



**EYFS safeguarding and
welfare requirements
checklist
2024 - 2025**

Review: September 2025

This checklist is based on the safeguarding and welfare requirements set out in section 3 of the [Early Years Foundation Stage \(EYFS\) framework](#).

It includes sections on:

- Child protection
- Suitable people
- Staff qualifications, training, support and skills
- Staff ratios
- Health
- Behaviour
- Safety and suitability of premises, environment and equipment
- Special educational needs (SEN)
- Information and record keeping

CHILD PROTECTION	TICK
<p>A policy and procedures for safeguarding children is in place which covers:</p> <ul style="list-style-type: none"> ➤ Action to be taken where there are safeguarding concerns about a child ➤ Action to be taken in the event of allegations against staff ➤ The use of mobile phones and cameras in the setting 	
<p>The policy and procedures are in line with the guidance and procedures of the relevant local safeguarding partners (LSP)</p>	
<p>A staff member has been appointed as the designated safeguarding lead (DSL), with responsibility for liaison with local statutory children’s service agencies and with LSP. They provide support, advice and guidance to other staff on an ongoing basis and on any specific safeguarding issue as required</p>	
<p>The designated safeguarding lead (DSL) has attended a child protection course that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect</p>	
<p>All staff have received training on the school’s safeguarding policy and procedures</p>	
<p>All staff have up-to-date knowledge of safeguarding issues, and have received training that enables them to identify signs of possible abuse and neglect at the earliest opportunity, and to respond quickly and appropriately</p>	
<p>The school has regard to the following statutory guidance documents:</p> <ul style="list-style-type: none"> ➤ Working Together to Safeguard Children ➤ Keeping Children Safe in Education ➤ Prevent Duty Guidance for England and Wales 	
<p>Social services – and, in emergencies, the police – are notified where the school has concerns about children’s safety or welfare</p>	
<p>Ofsted is informed where allegations of serious harm or abuse by staff or volunteers are made, and notified of the action taken in respect of the allegations, within 14 days of the allegations being made</p>	

SUITABLE PEOPLE	TICK
Systems are in place to ensure that staff and others who have regular contact with children are suitable for their roles (for example, safer recruitment policies and procedures)	
<p>Staff have been told that they are expected to declare any convictions, cautions, court orders, reprimands and warnings (except protected convictions and cautions) that may affect their suitability to work with children (whether received before or during their employment at the setting)</p> <p>Note: only short-listed candidates should be asked to complete a self-declaration form – see this article for more information</p>	
<p>Enhanced DBS checks, with barred list checks as appropriate, have been obtained for all individuals aged 16 and over who:</p> <ul style="list-style-type: none"> › Work directly with children › Live on the premises; and/or › Work on the premises (unless they do not work on the part of the premises where the childcare takes place, or do not work there at times when children are present) 	
An additional criminal records check (or checks, if more than one country) has been carried out for anyone who has lived or worked abroad	
Individuals who have not undergone suitability checks are not allowed unsupervised contact with children	
<p>Information about staff qualifications, identity checks and vetting processes is recorded, including:</p> <ul style="list-style-type: none"> › Criminal records check reference number › Date the check was obtained › Details of who obtained the check 	
A referral is made to the Disclosure and Barring Service (DBS) where a member of staff is dismissed (or would have been, had they not left first) because they have harmed a child or put a child at risk of harm	
Procedures are in place to ensure that anyone who is disqualified from working in childcare is not employed to work at the setting	
Appropriate action is taken to ensure the safety of children where information is found that may lead to the disqualification of an employee	
Ofsted is informed of any significant event (including disqualification), which is likely to affect the suitability of any person who is in regular contact with children on the premises	

The registered provider gives Ofsted the following information about themselves or any person who lives or is employed in the same household as the registered provider:

- Details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006
- The date of the order, determination or conviction, or the date when the other ground for disqualification arose
- The body or court which made the order, determination or conviction, and the sentence (if any) imposed
- A certified copy of the relevant order (in relation to an order or conviction)

This information is given to Ofsted within 14 days of the date the provider became aware of the information or ought reasonably to have become aware of it if they had made reasonable enquiries

Staff are not under the influence of alcohol or any other substance that may affect their ability to care for children

Staff seek medical advice where they are taking medication that may affect their ability to care for children, and are only allowed to work directly with children if medical advice confirms the medication is unlikely to impair their ability to do so

Staff medication is securely stored and out of reach of children at all times

STAFF QUALIFICATIONS, TRAINING, SUPPORT AND SKILLS	TICK
All staff are treated fairly and equally, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation	
<p>All staff receive induction training which covers:</p> <ul style="list-style-type: none"> › Emergency evacuation procedures › Safeguarding and child protection › Health and safety issues 	
Staff are supported to undertake appropriate training and professional development opportunities	
<p>Arrangements are in place for the supervision of staff working with children and families, which provides opportunities for them to:</p> <ul style="list-style-type: none"> › Discuss any issues, particularly concerning children’s development or wellbeing › Identify solutions › Receive coaching to improve their effectiveness 	
Supervision provides support, coaching and training for staff, promotes the interests of children, and fosters a culture of:	

<ul style="list-style-type: none"> ➤ Mutual support ➤ Teamwork ➤ Continuous improvement ➤ Encouraging confidential discussion of sensitive issues 	
<p>The EYFS manager has:</p> <ul style="list-style-type: none"> ➤ At least a full and relevant level 3 qualification; and ➤ 2 or more years' experience working in an early years setting, or ➤ 2 or more years' other suitable experience 	
There is a named deputy who is capable and qualified to take charge in the manager's absence	
At least 1 person with a current paediatric first aid (PFA) certificate is on the premises and available at all times children are present, and accompanies children on outings	
All newly qualified early years workers who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, and who are included in the required staff-to-child ratios at level 2 or level 3, have a full PFA or emergency PFA certificate within 3 months of starting work	
The PFA training is renewed every 3 years and is relevant for workers caring for young children and, where relevant, babies	
PFA certificates or a list of staff with a current certificate is on display or made available to parents/carers	
Staff have sufficient understanding and use of English to ensure the wellbeing of children	

STAFF RATIOS	TICK
Each child is assigned a key person	
Staffing arrangements meet the needs of all children and ensure their safety	
Children are adequately supervised, including while eating, and staff are deployed in a way that ensures children's needs are met	
Parents and carers are informed about staff deployment and, where relevant and practical, are involved in decisions about deployment	
Children are always within sight or hearing of staff (and usually within sight <i>and</i> hearing). Whilst eating, children are within sight and hearing of a member of staff	
Only those aged 17 or over are included in ratios (though staff working as apprentices in	

early education who are aged 16 or over can be included in ratios if the provider is satisfied that they are competent and responsible)

Staff aged under 17 are supervised at all times

In reception classes there are never more than 30 children per teacher, except where permitted exceptions apply (teaching assistants (TAs), higher level teaching assistants (HLTAs) and other support staff do not count as teachers)

Where provision is solely before/after-school care or holiday provision for children who normally attend reception class (or older) during the school day, there are sufficient staff as for a class of 30 children

For children **aged 3 and over** (below reception class) the following ratios are always followed (including outings)

For registered early years provision:

Where a person with a suitable level 6 qualification is working directly with the children:

- › There is at least 1 member of staff per 13 children
- › At least 1 other member of staff holds a full and relevant level 3 qualification

Where a person with a suitable level 6 qualification is not working directly with the children:

- › There is at least 1 member of staff per 8 children
- › At least 1 member of staff holds a full and relevant level 3 qualification
- › At least half of all other staff hold a full and relevant level 2 qualification

For maintained nursery schools and nursery classes in maintained schools:

- › There is at least 1 member of staff for every 13 children
- › At least 1 member of staff is a school teacher
- › At least 1 other member of staff holds a full and relevant level 3 qualification

For independent schools (including nursery classes in academies):

Where a person with a suitable level 6 qualification, an instructor, or another suitably qualified overseas trained teacher is working directly with the children:

- › In a class where the majority of children will reach the age of 5 or older within the school year, there is at least 1 member of staff for every 30 children
- › For all other classes, there is at least 1 member of staff per 13 children
- › At least 1 other member of staff holds a full and relevant level 3 qualification

Where there is no person with a suitable level 6 qualification, no instructor, and no suitably qualified overseas trained teacher working directly with the children:

- › There is at least 1 member of staff per 8 children
- › At least 1 member of staff holds a full and relevant level 3 qualification
- › At least half of all other staff hold a full and relevant level 2 qualification

For children **aged 2** the following ratios are always followed:

<ul style="list-style-type: none"> › There is at least 1 member of staff per 5 children › At least 1 member of staff holds a full and relevant level 3 qualification › At least half of all other staff hold a full and relevant level 2 qualification 	N/A
<p>For children under 2 the following ratios are always followed</p> <ul style="list-style-type: none"> › There is at least 1 member of staff per 3 children › At least 1 member of staff holds a full and relevant level 3 qualification and is suitably experienced in working with children under 2 › At least half of all other staff hold a full and relevant level 2 qualification › At least half of all staff have received training on the care of babies › Where there is a room for under 2-year-olds, the member of staff in charge of the room has suitable experience of working with under 2-year-olds 	N/A
Where there are mixed-age groups, ratios are determined in line with relevant ratio and class size requirements and the needs of individual children	

HEALTH	TICK
Good health, including oral health, is promoted	
Procedures are in place for dealing with children who are ill or infectious	
Illness/infection procedures are discussed with parents and carers	
Necessary steps are taken to prevent the spread of infection	
Appropriate action is taken if children are ill	
A policy and procedures for administering medicines, including systems for obtaining and updating information about medical needs, are in place	
Where administering medicines requires medical or technical knowledge, training is provided for staff	
Prescription medicines are not administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor)	
Medicines (both prescription and non-prescription) are only administered where written permission is obtained from a child's parent or carer to administer that particular medicine	
A written record is kept of each time medicine is administered	
Where medicine is administered to a child, their parents or carers are informed on the same day, or as soon as possible	
Meals, snacks and drinks are healthy, balanced and nutritious	

Before a child is admitted to the setting, information about special dietary requirements, preferences, food allergies and special health requirements is obtained	
Information from parents and carers about dietary needs is recorded and acted on	
Fresh drinking water is available and accessible at all times	
An area equipped to provide healthy meals, snacks and drinks is provided	
Suitable facilities for the hygienic preparation of food (including sterilisation equipment where necessary) are provided	
Staff involved in preparing and handling food have received training in food hygiene	
Ofsted is informed where 2 or more children have food poisoning, within 14 days of the incident	
A first aid box with contents suitable for use with children is accessible at all times	
Written records of accidents, injuries and first aid treatments are kept	
Parents and carers are informed of any accident, injury or first aid treatment on the same day or as soon as possible	
Ofsted is notified of any serious accident, illness or injury to, or death of, any child, and the action taken, within 14 days of the incident	
Local child protection agencies are notified of any serious accident or injury to, or the death of, any child and any advice from those agencies is acted on	

BEHAVIOUR	TICK
Written records of physical intervention are kept	
Parents and carers are informed of any physical intervention on the same day, or as soon as possible	
Corporal punishment and any other punishment that could adversely affect a child's wellbeing is never used or threatened	

SAFETY AND SUITABILITY OF PREMISES, ENVIRONMENT AND EQUIPMENT	TICK
Health and safety legislation is complied with, including fire safety and hygiene requirements	
Appropriate insurance, including public liability insurance, is in place and in date	
Emergency evacuation procedures are in place	
Appropriate fire detection and control equipment is in place and in working order (for example, fire alarms, smoke detectors, fire blankets and and/or fire extinguishers)	

Fire exits are clearly identifiable, and fire doors are free from obstruction and can be opened easily from the inside	
Smoking is prohibited on the premises	
Staff do not vape or use e-cigarettes when children are present	
The following indoor space requirements are adhered to: <ul style="list-style-type: none"> > Children under 2: 3.5m² per child > 2-year-olds: 2.5m² per child > Children aged 3 to 5 years: 2.3m² per child 	
Access to an outdoor play area is provided, or outdoor activities are provided on a daily basis	
Legal requirements under the Equality Act 2010 are adhered to, including the duty to make reasonable adjustments for those with disabilities	
Sleeping children are frequently checked	
Cots/bedding are in good condition and suited to the age of the child	N/A
Infants are placed down to sleep in line with the latest government safety guidance	N/A
An adequate number of toilets and hand basins are available	
Separate toilet facilities for children and adults are available	
Hygienic nappy-changing facilities are available	
Clean bedding, towels, spare clothes and other necessary items are always available	
A separate baby room for children under 2 is provided	N/A
Children under 2 in the baby room have contact with older children and are moved into the older age group when appropriate	N/A
An area where staff may talk to parents and carers confidentially is provided	
An area where staff can take breaks away from children is provided	
Children are only released to their parents or carers, or to individuals who have been approved by their parents or carers	
Children do not leave the premises unsupervised	
Steps are taken to prevent unauthorised individuals entering the premises	
An agreed procedure for checking the identity of visitors is in place	
Where children stay overnight, any additional measures necessary are in place	N/A
All reasonable steps are taken to ensure staff and children are not exposed to risks, and the setting can demonstrate how risks are managed	

Where necessary, written risk assessments are made. These should identify aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked, and how the risk will be removed or minimised

On outings, any potential risks or hazards are assessed and steps are taken to remove, minimise and manage them. The risk assessment includes consideration of adult to child ratios

Vehicles used to transport children, and the driver(s) of those vehicles, are adequately insured

SPECIAL EDUCATIONAL NEEDS (SEN)

TICK

Arrangements are in place to support children with SEN or disabilities

The Special Educational Needs and Disability (SEND) Code of Practice is followed

A SEN co-ordinator (SENCO) has been identified

INFORMATION AND RECORD KEEPING

TICK

Records are maintained and are easily accessible and available

A regular, two-way flow of information between the school and parents or carers, and between providers, is maintained

Information is shared with other professionals, the police, social services and Ofsted, as appropriate

Parents' and carers' comments are incorporated into children's records upon request

Confidential records are held securely and only accessible to those who have a right or professional need to see them

The provider is aware of their duties under the Data Protection Act, UK GDPR and the Freedom of Information Act

All staff understand the need to protect the privacy of children and the legal requirements that exist to ensure confidentiality of information

Parents and carers are given access to their child's records (provided no legal exemptions apply)

Records relating to individual children are retained for a reasonable period of time after they have left the provision

The following information is recorded for each child:

- › Full name
- › Date of birth
- › Name and address of each known parent or carer
- › Information about any other person who has parental responsibility
- › Which parent(s) or carer(s) the child normally lives with
- › Emergency contact details for parents and carers

The following information is made available to parents and carers:

- › How the EYFS is being delivered, and how parents/carers can access more information
- › What activities and experiences are provided
- › The daily schedule/routines
- › How parents can share learning at home
- › How children with SEN or disabilities are supported
- › What food and drinks are provided
- › Details of policies and procedures, including those for late collection and missing children
- › Staffing arrangements
- › Name of the child's key person and their role
- › Telephone number for parents and carers to contact in an emergency

A written procedure for dealing with concerns and complaints is in place

Written records of all complaints, and their outcomes, are kept

Written complaints relating to the EYFS requirements are always investigated

Complainants are notified of the outcome of the investigation within 28 days of receipt of the complaint

The record of complaints is made available to Ofsted on request

Parents/carers are given information about how to contact Ofsted if they believe the EYFS requirements are not being met

Parents and carers are notified if the provider becomes aware that the setting is to be inspected by Ofsted

A copy of the Ofsted inspection report is sent to parents and carers

The following information is held:

- › Name, home address and telephone number of the provider and any other person living or employed on the premises
- › Name, home address and telephone number of anyone else who is regularly in unsupervised contact with the children
- › Daily record of the names of children in the setting, hours they attend and the name of each child's key person
- › A certificate of registration (this must be displayed at the setting and shown to parents and carers on request)

Ofsted is informed of any changes to the following:

- › Address of the premises
- › Premises, where this may affect the space and quality of childcare available to children
- › Name, address or other contact details of the provider
- › Person who is managing the early years provision
- › The hours during which childcare is provided
- › The suitability to look after children of the provider or anyone who cares for or has regular contact with children on the premises
- › Name or registered number of the company/charity (where provision is provided by a company/charity)
- › The 'nominated individual' (where the childcare is provided by a partnership, body corporate or unincorporated association)
- › Individuals who are partners in, or a director, secretary or other officer or members of the provision's governing body (where the childcare is provided by a partnership, body corporate or unincorporated association whose sole or main purpose is the provision of childcare)

Where there is a change of person other than a manager, Ofsted is provided with the new person's:

- › Current and former names/aliases
- › Date of birth
- › Home address

Where there is a change of manager, Ofsted is notified that a new manager has been appointed. Notification is made in advance, where reasonably practicable to do so, but in other cases as soon as possible and always within 14 days