Safeguarding and Child Protection Policy - EYFS

Last reviewed: Friday 20th November 2026

Policy Statement

This policy details additional safeguarding arrangements specific to EYFS children. Please read this policy in conjunction with Douce France's 'Safeguarding and Child Protection policy'.

As detailed in that policy, effective child protection is essential to Douce France. The welfare of every child we look after is paramount and everyone (including all staff, students, volunteers and visitors) has a responsibility to ensure that any areas of concern involving a child who may be at risk of harm, are recognised and dealt with immediately. All staff are required to read the most up to date version of 'Keeping children safe in Education' document at the start of each academic year. They also undertake regular safeguarding training and a record of this is held by the DSL.

EYFS Site Security

We ensure the safety and security of the EYFS premises and equipment through the following means:

- Ensure the premises are safe and secure, with controlled access to the camp.
- Parents and visitors should remain in the designated drop-off and pick-up area unless invited inside by a member of staff.

• Visitors to EYFS, sign in and vetted at the reception.
• All equipment used is suitable and safe for the children. It is checked regularly to ensure it continues to be safe and fit for purpose.
• All electrical equipment is checked and professionally tested as required by law.
• Before opening, the activity rooms are checked every day for potential safety issues.
• A fire risk assessment is completed by the Camp Manager.

A risk assessment for any potential hazardous activity (e.g. visits) is carried out by the Directors or Camp Manager. They will balance educational gains of an activity against any potential risks.

Safety of EYFS Children

The safety of the children is maintained in the following ways:

- Staff register children on arrival and check attendance at the start of each session. Attendance records are kept up to date throughout the day.

- Staff check that all children are accounted for before and after outdoor activities and ensure they are supervised at all times.
- Parents are informed of any minor injuries at pick-up. For more serious injuries, parents are contacted as soon as possible.
- We ban the use of mobile phones when children are present and only the company phones are allowed for outside activities and emergencies.

Collection of Children

We have identified collection time as a potential risk to the safety of our children. As a result we follow a strict 'letting out procedure' :

- Parents and carers wait at the entrance and are not allowed inside the camp.
- The Camp Manager or Camp Director supervises pick-up, with staff members responsible for their groups of children.
- The Camp Manager or a staff member checks the identity of any unfamiliar adult collecting a child.
- When needed, staff inform parents of any accidents or concerns and provide feedback on the child's activities and behaviour during the day.
- Children remain supervised and engaged in activities until they are collected.
- If a parent or carer is late, the Camp Manager contacts them and follows the late collection procedure.

Specific Safeguarding Issues - EYFS

Regular attendance is closely linked to broader safeguarding concerns. While early years education is not compulsory, Douce France remains vigilant regarding the whereabouts of children when they are not present as scheduled.