

Early Years Procedures & Policies

Christ the King RC Primary School



Special Educational Needs and Disability

Principles

Our EYFS department understands its responsibility to ensure positive attitudes to diversity and difference – not only so that every child is included and not disadvantaged, but also so that they learn from the earliest age to value diversity in others and grow up making a positive contribution to society.

We aim to meet the needs of each child as an individual regardless of difference and diversity.

All children are entitled to enjoy a full life in conditions, which will help them take part in society and develop as an individual, with their own cultural and spiritual beliefs.

We believe that all children should feel valued and confident, and should be cared for in a warm and loving environment. We will work with parents at all stages of the child's education and care to ensure our principles are put into practice.

Our Special Educational Needs Co-ordinator is Joanne McAllister.

In line with guidance from the EYFS and in line with the SEND Code of Practice 0-25 years 2014, we will endeavour to:

- be alert to the early signs of needs that could lead to later difficulties and respond quickly and appropriately, speaking to parents/carers and involving other agencies as necessary;
- encourage children to recognise their own unique qualities and the characteristics they share with other children;
- maintain records suitable for sharing with colleagues in an inter-agency team while acting as a point of contact for a child and their family.

Safeguarding Children

At our EYFS department, we comply with all the legal requirements set out in the 'Statutory Framework for the Early Years Foundation Stage' – September 2012 and with the new requirements which came into force in September 2014. We work in line with the guidance and procedures of the Local Safeguarding Children Board and the Government's statutory guidance 'Working Together to Safeguard children'. Which can be seen here.

<https://www.gov.uk/government/publications/working-together-to-safeguard-children>

Written parental permission will be obtained before children are taken on outings.

Staff will keep records/observations of all children in the setting. This includes detailed written notes on any disclosure of abuse made by a child on CPOMS.

Staff will also notify local children's social care services and, if appropriate, the police of any allegations as above.

All concerns will be kept confidential.

The Prevent Duty

(In order for schools and childcare providers to fulfil the Prevent duty, it is essential that staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified.)

From: The Prevent Duty June 2015, Department of Education)

The EYFS makes clear that to protect children in their care, providers must be alert to any safeguarding and child protection issues in the child's life at home or elsewhere (paragraph 3.4 EYFS). We take this very seriously and all staff are aware of their responsibilities in this area.

Our Lead Practitioner for Safeguarding children is Nichola Potts.

Our Deputy Heads, Joanne McAllister and Sara Burns are also Safeguarding Practitioners.

All EYFS staff have an up-to-date understanding of safeguarding children issues and, through in-house training, are aware of the contents of this policy and how to respond to:

- significant changes in children's behaviour;
- deterioration in children's general well-being;
- unexplained bruising, marks or signs of possible abuse or neglect;
- comments children or adults make which give cause for concern;
- issues which cause concern in the child's life at home or elsewhere.

All members of staff have a responsibility to ensure that appropriate steps are taken and report concerns to Safeguarding Leads.

Where staff suspect sexual abuse has occurred or is likely to occur, the Lead Officer for Safeguarding Children may contact Children's Social Care Services without first speaking to parents or carers. For all other concerns, parents or carers will be consulted immediately.

Confidentiality

Our EYFS staff understand that all information about children and their families is confidential and should never be discussed outside the setting. The EYFS Lead ensures that all staff members are aware of the need to maintain privacy and confidentiality.

No information will be passed on to other agencies without permission from parents/carers. Where there is an issue about child protection then the child's welfare will be put first and the Safeguarding Children policy will be followed.

The following information will be provided for parents:

- how the EYFS is being delivered in the setting, and how parents and/or carers can access more information;
- the range and type of activities and experiences provided for children, the daily routines of the setting, and how parents and carers can share learning at home;

- our policies and procedures.

Parents and carers have free access to all information kept on their own child. (Except in exceptional cases where Data Protection Act 1998 stipulates it is against the best interests of the child to do so.)

Accidents and Emergencies

Most children will have occasional falls and minor accidents at some point during their time in EYFS. Whilst staff will take all reasonable steps to ensure that hazards to children – both indoors and outdoors – are kept to a minimum, we recognise that children need to explore and test their own developing physical abilities and may therefore occasionally injure themselves. When such an accident occurs staff will:

- ensure parents/carers are notified by telephone if a child receives a head injury;
- ensure parents/carers sign an accident form at dismissal.

At least one member of staff who has a current paediatric first aid certificate will be on the premises at all times when children are present and also on any outings.

Medication and Sickness Procedure (see also Accident and Emergency Policy)

Our sickness and diarrhoea policy is when a child is ill they should be taken home as soon as possible and not return until 48 hours since the last bout of sickness/diarrhoea. When a child is absent from school due to illness, parents should inform school on the morning of the absence the reason for their absence and when they are likely to return. Also, if the child has a specific diagnosis, it would be helpful for staff to have that information. We also need to have sufficient information about the medical condition of any child with long-term medical needs.

Equality of Opportunity/Diversity (see also Behaviour Management Policy, Admissions Policy and Special Educational Needs and Disability Policy)

Our EYFS works in accordance with all relevant legislation including the Equality Act 2010, the Human Rights Act 1998, the SEND 0-25 Code of Practice 2014 and the Prevent Duty 2015. EYFS staff believe in promoting equal opportunities for everyone and value diversity in children, parents, carers, staff, visitors and all others we come into contact with. We believe that all children have an entitlement to equal access to a broad, balanced, relevant and differentiated curriculum. Staff strive to ensure that all children develop self-confidence and high esteem whilst recognising and valuing differences between themselves and others.

The diversity of individuals and communities is valued and respected. No person including children, families or staff members are discriminated against.

Key Person

In order to meet the individual needs of all children this we will assign a key person to each child when they enter the school. Parents and/or carers will be informed who this person is and what their role is.

The key person will help the child to become familiar with the provision and to feel confident and safe within it.