

Policies and Procedures templates for the EYFS 2025/26 for group and school based providers

Please note – these are template policies and procedures that need to be personalised to your setting and practice. Spaces have been added throughout so that you can insert the name of your setting.

- All policies and procedures have been reviewed to ensure they meet the requirements of the Early Years Foundation Stage (EYFS) September 1st, 2025. They are suitable for group and school-based providers.

Where providers are required to have policies and procedures as specified below, these policies and procedures should be recorded in writing.

- Safeguarding policies must include:
 - The action to be taken when there are safeguarding concerns about a child. (Procedure 6.01 'Responding to safeguarding or child protection concerns).
 - The action to be taken in the event of an allegation being made against a member of staff. (Procedure 6.02 Concerns and allegations against staff, students, or volunteers)
 - How mobile phones, cameras and other electronic devices with imaging and sharing capabilities are used in the setting. (Procedure 6.09 E-Safety)
 - New E-safety audit form added at 6.09a
 - Procedures to follow to check the suitability of new recruits (Procedure (8.01)

There are additional requirements to the EYFS safeguarding and welfare requirements from September 2025 that are included in this publication.

The changes are highlighted in red for each procedure and are summarised here:

- 0 Introduction – slight wording changes to allow providers to personalise by adding the Ramas Daycare into wording
- 0.0 Implementation and review statement – wording added in relation to reviewing policies and procedures**
- 1.12 Additions made to the Harassment or intimidation of staff section
- 1.21 Terrorist attacks and lock down has been renamed as Emergency evacuation and lockdown to align with requirement for induction training to include emergency evacuation (EYFS – training and skills). The revised procedure includes an emergency evacuation plan for adaptation.
- 1.15 Addition made to guidelines
- 1.18 Addition made to animals brought in by visitor's section
- 1.19 Addition regarding use of mehndi made.
- 1.21 Terrorist attacks and lock down has been renamed as Emergency evacuation and lockdown to align with requirement for induction training to include emergency evacuation (EYFS – training and skills). The revised procedure includes an emergency evacuation plan for adaptation.

- 3.0 From 3 to 3.05 Additional information about supervised mealtimes **including where possible sitting facing children when they are eating**, notification and recording procedures, weaning and the use of playdough for play, raw flour and menu planning and nutrition. **Paediatric trained first aider to be on duty whilst children are eating. (Updated Dec 2025).**
- 4.0 Objectives about food allergies and intolerances and how to manage them have been added to main Health policy – **link to Allergy Action Plan example**
- 4.1 Addition made re: paediatric first aid being included in ratios
- 4.3 Addition made regarding children’s privacy
- 4.4 Information relating to allergies is obtained **before** the child starts the setting. **Ongoing conversations must take place and all staff informed. Setting must ensure that all staff know symptoms and treatment for allergies and anaphylaxis.**
- 4.5 Additions made throughout about managing high temperatures, preventative measure for notifiable diseases, unwell children, infection control and handwashing
- 6 **Changes to wording to reflect providers ownership of the policy and procedures. Statement strengthened regarding all staff understanding whistleblowing procedure** and addition made to Key Commitment 2.
- 6.1 Additions made to DLS responsibilities
- 6.2 Small changes made throughout
- 6.4 **Additional statement seeking more than two emergency contacts wherever possible**
- 6.6 Small change made to who should be informed in the case of an incapacitated parent/carer
- 6.9 Additional information about internet safety **and about printing of photos being outsourced (updated Nov 2025)**
- 6.9a NEW E-Safety audit added.
- 6.11 **NEW Absence reporting policy added (January 2026)**
- 8 New objective added re: recruitment checks
- 8.1 NEW PROCEDURE – recruitment checks.
- 8.2 Further clarification on who may be included in ratios and supervision of children at mealtimes.
- 8.4 Additional information added on students and apprentices being included in the ratios
- 9.1c Childcare registration form updated immunisation schedule **and space for additional emergency contact that providers need to get where possible**
- 9.1d New clause added at 3.10
- 9.2 Additions made re: monitoring of attendance
- 9.7 Children always within sight and hearing of staff when eating **and where possible staff sat facing children when eating so they can make sure children are eating in a way to prevent choking**

and so they can also prevent food sharing and be aware of any unexpected allergic reactions. (this is already in 3 Food Safety and Nutrition but added to Early Years Practice Policy)

9.8 as above

9.9 Additions made regarding children's privacy

10.1 New point added regarding key workers working with parents when a child protection plan is in place

11 NEW POLICY – Environmental sustainability policy (added Nov 2025)

Minor changes are not highlighted in red. They include reference to parents/carers throughout.

Text in bold red are changes in version 2 and beyond

Contents

- 0 Introduction
- 0 Policy and procedures implementation and review policy
 - 0.0 Implementation and review procedure
- 01 Health and safety policy
 - 01.01 Risk assessment
 - 01.1a Generic risk assessment form
 - 01.1b Access audit form
 - 01.02 Group rooms, stairways and corridors
 - 01.03 Kitchen
 - 01.04 Children's bathrooms/changing areas
 - 01.05 Milk kitchen
 - 01.06 Short trips, outings and excursions
 - 01.07 Outdoors
 - 01.08 Staff cloakrooms
 - 01.09 Maintenance and repairs
 - 01.10 Laundry area
 - 01.11 Staff personal safety
 - 01.12 Threats and abuse towards staff and volunteers
 - 01.13 Entrances and approach to the building
 - 01.14 Control of Substances Hazardous to Health (COSHH)
 - 01.15 Manual handling
 - 01.16 Festival (and other) decorations
 - 01.17 Jewellery and hair accessories
 - 01.18 Animals and pets
 - 01.19 Face painting and mehndi

- 01.20 Notifiable incident, non-child protection
- 01.21 **Emergency evacuation** and lock-down
- 01.22 Closed circuit television (CCTV)
- 02 Fire safety policy
 - 02.01 Fire safety
 - 02.01a Fire safety risk assessment form
- 03 Food safety and nutrition policy
 - 03.01 Food preparation, storage and purchase
 - 03.02 Food for play and cooking activities
 - 03.03 Milk and baby food preparation and storage
 - 03.04 Menu planning and nutrition
 - 03.05 Meeting dietary requirements
 - 03.06 Breast feeding
- 04 Health policy
 - 04.01 Accidents and emergency treatment
 - 04.02 Administration of medicine
 - 04.02a Health care plan form
 - 04.03 Life-saving medication and invasive treatments
 - 04.04 Allergies and food intolerance
 - 04.05 Poorly children
 - 04.05a Infection control
 - 04.06 Oral health
 - 04.07 Baby and child massage
- 05 Promoting inclusion, equality and valuing diversity policy
 - 05.01 Promoting inclusion, equality and valuing diversity
- 06 Safeguarding children, young people and vulnerable adults policy

- 06.01 Responding to safeguarding or child protection concerns
 - 6.01a Child welfare and protection summary
 - 6.01b Safeguarding incident reporting form
 - 6.01c Confidential safeguarding incident report form
- 06.02 **Concerns and allegations of serious harm or abuse** against staff, volunteers or agency staff
- 06.03 Visitor or intruder on the premises
- 06.04 Uncollected child
- 06.05 Missing child
- 06.06 Incapacitated parent
- 06.07 Death of a child on-site
- 06.08 Looked after children
 - 6.08a Care plan for looked after children form
- 06.09 E-safety
 - 06.09a E –safety audit**
- 6.10 Key person supervision
- 07 Record keeping policy
 - 07.01 Children’s records and data protection
 - 07.01a Privacy notice
 - 07.02 Confidentiality, recording and sharing information
 - 07.03 Client access to records
 - 07.04 Transfer of records
- 08 Staff, volunteers, **assistants and** students' policy
 - 08.01 Recruitment checks**
 - 08.02** Staff deployment
 - 08.03** Deployment of volunteers and parent helpers

08.04 Student placement

| 09 **Early years** practice policy

09.01 Waiting list and admissions

09.01a About our early education and childcare

09.01b Application to join

09.01c Early education and childcare registration form

09.01d Early education and childcare terms and conditions

09.02 **Attendance and** absence

09.03 Prime times – The role of the key person

09.04 Prime times – Settling in and transitions

09.05 Establishing children's starting points

09.06 Prime times – Arrivals and departures

09.07 Prime times – Baby and toddler mealtimes

09.08 Prime times – Snack-times and mealtimes (older children)

09.09 Prime times – Intimate care and nappy changing

09.10 Prime times – Sleep and rest time

09.11 Managing separation anxiety in children under 2 years old

09.12 Promoting positive behaviour

09.13 Identification, assessment and support for children with SEND

09.13a SEN Support: Initial record of concern form

09.13b SEN Support: Action plan

09.14 Prime times – Transition to school

09.15 Progress check at age two

09.15a Progress check at age two form

10 Working in partnership with parents and other agencies policy

10.01 Working in partnership with parents and other agencies

10.02 Complaints procedure for parents and service users

11 Environmental sustainability policy (added Nov 2025)