

# Templefield Lower School

## Early Years Foundation Stage (EYFS) Policy



Templefield Lower School

### Aims

This policy aims to ensure:

- That children access a broad and balanced curriculum that gives them a secure foundation for learning, development and good progress through school and life.
- Quality and consistency in teaching and learning so that every child makes good progress and no child gets left behind.
- A close working partnership between staff and parents and/or carers.
- Every child is included and supported through equality of opportunity and anti-discriminatory practice.

### Legislation

This policy is based on requirements set out in the [Early Years Foundation Stage \(EYFS\) statutory framework](#).

### Structure of the EYFS

We provide education for children aged 2 years old and above in our Nursery and Reception units.

Our Nursery is open term time only and operates between 9:00am and 12:00pm for the morning session, and 12:30pm to 3:30pm for the afternoon session. Children are able to access the Nursery on either a 15-hour basis (mornings, afternoons or full days with lunch club between 12:00pm and 12:30pm) or a 30-hour basis (from 9:00am to 3:30pm with lunch club). Lunch club is not included in the funded hours and there is a charge for this provision. Children are also able to attend breakfast and after school club (7:30am to 8:45am, and 3:30pm to 6:00pm) run by Junior Adventures Group (JAG) at an additional cost.

Our Reception is open in line with the rest of the school. There is a rolling start from 8:45am, with the school day beginning at 8:55am and ending at 3:20pm. Children are able to attend breakfast and afterschool club (7:30am to 8:45am, and 3:20pm – 6:00pm) run by JAG at a cost.

### Curriculum

Our early years setting follows the curriculum as outlined in the latest EYFS statutory framework. The EYFS framework includes seven areas of learning and development that we must teach. All areas of learning and development are important and interconnected. Three areas, known as the prime areas, are seen as particularly important for building children's capacity to learn, form relationships and thrive.

The prime areas are:

- Communication and language
- Physical development
- Personal, social and emotional development

We also support the children in four specific areas which help strengthen and develop the three prime areas, and ignite children's curiosity and enthusiasm:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

### Planning

Our staff are ambitious for all children, and plan activities and experiences for the children that enable them to develop and learn effectively. In order to do this, staff working with the youngest children are expected to focus strongly on the three prime areas.

Staff also take into account the individual needs, interests and development of each child in their care, and consider whether the child needs any additional support. They use this information to plan a

challenging and enjoyable experience.

Where a child may have a special educational need or disability (SEND), staff consider whether specialist support is required, linking with relevant services from other agencies, where appropriate.

In planning and guiding the children's activities, staff reflect on the different rates at which children are developing and take these into account.

### **Teaching**

Staff make sure that the children experience the three key characteristics of effective teaching and learning: playing and exploring; active learning; and creating and thinking critically.

They respond to each child's emerging needs and interests, guiding their development through warm, positive interaction.

As the children grow older, and as their development allows, the balance gradually shifts towards more focus on teaching essential skills and knowledge in the specific areas of learning to help the children prepare for Key Stage 1.

### **Assessment**

Ongoing assessment is an integral part of the learning and development processes. Staff observe pupils to identify their progress development and interests. These observations are used to shape future planning. Staff also take into account observations shared by parents and/or carers and keep them up to date with the child's progress and development. Staff will address any learning and development needs in partnership with parents and/or carers, and any relevant professionals.

When a child is **aged between 2 and 3 years old**, staff review their progress and provide parents and/or carers with a written summary of the child's development in the three prime areas. This 'progress check' highlights the areas in which a child is progressing well and the areas in which additional support is needed. It also focuses on any areas of possible concern which may indicate a disability, special educational need or developmental delay. The progress check will describe the activities and strategies that the school intends to adopt to address any issues or concerns, involving parents and/or carers and other professionals as appropriate.

Within the first 6 weeks that a child **starts Reception**, staff will administer the Reception Baseline Assessment (RBA).

In the final term of the academic year in which the child reaches age 5, staff complete the EYFS profile for each child (before 30<sup>th</sup> June in that term). Each child is assessed against the 17 early learning goals, indicating whether they are:

- Meeting expected levels of development
- Not yet reaching expected levels ('emerging')

We share the EYFS profile with the child's Year 1 teacher. This helps to inform a discussion between the Reception and Year 1 teachers about the child's stage of development and learning needs, and helps with planning activities in Year 1.

The school shares the results of each child's 'progress check' and EYFS profile (but not the Reception Baseline Assessment) with their parents and/or carers.

In exceptional circumstances, after discussion and only in agreement with parents and/or carers, a child might stay in EYFS provision beyond the end of the academic year in which they turn 5. In these exceptional cases, we will continue to assess the child throughout their time in EYFS provision and complete their profile at the end of the year before they move into Year 1.

The profile is moderated internally and in partnership with other local schools, to ensure consistent assessment judgements. We submit EYFS profile data to the local authority on request.

### **Working with parents and carers**

We recognise that children learn and develop well when there's a strong partnership between our staff and each child's parents and/or carers.

We keep parents and/or carers up to date with their child's progress and development. The progress check and EYFS profile help to provide parents and/or carers with a well-rounded picture of their child's knowledge, understanding and abilities.

Each child is assigned a key person who helps to make sure that their learning and care is tailored to meet their needs. The key person supports parents and/or carers in guiding their child's development at home. The key person also helps families to engage with more specialist support, if appropriate.

We ask parents/carers to provide more than two emergency contact numbers for their child (where possible).

## **Staff**

### **Staff training**

We will:

- Train all staff in safeguarding procedures in line with Annex C of the most recent EYFS framework and Keeping Children Safe in Education (KCSIE) guidance.
- Support all staff to feel supported and confident in implementing our safeguarding policy and procedures.
- Renew training every 2 years, or more often when it's needed to help maintain skills; keep up to date with any changes to our safeguarding procedures; or because of any safeguarding concerns.
- Outline how training is delivered, and how staff are supported to put it in place, in our Child Protection and Safeguarding policy which is available on the school website.

Our designated safeguarding lead (DSL) will:

- Provide ongoing support, advice and guidance to all staff.
- Attend a training course consistent with the criteria set out in Annex C of the most recent EYFS framework.
- Liaise as needed with local statutory children's services agencies and our local safeguarding partners.

### **Safer recruitment**

When recruiting staff, we will follow the procedures set out in the latest EYFS framework guidance on checking the suitability of new recruits, including:

- Obtaining a reference for any member of staff (including students and volunteers) before they are recruited.
- Recording information about staff qualifications and identity checks, vetting processes and references.

For further details about our safer recruitment procedures, please see our Safer Recruitment policy which is available on the school website.

### **Whistleblowing**

We make sure that all staff are aware of our whistleblowing procedures, feel able to raise concerns about any poor or unsafe practice, and know that such concerns will be taken seriously by the senior leadership team.

In the event that a member of staff feels that they need to blow the whistle on misconduct, they should report their concern to the headteacher. If the concern is about the headteacher, or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the chair of governors.

For further details on our procedures for handling whistleblowing, please see our Whistleblowing policy which is available on the school website.

### **Malicious or vexatious allegations**

If an allegation is made in good faith, but investigation finds no wrongdoing, there will be no disciplinary action against the member of staff who raised the concern.

If, however, an allegation is shown to be deliberately invented or malicious, we will consider whether any disciplinary action is appropriate against the person making the allegation.

### **Safeguarding and welfare procedures**

We recognise that children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them. We follow safeguarding and welfare requirements to provide a welcoming, safe and stimulating environment where children can enjoy learning and grow in confidence.

All practitioners are alert to any issues of concern in children's lives at home or elsewhere. For more information, please see our Child Protection and Safeguarding Policy which is available on the school website.

### **Staffing ratios**

We make sure that the appropriate statutory staff:child ratios are maintained in our setting to meet the needs of all children and ensure their safety:

- For children aged 2, we have at least 1 member of staff for every 5 children
- For children aged 3 and over in Nursery:
  - We have at least 1 member of staff for every 13 children.
  - At least 1 member of staff is a school teacher as defined by section 122 of the Education Act 2002.
  - At least 1 member of staff holds an approved level 3 qualification, or has received approval to be included in the ratios at level 3 after attaining experience-based route status.
- For our Reception classes, we comply with infant class size legislation and have at least 1 teacher per 30 pupils.

### **Paediatric first aid**

We have at least 1 person with a current paediatric first aid (PFA) certificate on the premises and available at all times when children are present, including on outings. This PFA certificate is renewed every 3 years as required.

### **Designated safeguarding lead (DSL)**

We also have a DSL who has lead responsibility for safeguarding children. They are also responsible for:

- Liaising with local statutory children's services agencies and with the local safeguarding partners.
- Providing support, advice and guidance to all other staff on an ongoing basis, and on any specific safeguarding issue as required.
- Attending a safeguarding training course that complies with the criteria set out in Annex C of the latest EYFS framework.

### **Absence**

We are required to follow up on absences promptly. If a child is absent for a prolonged time or if their parents/carers haven't told us about the absence, we will attempt to contact the parents/carers and alternative emergency contacts.

For more information on reporting child absence, please see our Attendance policy which is available on the school website.

### **Oral health and tooth brushing**

We promote good oral health, as well as good health in general, in the early years by talking to children about:

- The effects of eating too many sweet things
- The importance of brushing your teeth

The rest of our safeguarding and welfare procedures are outlined in the school's Child Protection and Safeguarding Policy which is available on the school website.

### **Safer eating**

While children are eating, there will always be at least 1 member of staff in the room with a valid Paediatric First Aid certificate (from a course consistent with the criteria set out in Annex A of the latest EYFS framework). All children will be within sight and hearing of a member of staff while eating, and seated safely in an appropriate chair and, where possible, in a designated eating space.

Before a child joins our setting, we will get information on their:

- Dietary requirements and preferences
- Food allergies and intolerances
- Health requirements

We will share this information with all staff involved in food preparation and handling. At each mealtime and snack time it will be clear which staff member is responsible for checking that the food meets all the requirements for each child.

We will make sure that all staff are aware of the symptoms and treatments for allergies and anaphylaxis, the differences between allergies and intolerances, and that children can develop allergies at any time, especially during the introduction of solid foods.

We will consult with parents/carers to:

- Create allergy action plans for their child, with the help of health professionals, where appropriate. We will also keep this information up to date and share it with all staff.
- Discuss their child's progress with solid foods.
- Work with them to move on to the next stage at a pace that's right for their child.

We will prepare food in a way that:

- Prevents choking
- Meets each child's individual developmental needs
- Is in line with the DfE's [Early Years Foundation Stage nutrition guidance](#)

In the event of a choking incident that requires intervention, we will record details of the incident and make the child's parents/carers aware. We will periodically review the records to identify whether we can change anything in our practice to make eating safer and then take action as appropriate.

### **Accident or injury**

We keep a first aid box (which contains appropriate items for children) always accessible. We keep a written record of accident or injuries and any first aid treatment.

We will inform parents and/or carers the same day as, or as soon as reasonably practicable after, any:

- Accident or injury sustained by the child
- First aid treatment given

We will notify the relevant authority of any serious accident, illness, or injury to, or death of any child while in our care and inform them of the action taken, as soon as reasonably practicable.

### **Safety of premises**

We make sure that our premises, including overall floor space and outdoor space, are fit for purpose and suitable for the age of children we care for and the activities provided on the premises.

We comply with requirements of health and safety legislation, including fire safety and hygiene requirements.

### **Toileting and privacy**

We make sure that there are:

- Enough toilets and hand basins available for the children
- Suitable and hygienic nappy changing facilities
- An adequate supply of necessary items such as spare clothes
- Separate toilet facilities for adults

During nappy changes and toileting, we will balance children's privacy with their safeguarding and support needs.

### **Monitoring arrangements**

This policy will be reviewed and approved annually by the EYFS Leader. At every review, it will be shared with the governing body.

**Links with Other Policies**

This policy should be read in conjunction with the following school policies and procedures:

- Attendance Policy
- Child Protection and Safeguarding Policy
- Safer Recruitment Policy
- Whistleblowing Policy

**Approved by governors:** December 2025

**Last reviewed:** November 2025

**Next review:** November 2026

## Appendix 1

### List of statutory policies and procedures for the EYFS

This isn't an exhaustive list of policies and only includes policies specific to the EYFS. For a full list of our policies, please see the [policies page](#) on the school website.

| Statutory policy or procedure for the EYFS                                       | Where can it be found?                                 |
|----------------------------------------------------------------------------------|--------------------------------------------------------|
| Safeguarding policy and procedures                                               | See 'Child Protection and Safeguarding Policy'         |
| Procedure for responding to illness                                              | See 'Health and Safety Policy'                         |
| Administering medicines policy                                                   | See 'Supporting Pupils with Medical Conditions Policy' |
| Emergency evacuation procedure                                                   | See 'Health and Safety Policy'                         |
| Procedures for checking the identity of visitors                                 | See 'Child Protection and Safeguarding Policy'         |
| Procedure for a parent/carer failing to collect a child and for missing children | See 'Child Protection and Safeguarding Policy'         |
| Procedure for dealing with concerns and complaints                               | See 'Complaints Procedure'                             |