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**Brookdale Primary School**

Early Years Policy

| Date policy last reviewed: |  |
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| Signed by: |
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|  | Headteacher | Date: |  |
|  | Chair of governors | Date: |  |



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**Statement of intent**

At Brookdale, we greatly value the importance of the EYFS in providing a secure foundation for future learning and development.

This policy has been developed in conjunction with the relevant guidance and legislation to ensure that each child has a happy and positive start to their school life in which they can build a foundation for a love of learning.

We ensure that children learn and develop well and are kept healthy and safe. We promote teaching and learning to ensure children’s readiness for the next stage of their education, and give children a broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

We seek to provide:

* **Quality and consistency**, so that every child makes good progress and no child gets left behind.
* **A secure foundation** through learning and development opportunities which are planned around the needs and interests of each child and are assessed and reviewed regularly.
* **Partnership working** between practitioners and parents.
* **Equality of opportunity** and anti-discriminatory practice, ensuring that every child is included and supported.

# Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

* Childcare Act 2006
* Safeguarding Vulnerable Groups Act 2006
* Equality Act 2010
* The UK General Data Protection Regulation (UK GDPR)
* Data Protection Act 2018
* DfE (2021) ‘Statutory framework for the early years foundation stage’
* DfE (2021) ‘Early years foundation stage profile: 2022 handbook’
* DfE (2021) ‘Development Matters’
* DfE (2022) ‘Keeping children safe in education 2022’
* DfE (2018) ‘Working Together to Safeguard Children’
* DfE (2015) ‘The Prevent duty’
* Early Education (2021) ‘Birth to 5 Matters’
* UK Council for Internet Safety (2020) ‘Education for a Connected World’

This policy operates in conjunction with the following school policies:

* Child Protection and Safeguarding Policy
* Allegations of Abuse Against Staff Policy
* Complaints Procedures Policy
* Pupil Equality, Equity, Diversity and Inclusion Statement
* Special Educational Needs and Disabilities (SEND) Policy
* Online Safety Policy
* Administering Medication Policy
* Health and Safety Policy
* Fire Safety Policy
* Safer Recruitment Policy
* Data Protection Policy

# Roles and responsibilities

The governing boardwill be responsible for:

* Ensuring there is a policy in place to safeguard children that includes an explanation of the action to be taken when there are safeguarding concerns about a child, the use of mobile phones and cameras, and staff safeguarding training requirements. These issues are addressed in part in this policy and in further detail in Brookdale’s Child Protection and Safeguarding Policy.
* Ensuring there is a policy in place in the event of an allegation being made against a member of staff (including supply staff) or a volunteer. These issues are addressed in Brookdale’s Allegations of Abuse Against Staff Policy.
* Monitoring the implementation of this policy.
* Ensuring that this policy does not discriminate on any grounds.
* Handling complaints regarding this policy, as outlined in Brookdale’s Complaints Procedures Policy.

The EYFS lead,in conjunction with the headteacher,will have responsibility for the day-to-day implementation and management of this policy.

Staff, including teachers, support staff, supply staff and volunteers, will be responsible for:

* Familiarising themselves with, and following, this policy.
* Remaining alert to any issues of concern in children.

# Aims

Through the implementation of this policy, we will aim to:

* Give each child a happy and positive start to their school life in which they can establish a solid foundation for a love of learning.
* Enable each child to develop socially, physically, intellectually and emotionally.
* Encourage children to develop independence within a secure and friendly atmosphere.
* Support children in building relationships through the development of social skills such as cooperation and sharing.
* Work alongside parents to meet each child’s individual needs to ensure they reach their full potential.

Four overarching principles shape will our practice:

* Every child is a **unique child**, who is constantly learning and can be resilient, capable, confident and self-assured.
* Children learn to be strong and independent through **positive relationships**.
* Children learn and develop well in **enabling environments with teaching and support from adults**, who respond to their individual interests and needs and help them to build their learning over time. Children benefit from a strong partnership between Brookdale and families.
* **Learning and development** is important. Children develop and learn in different ways and at different rates.

To put these principles into practice, Brookdale will:

* Provide a balanced curriculum which takes children’s different stages of development into account.
* Promote equality of opportunity and anti-discriminatory practice.
* Work in partnership with parents.
* Plan challenging learning experiences, based on individual needs, which are informed by observation and ongoing assessment.
* Assign each child with a key person to ensure that each child’s learning and care is tailored to meet their individual needs.
* Provide a safe and secure learning environment.

# Learning and development

In partnership with parents / carers, Brookdale will promote the learning and development of children to ensure they are ready for the next stage of education.

The EYFS provision and practice will be based on an observation of children’s needs, interests and stages of development. Learning and development in school will be planned to reflect these interests and individual circumstances in order to provide each child with a challenging and enjoyable experience.

There are seven areas of learning and development that must shape education programmes in EYFS settings. These are split into two important and interconnected sections – prime and specific:

The ‘prime’ areas of learning and development are:

* Communication and language:
	+ Listening, attention and understanding
	+ Speaking
* Physical development:
	+ Gross motor skills
	+ Fine motor skills
* Personal, social and emotional development:
	+ Self-regulation
	+ Managing self
	+ Building relationships

The ‘specific’ areas of learning and development are:

* Literacy:
	+ Comprehension
	+ Word reading
	+ Writing
* Mathematics:
	+ Numbers
	+ Numerical patterns
* Understanding the world:
	+ Past and present
	+ People, culture and communities
	+ The natural world
* Expressive arts and design:
	+ Creating with materials
	+ Being imaginative and expressive

In organising and implementing educational programmes, Brookdale will ensure that a broad range of activities and experiences are planned, having regard to three characteristics of effective teaching and learning in the EYFS:

* Playing and exploring – children investigate and experience things, use what they know in their play and are willing to try new things.
* Active learning – children concentrate, keep on trying if they encounter difficulties and enjoy their achievements.
* Creating and thinking critically – children have and develop their own ideas, make links between ideas and use what they already know to learn new things, and develop strategies for doing things.

Further information regarding learning and development, including how these link to and underpin the national curriculum in KS1 and beyond, will be set out in Brookdale’s Early Years Teaching and Learning Policy.

# Assessment

Assessment plays an important part in helping Brookdale to recognise children’s progress, understand their needs, plan activities, and assess the need for support.

Parents will be kept up-to-date with their child’s progress and development, and the EYFS leadwill address any learning and development needs in partnership with parents.

Ongoing formative assessments will be used to assess the day-to-day learning and development of children in the EYFS. Practitioners interact and observe children to understand their interests and learning needs, and will use this information to inform practice and provision for each child.

The EYFS setting will undertake a summative assessment of the level of each child’s development at certain stages. These are:

* Progress check at age three – a short written summary of children’s development in the prime areas.
* Reception Baseline Assessment – a short assessment which is taken within the first six weeks of a child starting Reception year.
* The EYFS Profile – a comprehensive assessment completed at the end of the EYFS to provide a well-rounded pComputingure of a child’s knowledge, understanding and abilities, attainment against the early learning goals (ELGs), and their readiness for Year 1.

Brookdale will ensure that teachers actively engage children, their parents and other adults who have significant interaction with specific children in their assessment processes to provide a well-rounded pComputingure of their development and attainment.

Brookdale will ensure that assessment processes do not prevent teachers and practitioners from spending as much time as possible interacting with children and directly supporting their learning and development. Teachers will not be required to record or document evidence to prove children’s level of development; however, they may decide to record particularly noteworthy achievements using Dojo in order to plan teaching and where this is beneficial for building knowledge of children.

Brookdale will report EYFS Profile results to the LA when these are requested. The LA is under a duty to return this data to the relevant government department.

Reasonable adjustments will be made to the assessment process for children with SEND as appropriate.

The EYFS leadwill discuss any cause for concern in a child’s progress with the child’s parents, especially where this concern relates to the prime areas of learning. A strategy of support will be agreed upon and consideration will be taken as to whether the child may have SEND which requires additional support.

Brookdale will take reasonable steps to provide opportunities for children with EAL to use their home language in play and learning whilst also ensuring that these children have sufficient opportunities to reach a good standard of English. During assessment, if it is found that a child does not have a strong grasp of English language, the EYFS leadwill contact the child’s parents to establish their home language skills to establish whether there is cause for concern about a language delay.

Assessment procedures will be set out in full in the Early Years Assessment Policy.

# Inclusion

All children will be valued as individuals irrespective of their ethnicity, culture, religion, home language, background, ability or gender. The Pupil Equality, Equity, Diversity and Inclusion Policy will ensure that the needs of all children are met, regardless of any protected characteristics they have.

The Special Educational Needs and Disabilities (SEND) Policy will ensure all children receive the support they need and are given the best learning experience possible. SEND in the EYFS setting will be monitored and managed by Brookdale’s SENCO.

The EYFS curriculum will be planned in order to meet the needs of the individual child and support them at their own pace.

# The learning environment and outdoor spaces

The learning environment will be organised in such a way that children can explore and learn independently in a safe and interactive environment.

Children will have access to an enclosed outdoor environment, and daily access to the outdoor environment is planned, unless circumstances, such as the weather, would make outdoor activity inappropriate and unsafe.

There will be 7 toilet facilities available to the EYFS, and there will be hygienic changing facilities located in the Pre School rooms containing a supply of towels and spare clothes. Nappy changing facilities will also be available.

# Safeguarding and welfare

All necessary steps will be taken to keep the children in our care safe and well. Any safeguarding or welfare issues will be dealt with in line with the Child Protection and Safeguarding Policy, and all members of staff in the EYFS will be required to read this policy as part of their induction training.

The DSL is Kate Ball (Headteacher). The deputy DSLs are Ruth Doig (EY Lead), Gill Knapton (Deputy Headteacher), Ian Knapton (Acorns Manager), Lucy Neal (SENCo)

The DSL will be responsible for safeguarding children and liaising with local children’s services as appropriate. The deputy DSL will undertake the duties of the DSL in their absence, but overall responsibility for safeguarding will remain with the DSL. The DSL and deputy DSL will undertake child protection training as required.

Staff will receive safeguarding training that enables them to understand the safeguarding policy and procedures, have up-to-date knowledge of safeguarding issues, and recognise signs of potential abuse and neglect.

# Mobile phones and devices

For the purposes of this policy, the term **“mobile phone”** refers to any electronic device that can be used to take images or record videos, including tablets.

Photography policies and procedures are addressed in full in our Photography and Images Policy.

**Use of personal mobile phones by staff members**

Staff members will not use personal mobile phones or cameras when children are present. Staff may use mobile phones on school premises outside of working hours when no children are present. Staff may use mobile phones in the staffroom during breaks and non-contact time. Mobile phones will be safely stored and in silent mode whilst children are present.

Staff may take mobile phones on trips, but they will only be used in emergencies and should not be used when children are present. Mobile phones will not be used to take images or videos at any time during trips.

Staff who do not adhere to this policy will face disciplinary action. Staff will report any concerns about another staff member’s use of mobile phones to the DSL, following the procedures outlined in the Child Protection and Safeguarding Policy and the Allegations of Abuse Against Staff Policy.

Staff may use their professional judgement in emergency situations.

**Use of mobile phones by parents, visitors and contractors**

Parents, visitors and contractors will not be permitted to take photographs or record videos without prior permission. Parents may take photographs and videos only containing their own child during school events. Parents may take group photographs at school events but only with the informed consent of the parents of the children involved.

Brookdale strongly advises against the publication of any photographs or videos taken at Brookdale or school events on social media. Staff will report all concerns about parents, visitors and contractors to the DSL, following the procedures outlined in the Child Protection and Safeguarding Policy.

**Use of Brookdale’s mobile phones and cameras**

Staff will be provided with a school device to ensure that only school devices are used to take photographs and videos. School devices will have passcode protection.

School devices will only be used for work related matters, e.g. recording and documenting a child’s learning. School devices will only be used to take photographs in the presence of another staff member and only with the consent of the child’s parent.

Staff will not take photographs of bruising or injuries for child protection reasons. Instead, recording concerns and body maps will be used to record observations relating to child protection concerns – these can be used on My Concern.

School devices will not be taken off school premises without prior written permission from the headteacher. Where staff members have concerns over material on a school device, they will report all concerns to the DSL, following the procedures outlined in the Child Protection and Safeguarding Policy.

# Computing lessons

Computing lessons will be used to give children the opportunity to use technology, equip them for the demands of the developing digital world, and prepare them for the next step in their education.When teaching Computing and utilising technology, e.g. laptops and tablets, Brookdale will have due regard for the ‘[Education for a Connected World](https://www.gov.uk/government/publications/education-for-a-connected-world)’ framework when shaping what children are taught. Brookdale aims to:

* Help children work more independently.
* Enable children to develop and enhance their work.
* Encourage children to collaborate on projects.
* Give children the skills and tools to access a wide range of information, ideas and cultures.
* Help children develop skills that can be used in other areas of the curriculum.
* Help children develop good control and coordination through using Computing equipment.
* Encourage children to represent their ideas, thoughts and feelings through technology.

In accordance with the DfE’s ‘[Statutory framework for the early years foundation stage](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2)’, all educational programmes offered by Brookdale, including Computing, will work towards the early learning goals (ELGs). This will include:

* **Communication and language**: Computing helps children to develop their self-expression confidence and skills, and allows them to speak and listen in a range of situations.
* **Physical development**: using interactive programmes, computer mice, keyboards and touch screens helps children develop their coordination, control and movement.
* **Personal, social and emotional development**: technology gives children access to new ways to express their emotions and interact with others.
* **Literacy**: the internet gives children to access a vast range of media and materials.
* **Mathematics**: Computing enhances children’s experiences of learning mathematics and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems, and describing shapes, spaces and measure.
* **Understanding the world**: children will be taught to use the internet to enhance their knowledge of people, places, technology and their physical environment.
* **Expressive arts and design**: interactive games, activities and materials will be used to encourage children to share their creativity and ideas.

Computing lessons will be conducted in accordance with the Early Years Teaching and Learning Policy. Teachers will not use formative assessments for Computing, but will use summative assessments to help track children’s progress. Resources will be shared fairly between children and, where needed, tasks and equipment will be adjusted to suit children’s needs and abilities.

The EYFS lead will hold the Computing SLA (Hi Impact), teachers and support staff to account for their delivery and support of the Computing curriculum and offer support where needed.

Hi Impact will be responsible for:

* Staying aware of new Computing developments and communicating these to staff, including through bespoke training where necessary.
* Attending appropriate in-service training, including safeguarding training.
* Maintaining the upkeep and use of Computing resources.
* Keeping appropriate records of Computing expenditure to review costs and make suggestions for the future.
* Securing and maintaining Computing resources.
* Ensuring Computing resources are up-to-date, fit for purpose and safe for children to use.
* Advising staff on the correct and safe use of digital technologies.

Staff delivering the Computing curriculum will be responsible for:

* Encouraging children to apply their knowledge, skills and understanding of Computing in other areas of learning.
* Tailoring lesson delivery according to children’s age and respective abilities.
* Working with the Computing technician to put reasonable adjustments in place to ensure all children can make use of Brookdale’s Computing equipment.
* Undertaking summative assessments to ensure the aims set out in this policy are being met.
* Keeping the EYFS lead informed about how the aims of Brookdale’s Computing curriculum are being achieved.
* Supporting children through play and teaching to recognise how technology is used across their lives, such as in their home and school.

The Online Safety Policy will be always adhered to. This includes installing internet filters and antivirus software on all devices and ensuring children are supervised appropriately when using the internet. In the event of children accessing inappropriate content online, safeguarding procedures will be followed in accordance with the Child Protection and Safeguarding Policy.

# Health and safety

Brookdale will promote the good health of children in the EYFS, including the promotion of good oral health.

The EYFS leadwill report any accident or injury involving a child to their parents on the day it occurs, and any first-aid treatment administered to a child will also be reported to their parents. Accidents and injuries will be recorded in an accident log, located in the school office. The headteacher will report any serious accident, illness, injury, or death of a child whilst in Brookdale’s care to Ofsted as soon as is reasonably practicable, but within 14 days of the incident occurring. Local child protection agencies will also be notified.

A first-aid box will be in each classroom and the staffroom.

Only medicine prescribed to a child by a doctor, dentist, nurse or pharmacist will be administered. Brookdale’s Administering Medication Policyoutlines the procedures for administering medicines.

Any food or drink provided to children will be healthy, balanced and nutritious. The headteacherwill notify Ofsted of any incidents of food poisoning affecting two or more children within 14 days of the incident. Information about any dietary requirements, preferences, food allergies and any special health requirements a child has will be recorded. Fresh drinking water will be always available.

Smoking will not be permitted on Brookdale premises.

The Health and Safety Policyoutlines the full health and safety policies and procedures.

Brookdale has a Fire Safety Policyin place.

# Staff taking medication or other substances

Brookdale will implement a zero-tolerance approach to drugs and alcohol misuse, as outlined in the Staff Drug and Alcohol Policy.

The use of alcohol or any other substance that may affect the ability to care for children by a member of staff will not be tolerated. If there is a reason to believe a member of staff is under the influence of alcohol or any other substance, they will not be allowed to work directly with children and further action will be taken.

Any member of staff taking medication which may affect their ability to care for children will seek medical advice. Staff will only be allowed to work directly with the children if it is confirmed that the medication is unlikely to impair their ability to look after children properly.

Any medication used by staff will be securely stored in locked stock cupboards or the school office.

# Staffing

A robust Safer Recruitment Policyis in place, which aims to ensure that members of staff employed in the EYFS are suitable.

Upon employment, all EYFS staff will receive induction training to ensure that they understand their roles and responsibilities, including information about emergency evacuation procedures, safeguarding, child protection and health and safety.

Staff will be supported to undertake the appropriate training and professional development to ensure children receive the best quality learning experience.

All members of staff who have contact with children and families will be supervised by the EYFS lead. The supervision will provide opportunities for staff to:

* Discuss any issues, particularly concerning the development or wellbeing of children, including any child protection concerns.
* Identify solutions to address issues.

The EYFS leadwill hold at least a full and relevant level 3 qualification alongside at least two years’ experience working in an early years setting. All other EYFS staff will hold a full and relevant level 2 qualification.

Gill Knapton will provide cover for the EYFS lead in their absence and is deemed fully qualified to do so by the EYFS lead and headteacher.

There will be at least one member of staff who has a current paediatric first-aid (PFA) certificate on Brookdale premises at all times, and will accompany children on any school outings.

Any member of staff who has sole responsibility for looking after a group of children will hold a PFA certificate. All newly qualified staff with a level 2 or 3 qualification will be PFA trained. Brookdale will organise PFA training to be renewed every three years. The list of staff who hold PFA certificates can be found in the school office.

Brookdale will provide a staffing ratio in line with the safeguarding and welfare requirements set out in the ‘Statutory framework for the early years foundation stage’. Only members of staff with level 2 English and maths qualifications will count towards the staffing ratios at level 3.

Brookdale will adopt the following staffing ratios:

* For children aged two:
	+ There will be one member of staff for every four children.
	+ At least one staff member will hold a full and relevant level 3 qualification.
	+ At least half of the other staff members will hold full and relevant level 2 qualifications.
* For children aged three and over:
	+ Where a staff member with qualified teacher status (QTS), early years professional status, or another suitable level 6 qualification is working directly with the children, there will be one member of staff for every 13 children, and at least one other member of staff will hold a full and relevant level 3 qualification.
	+ Where a staff member with qualified teacher status (QTS), early years professional status, or another suitable level 6 qualification is not working directly with the children, there will be one member of staff for every 8 children, and at least one other member of staff will hold a full and relevant level 3 qualification.
* For children in Reception classes:
	+ Class sizes will be limited to 30 children per school teacher.

Only under exceptional circumstances, and where the quality of care and safety of children is maintained, will changes be made to the ratios. Parents will be informed about staffing arrangements and, when relevant and practical, will be involved in staffing arrangement decisions.

Each child will be assigned a key person whose role it is to help ensure that every child’s care is tailored to meet their individual needs. The EYFS leadwill inform parents of whom their child’s key person is and will explain the role of the key person when their child begins attending Brookdale.

# Information and records

Information will be stored in line with the UK GDPR and the Data Protection Act 2018, and with regard to Brookdale’s Data Protection Policy.

The following information will be recorded for each child:

* The child’s name and date of birth
* The name and address of every parent or carer who is known to Brookdale, including information about all persons who have parental responsibility for the child and which parent or carer the child normally lives with
* The emergency contact details of the child’s parent or carer

The following information about Brookdale will be recorded:

* Brookdale’s name, address and telephone number
* Brookdale’s certificate of registration
* The name, address and telephone number of anyone who will regularly be in unsupervised contact with the children
* A daily record of the names of the children being cared for in Brookdale, their hours of attendance, and the names of each child’s key person

The following information will be made available to parents:

* Brookdale’s privacy notice for parents and children
* How Brookdale delivers the EYFS and how parents can access more information
* The daily routine and the activities offered in Brookdale’s EYFS and how parents can assist their child’s learning at home
* How Brookdale’s EYFS supports children with SEND
* Details of the food and drink provided to the children
* Details of the policies and procedures in place in Brookdale’s EYFS
* Staffing details, including the name of their child’s key person and their role and a telephone number for parents to contact in an emergency

Ofsted will be notified if there are any changes to the following:

* The address of Brookdale
* Brookdale’s contact details
* The hours during which care is provided
* Any significant event which is likely to affect the suitability of Brookdale or any person who cares for, or is in regular contact with, children to look after children

# Parental involvement

We firmly believe that the EYFS cannot function without the enduring support of parents.

Parents will be invited to biannual parents’ evenings; however, Brookdale has an open-door policy and parents are welcome to talk to teachers at the start and end of Brookdale day. Meeting rooms will be utilised for confidential discussions between staff and parents.

Parents will be asked to sign permission slips for any visits out of school, use of photographs of their child and using the internet at school.

Parents will be asked to complete admission forms, a medical form and to write a brief synopsis about their child to help Brookdale to understand their character and personality.

# Transition periods

The following process will be in place to ensure children’s successful transition to Year 1:

* The children will be invited to a number of visits throughout the year to their Year 1 class. The first visits will be within their pre-school settings, allowing the children to feel secure in the new environment. In the Summer term, the children will visit at least once without the support of the early years practitioners or parents.
* In the Summer term, Reception and Year 1 staff will meet to discuss each child’s development in order to support a smooth transition to Year 1.

# Monitoring and review

This policy will be reviewed annually by the governing board and the headteacher.

Any changes made to this policy will be communicated to all relevant stakeholders.

All members of staff directly involved with the EYFS will be required to familiarise themselves with all processes and procedures outlined in this policy as part of their induction.

The next scheduled review date for this policy is October 2022.