Policies and Procedures templates for the EYFS 2026/27 for group and school-based providers

Please note:

- These are template policies and procedures and **must be personalised to your setting and practice**. It is important that you read through all of the policies and procedures as there has been some slight changes to wording. 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) 1 September 2026. They are suitable for group and school-based providers.
- Should there be any changes to legislation, the policies and procedures will be updated accordingly. Please look out for email notifications advising you of any updates.

The changes are highlighted in red for each policy or procedure and are noted in the table below:

Ref No.	Policy title	Changes made	Date
0.1	Health and Safety	• Additional information regarding what health and safety and risk assessments are. • Additional safety checks throughout the day Eg sleeping areas and toilets • Clarifies managers overall responsibility of health and safety and risk assessments • Added dynamic risk assessments	August 2026
01.01b	Access audit form	• Exit plan point added	August 2026
01.02	Group rooms, stairways and corridors	• Use of socket inserts	August 2026
01.3	Kitchen	• Food handlers/cooks/domestic assistants adhere to Safer Food Better Business	August 2026

Ref No.	Policy title	Changes made	Date
01.4	Children's bathroom / changing areas	• Reusable nappies • Use of plastic bags for soiled clothes	August 2026
01.6	Short trips, outings and excursions	• Paediatric First Aider • Ratios • Outing briefing • Regular head counts • Volunteers • Staff do not use their own vehicles • Ratios for public transport • Suspicious behaviour observed	August 2026
01.7	Outdoors	• Safety sweep before children arrives • Suncream minimum factor • Creating shade	August 2026
01.8	Staff cloakrooms	• Lockers and medication	August 2026
01.11	Staff personal safety	• Parents under the influence of drugs or alcohol	August 2026
01.15	Manual handling	• Risk assessments • Safer lifting • Children with disabilities or additional needs that require specialist handling arrangements • Monitoring and reviewing	August 2026
01.16	Festival and other decorations	• PAT testing of equipment	August 2026
01.18	Animals and pets	• Banned dog breeds	August 2026
01.22	CCTV	• Reference to safeguarding policy and procedures 06	August 2026
02	Fire safety policy	• Introduction of a 'responsible person' • Training for designated fire marshals • Fire evacuation drill frequency • Personal Emergency Evacuation Plans are in place • Include names of designated individuals	August 2026
02.1	Fire safety procedure	• Individuals responsible • Renewal of fire risk assessments • PAT testing for electrical appliances	August 2026

Ref No.	Policy title	Changes made	Date
		• Oxygen tanks use for children with additional needs • Fire drills and alternative routes of escape • Fire exit signage • Obstructions to fire exits • Testing of emergency lifting equipment	
03	Food safety and nutrition policy	• Reference to the Early Years Foundation Stage Nutrition Guidance	August 2026
03.1	Food preparation, storage and purchase	• Guidance link for E. coli prevention	August 2026
03.2	Food for play and cooking activities	• Additional guidance for uncooked flour	August 2026
04	Health policy	• Allergy awareness training	August 2026
04.1	Accidents and emergency treatment	• Copy of the accident form can be electronic	August 2026
04.2	Administration of medicine	• Written consent • Training of medicine requiring medical or technical knowledge • Must have the date of prescription	August 2026
04.2a	Health care plan	• Allergy added	August 2026
04.6	Oral health	• Staff follow the EYFS nutrition guidance	August 2026
05	Promoting inclusion, equality and valuing diversity policy	• Re written so all will need reading and checking that it reflects practice	August 2026
05.01	Promoting inclusion, equality and valuing diversity	• Removal of the term British Values • Carers added • Flip of wording so disability is after the person • Some terminology changed so procedure will need reviewing as a whole	
06	Safeguarding and child protection policy	• Added culture rather than listing roles • DBS received before employment / volunteering commences • References to be written • Disclosures that affect suitability	August 2026

Ref No.	Policy title	Changes made	Date
		• Additional kinds of abuse • Professional curiosity • Responsibilities of all staff and DSL • AI glasses, storage of mobile phones, cameras and electronic devices with imaging and sharing capabilities • Dangerous dog breeds • Prevent duty • Definition of whistleblowing • DfE online disclosure service • CCTV	
06.1	Responding to safeguarding or child protection concerns	• Responding to signs and signals of abuse • Responding to a disclosure • Professional disagreement/escalation process • Whistleblowing – employers' responsibility	August 2026
06.2	Concerns and allegations	• Removed the word serious from harm • Removed low level concern with cause for concern • DBS checks for staff, volunteers and students complete before working with children	August 2026
06.5	Missing child	• Information share – with who	August 2026
06.6	Impaired capacity of a parent/carer	• Name change of procedure • Wellbeing support	August 2026
06.9	E- safety	• Screen based technology monitoring • Screen use and content • Internet enabled devices – smart watches and AI / Meta glasses • Use of mobile phone for medical use • Cameras and video's usage for staff and visitors • Photographs used – should not to be able to identify child. AI software risks • CCTV use or not used	August 2026
06.9a	Internet safety audit	• CCTV	August 2026

Ref No.	Policy title	Changes made	Date
06.10	Key person supervision	• Disqualification – living with or in the same household as another person who is disqualified.	August 2026
7.0	Record keeping	• Early help assessment added • Confidentiality rights • Staff qualifications, identity checks during the recruitment process • Resolutions of complaints • Reporting where appropriate accidents or incidents to HSE and Ofsted • Recording safeguarding allegations against a member of staff, volunteer	August 2026
7.01	Children's records and data protection	• New introductory statement • Records for outbreak of serious illness or disease	August 2026
7.01a	Privacy notice	• 3rd party consent for emergency details	August 2026
8.0	Staff, assistants, volunteers and students' policy	• DBS in place before any new staff member, volunteer or student before working with children • Responsibility to disclose any information that affect suitability to work with children • Verifying qualifications	August 2026
8.1	Recruitment checks	• A minimum of one written reference before individual can commence work • Applicants do not obtain their own references	August 2026
8.2	Staff deployment	• Additional comment about children's emotional wellbeing • Safety of staff and other people on site	August 2026
8.3	Deployment of volunteers and parent/carers	• Safer recruitment checks in line with EYFS	August 2026
8.4	Student placement	• Suitability person, safer recruitment requirements in line with the EYFS	August 2026
9.0	Early Years Practice	• Safer sleep requirement	August 2026
9.1a	About our childcare and early education	• New aim • Slight changes to wording	August 2026

Ref No.	Policy title	Changes made	Date
9.1c	Registration form	• Immunisation details • Parent/carer permissions – screen time	August 2026
9.1d	Childcare and early education terms and conditions	• Funding codes	August 2026
9.3	The role of the key person	• Change in title of procedure • Reference to well being	August 2026
9.4	Settling in and transitions	• Change in title of procedure • Introduction of stages • Joined up approach with interpreter	August 2026
9.6	Arrivals and departures	• Change in title of procedure • Authorised named person shared and recorded at registration	August 2026
9.7	Baby and toddler mealtimes	• Change in title of procedure • Reference to Annex A of EYFS • Safer eating	August 2026
9.8	Snack and meal times	• Change in title of procedure • Prevention of swopping and sharing of food	August 2026
9.9	Personal care and nappy changing	• Slight changes to wording	August 2026
9.10	Sleep and rest time	• In line with the EYFS requirements – in depth changes to this procedure took place in April 2026	August 2026
9.12	Supporting children's behaviour	• Change in title of procedure • Behaviour is a form of communication added • Slight changes to wording	August 2026
9.13	Identification, assessment and support for children with SEND	• Changed differentiation to adapted as this is the preferred term • Slight changes to wording	August 2026
9.13a	SEN support initial record of concerns form	• Changed differentiation to adapted as this is the preferred term	August 2026
9.14	Transition to school	• Change in title of procedure	August 2026
10.01	Working in partnership with parents, carers and other agencies	• Safer recruitment and suitability requirements for volunteers in line with EYFS	August 2026

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