – Tapestry 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 Policy
A secure foundation	Parent communication procedures Individual Learning Plans Summative Assessments Observations Tapestry 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 Evenings Photo & Display boards. Planning, Observations and Assessments. Parent Assessments. Parents Newsletter Parent Contact Books Home/Nursery shared resources (Library, Elizabeth Jarman Sacks, Oscar the Owl) Self Evaluation. SIP visits Tapestry – 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	Individual Learning 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

	OPERATIONAL PROCEDURES	POLICIES APPLICABLE
The areas of learning and development	Individual Learning Programme Key worker files. Daily routines. Parents evening Photo albums. Display boards. Planning, Observations and Assessments. Summative Assessments Tapestry Learning Journal Parent Assessments. Parents Newsletter Parent Contact Books Home/Nursery shared resources (Library, 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
The early learning goals <ul style="list-style-type: none"> • The prime areas • The specific areas 	Suitable Indoor/Outdoor Environments Individual Learning 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

	OPERATIONAL PROCEDURES	POLICIES APPLICABLE
Initial & Ongoing Assessing	Parent/child settling procedures Parent Assessment Individual Learning Programme Key worker files. Daily routines. Parents evening Photo albums. Display boards. Planning, Observations and Assessments. Tapestry 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	Individual Learning Programme Key worker files. Daily routines. Parents meeting Photo albums. Display boards. Planning, Observations and Assessments. Tapestry 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 end of the EYFS – The Early Years Foundation Stage Profile (EYFSP) Barnies contribution at transition	Individual Learning Programme Planning, Observations and Assessments. Tapestry 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

Whilst the Safeguarding Children Policy and Procedures predominantly relates to this section other policies and procedures are identified as having relevance.

	OPERATIONAL PROCEDURES	POLICIES APPLICABLE
Child Protection	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	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 & Lost Child Policy Encouraging Good Behaviour Policy Student Policy
Suitable People <ul style="list-style-type: none"> • Qualification • Key person • Ratios 	Recruitment and job offer process. Staff suitability process. Annual declaration Induction and appraisal procedures. Internal training and development process. Self Evaluation. Peer Observations	Staff Recruitment, Training and Development Policy Staff Grievance and Disciplinary Policy and Procedures Student Placement Policy
Health <ul style="list-style-type: none"> • Medicines • Food and Drink • Accident or Injury 	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	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 & Lost Child Policy Encouraging Good Behaviour Policy
Managing Behaviour	Suitable Indoor/Outdoor environments Daily routines and guidelines Weekly formative well-being assessment Positive Behaviour Management practise Staff Guidelines and reporting information Parental involvement and collaboration Incident reports Behaviour tracker Multi-Agency working	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 & Lost Child Policy Encouraging Good Behaviour Policy
Safety and Suitability of premises, environment and equipment <ul style="list-style-type: none"> • Safety • Smoking • Premises • Risk • Outings 	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	Health and Safety Policy Care, Learning and Play Staff Recruitment, Training and Development Policy Staff Grievance and Disciplinary Policy and Procedures

<p>Special educational needs</p>	<p>Suitable Indoor/Outdoor environments Staff guidelines Positive role modelling and resources Parent/Child settling procedures Child admission forms and parental communication procedures. Weekly formative well-being assessment Multi-Agency working</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 SEND Policy Non-collection & Lost Child Policy Encouraging Good Behaviour Policy</p>
<p>Information and Records</p> <ul style="list-style-type: none"> • Child • Parent/Carers • Complaints 	<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. Tapestry Learning Journal Staff personnel records. Management Planning records. Self Evaluation and Audit.</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>