



Buckinghamshire Council Early Years Policies and Procedures Guidance and Staff Handbook

Please refer to the [Early Years Statutory Framework](#) (EYFS) for further guidance

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Child Protection and Safeguarding Policy Checklist

- Understand the safeguarding and welfare requirements of the [Early Years Foundation Stage Framework](#) EYFS 2025.
- Refer to the [Bucks Children Safeguarding Partnership](#) (BSCP) guidance as a starting point plus knowledge & reporting procedures for FGM & Domestic violence, whistleblowing and safe recruitment.
- Reference to BSCP and the [Continuum of Need document](#) report a concern to identify when a child may need additional support to reach their full potential. This is described through four levels of need:
 - Level 1 – children whose needs are met within universal services.
 - Level 2 – children with additional needs showing early signs of vulnerability requiring early help.
 - Level 3 – children in need who require statutory or specialist services and targeted early help.
 - Level 4 – children who are suffering or likely to suffer significant harm .
- Reference the Buckinghamshire Council Early Years Childcare Safeguarding Guidance [early-years-safeguarding-and-child-protection-guidance.pdf](#)
- Provide an explanation of the action taken when there are safeguarding concerns about a child – add the First Response contact details **01296 383962**.
- Provide an explanation of the action to be taken in the event of an allegation being made against yourself, a member of your family or a member of staff – add the Designated Safeguarding Manager (DSM) or Local Area Designated Officer (LADO) contact details as applicable.

Childminders contact - DSM

The Early Years Designated Managers can provide advice and support in the event of an allegation or query/concern on **01296 387111**.

Childminders employing an assistant or co-childminding contact – LADO.

All allegations against staff must be reported to Ofsted as soon as possible or within 14 days and to the Designated Officer detailed below within 24 hours:

Local Authority Designated Officer (LADO) Children & Young People

Walton Street Offices, Aylesbury, Buckinghamshire

01296 382070.

- Named Designated Safeguarding Officer for the setting.
- How mobile phones, cameras and other electronic devices with imaging and sharing capabilities are used in the setting.
- Registered with [Information Commissioners Office](#) and compliance with General Data Protection Regulation (GDPR) and the Data Protection Act 1998.
- Separate policy for children and adults with regards to the above and how you promote internet safety with the children.
- Missing child/failure to collect a child.
- Lockdown.
- Reference 'Working together to safeguard children 2023' [Working together to safeguard children - GOV.UK \(www.gov.uk\)](#).
- A named officer for Prevent Duty [Prevent duty guidance](#) and how to raise a concern (020 7340 7264) or contact **First Response 01296 383962**.
- Reference Female Genital Mutilation (FGM) Go to [FGM duty](#) for further information.
- Reference child sexual exploitation and trafficking, including county lines and cuckooing.
- Read the national statutory guidance document [Working Together to Safeguard Children 2023](#) and [What to do if you are Worried a Child is being Abused - Advice for Practitioners 2015](#).
- Read and understand the Ofsted [Inspecting safeguarding in early years, education and skills settings - GOV.UK \(www.gov.uk\)](#).
- Inform Ofsted of any allegations of serious harm or abuse by any person living, working or looking after children on the premises.
- State who is the lead practitioner if you are a childminder working with assistants.
- List the types of abuse – physical, emotional, neglect, sexual and domestic.
- Awareness of the signs and symptoms.

- How you will record evidence if a disclosure is made.
- Evidence of partnership working with parents (concerns or disclosure).
- What to do if concerns about a child – add First Response contact details.
- Awareness of peer-on-peer abuse and recognise the following:
 - Children and young people can abuse their peers.
 - Peer on peer abuse relates to situations such as sexual exploitation, gang violence, financial abuse, coercive control and exploitative relationships.
 - How the environment/setting discourages abuse and challenges the attitudes which underlie it.
 - How my setting will aim to support children and parents to discuss their concerns.
- Actively promote fundamental British Values
 - Democracy.
 - The rule of law.
 - Individual liberty.
 - Mutual respect for and tolerance of those with different faiths and beliefs and for those without faith

State when your last child protection/safeguarding training was completed – see safeguarding training pathway Buckinghamshire Council Early Years Service [General Guidance and Online Safety | Early Years](#)

Medicines Policy Checklist

- Promote the good health of children attending the setting.
- Respond to children who are ill or infectious and take necessary steps to prevent the spread of infection.
- Take appropriate action if children are ill.
- Maintain information about a child's needs for medicines, and for keeping this information up to date.
- Prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist.
- Prescription and non-prescription medicine must only be administered to a child where written permission for the particular medicine has been obtained from the parents/carers.
- Keep a written record each time medicine is administered to a child and inform the child's parents/carers on the same day or as soon as reasonably practicable.
- Inform parents when a medicine has been administered including the time and dosage.
- Store all medicines safely and in accordance with the product instructions and in the original container in which it was dispensed and out of children's reach.
- Obtain prior written permission from parents for each and every medicine to be administered before any medication is given.
- Work in partnership with parents to ensure the correct medication, dosage is given.
- If the administration of prescription medicine requires technical/medical knowledge state how you will access training from a qualified health professional. The training will be specific to the child in question.
- **Additional guidance for the Childcare Register** [Childminders and childcare providers: register with Ofsted - The Ofsted registers - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/register-with-ofsted-the-ofsted-registers-guidance).
- The details of the product and the date of its administration.
- The name of the person who administered the medicine and the circumstances.
- A record of parental consent or the consent of a carer if the parent has identified another person.

Complaints Policy Checklist

- How you deal with complaints and concerns from parents/carers.
- If a serious complaint is made that suggests a child may have been put at risk of harm, then the Designated Safeguarding Manager (DSM) or LADO (Local Authority Designated Officer) must be advised as appropriate.
- Keep a written record of any complaints and the outcome.
- Investigate written complaints.
- Notify complainants of the outcome of the investigation within 28 days of having received the complaint.
- Record of complaints must be made available to Ofsted.
- Make parents aware of details of how to contact Ofsted (0300 123 1231) or:

Ofsted

Piccadilly Gate

Store Street

Manchester M1 2WD

- [Ofsted poster for parents displayed](#)

Equal Opportunities, Special Educational Needs and Disabilities Policy Checklist

- Arrangements in place to support children with SEN or disabilities.
- Have regard to the Special Educational Needs Code of Practice - If delivering 2, 3 and 4-year-old Funded Entitlement and the Special Educational Needs and Disability Code of Practice 0-25 years.
- Aware of all legislation and existing codes of practice produced by the Equality and Human Rights Commission, the Equality Act 2010 and the Children and Families Act 2014.
- Named SENCO for the setting (childminders are the SENCO for their own setting). Support and advice can be accessed via the Buckinghamshire Council Early Years Consultants and the Early Years website [Early Years Special Educational Needs and Disabilities \(SEND\) | Early Years](#)
- Provide opportunities and experiences plus toys, equipment and resources for individual children to learn and develop to their full potential, considering age and stage of development, gender, ethnicity, religion, home language, and ability.
- Children's home cultures will be valued.
- Promotion of British Values.
- Children and young people's individual needs will be met through the use of differentiated programmes of activities.
- Ordinarily Available Provision (OAP) is available to all, with differentiated provision as appropriate [SEND Resources | Early Years](#).
- Where there is a concern about a child's development the process of "[200603-assess-plan-do-review-bc-guidance.docx](#)" is followed and recorded either on the APDR or on the SEN support plan. This process is collaborative, shared and reviewed with parents at regular intervals [SEND and Inclusion Tools and Forms \(Including Funding\) | Early Years](#)
- Where appropriate, an application is made for Inclusion Fund (low level and emerging need via the EYS), High Needs Funding (HNF) or an Educational and Health Care Needs Assessment (EHCNA) via the iSEND Team.
- Where required, advice is sought from a range of professionals which may include, the Buckinghamshire Council EY Service, Portage, Health Visiting Team, Speech and Language, iSEND team etc.

- If a child has an EHCP, this is reviewed with parents approximately every 3-6mths as outlined in the CoP and an Annual Review will be organised by the setting (every six months for a child under five).
- Work in partnership with all professionals involved with the child to pursue the best outcomes for that child.
- Transitions to new provision/school is thoughtful and tailored to the needs of the child. Regard is shown to the guidance within the EY OAP transitions document.
- Information about [Local Offer](#) provided on Buckinghamshire Family Information Service website. [Local Offer](#) | [Early Years](#)

Accident or Injury Policy Checklist

- First aid box accessible at all times and regularly checked.
- Written record of accidents or injuries and first aid treatment (ask parents to sign).
- Inform parents and or carers of any accident sustained by the child on the same day as, or as soon as reasonably practicable after, and of any first aid treatment given.
- Notify Ofsted of any serious accident, illness or injury to, or death of, any child while in the care of the setting and the action taken (**within 14 days of the incident occurring**).
- Notify child protection agencies of any serious accident or injury to, or the death of, any child while in the care of the setting and act on any advice received.
- Follow procedures required under Health & Safety Executive (HSE) guidelines e.g. [RIDDOR](#).
- Risk assessments in place to meet the EYFS safeguarding and welfare requirements.
- Evidence of fire drill practice.
- Emergency evacuation procedure in place e.g. gas leak, fire, locked out of the setting or terrorist attack.
- 12 Hour paediatric first aid certificate in place (add date of training).
- Written permission from parents/carers to seek emergency treatment.
- List of first aiders available and evidence of staff first aid certificates are available on request

Health and Safety Policy Checklist

- Meet the requirements laid out in the EYFS Framework, and Health and Safety Executive.
- Ensure that premises, including overall floor space and outdoor spaces are fit for purpose and suitable for the age of children cared for and the activities on the premises.
- Comply with the requirements of health and safety legislation.
- Evidence of public liability insurance is available on request.
- Take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency.
- Emergency evacuation procedure.
- Appropriate fire detection and control equipment.
- Evidence of fire drill practice.
- Emergency evacuation procedure in place e.g. gas leak, fire, locked out of the setting or terrorist attack.
- Fire exits clearly identifiable.
- Fire doors free of obstruction.
- Providers must not allow smoking in or on the premises when children are present or about to be present.
- Promote the benefits of an active lifestyle.
- Registered with Local Environmental Health Agency – [Safer food better business for childminders.](#)
- Any information about pets.
- Toys and equipment regularly cleaned and checked for damage.

Managing Behaviour Policy Checklist

- Manage children's behaviour in a consistent and appropriate way and in partnership working with parents [Why supporting parents with learning at home matters | Early Years](#)
- Must not threaten or give corporal punishment to a child.
- Keep a record of any occasion where physical intervention is used and inform parents/carers on the same day or as soon as reasonably practicable.
- Keep up to date with behaviour management issues and relevant legislation by taking regular training (add evidence of training).
- Promote positive discipline strategies.
- Routines and a consistent approach in managing positive behaviour.
- [Health and Wellbeing | Early Years](#)

Risk Assessments Policy Checklist

- Hazards.
- Who might be harmed and how.
- What are you already doing.
- What further action is needed.
- How will you put the assessment into practice? Action by who, action by when, date completed.
- Review date.
- Outings: Children must be kept safe while on outings. The assessment must include consideration of adult to child ratios.
- Vehicles in which children are being transported, and the driver of those vehicles, must be adequately insured.
- Vehicles must be fit for purpose and a valid MOT in place if required.
- [HSE Risk Assessment template and example](#)

Food and Drink Policy Checklist

- Meals, snacks and drinks are healthy, balanced and nutritious.
- Obtain information about special dietary requirements, preferences and food allergies and any special health requirements before a child is admitted to the setting.
- Awareness of food allergens (information shared with parents and displayed in the setting) [Safer food better business for childminders](#).
- Record and act on information about a child's dietary requirements.
- Fresh drinking water available at all times.
- Information about where food is stored if supplied by the parents.
- Awareness of food hygiene regulations and environmental health.
- Respect the diversity of practice for individual children.
- Encourage good hand washing procedures with children and others in the setting.
- Pets kept away from food preparation areas.
- Nappies changed away from food preparation areas.
- Outbreak of food poisoning affecting two or more children looked after on the premises - notify Ofsted as soon as possible but definitely within 14 days of the incident occurring in order to comply with regulations.
- Details of food hygiene course undertaken.
- Reference knowledge of how to store food in fridge.
- Reference [Childhood obesity plan for action](#).
- [Early Years Foundation Stage nutrition guidance](#)
- EYFS 2025 Pages 28-30 [Early years foundation stage statutory framework for childminders](#)

Staff Handbook – contents to include

- Staff induction.
- Parent partnership – maintain setting standards at all times.
- Code of conduct and professionalism – including confidentiality.
- Responsibilities.
- Ratios.
- Qualifications.
- Students and volunteers.
- Setting image – all employees understand the importance of maintain the image of the setting.
- Housekeeping – all employees play their part in maintaining the standards of the setting.
- Training.
- Staff performance.
- Change of status, address and contact details.
- Equal opportunities.
- Data protection – General Data Protection Regulations (GDPR) including retention of records and information sharing.
- Policies and procedures.
- Attendance and timekeeping.
- Job description/roles and expectations.
- Staff meetings, parent meetings and key contact.
- Working hours and overtime.
- Sickness.
- Medical and dental appointments.
- Holidays.
- Pension scheme.
- Alcohol, medication and smoking.
- Standard of appearance and dress code.
- Maternity/paternity/shared parental leave.

- Babysitting or childcare outside of working hours.
- Termination of employment.
- Health and safety at work.
- Ordering/purchasing goods for the setting.
- Expenses.
- Security.
- Compassionate leave.
- Social media and ICT.
- Safeguarding including disclosure and use of information.
- Disciplinary and grievance procedure.