

## EYFS portfolio - fitting it all together

As I am sure everyone is aware by now, the Early Years Foundation Stage (EYFS) launches on 1<sup>st</sup> September 2008 and from that date, all providers will be inspected under the Statutory Framework.

There is currently a lot of confusion about how to set out Operational Plans / Portfolios... whether to follow the Statutory Framework of the EYFS or to stay with the Every Child Matters agenda.

My portfolio is currently set out following the Every Child Matters agenda. I have twittered on about this at length in my e-book 'EYFS - Meeting the Standards', available from my website [www.knutsfordchildminding.co.uk](http://www.knutsfordchildminding.co.uk) where there are also pages set out to show how the ECM agenda works alongside the 14 Standards and here – <http://www.silkysteps.com/forum/showthread.php?t=2811> when I gave Ruth a copy of my Portfolio contents - in return for some rather nice advertising, thank you Ruth 😊.

Having read and inwardly digested the EYFS, I am wondering whether I will eventually need to make some changes. The first thing that is obvious when you read the EYFS is that it contains all the good practice from the Every Child Matters agenda, but in a slightly different format / layout, because all the good practice from the previous 14 National Standards is also there.

If I was going to change the format of my Portfolio and I still haven't fully decided what to do, to be honest – I am waiting to see the new style inspection reports before I do anything - then the following pages show how I would make it work.

They are taken from Chapter 2, Welfare Standards of my e-book 'EYFS – Meeting the Standards', which is available from my website and re-worked into a table format...

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Page	EYFS Outcome	Link to Every Child Matters	Link to EYFS principles	Evidence
22	Safeguarding	A safe child	1.3 Keeping safe	<ul style="list-style-type: none"> <li>• 'Child protection' course certificate</li> <li>• Incident records to be completed if there is concern</li> <li>• Internet sites re Safeguarding, in favourites on computer</li> <li>• LSCB information</li> <li>• Safeguarding children policy</li> <li>• 'What to do if you are worried' booklet &amp; flow chart</li> </ul>
23		All areas	1.2 Inclusive practice 1.3 Keeping safe 1.4 Health and wellbeing 2.2 Parents as partners 3.4 The wider context	<p><b>Parents are provided with –</b></p> <ul style="list-style-type: none"> <li>• Contract, initial child profile, emergency treatment permission and other relevant paperwork</li> <li>• Daily diary for children under 3</li> <li>• EYFS information</li> <li>• Further paperwork if required for child's allergies or disabilities</li> <li>• Initial discussion checklist</li> <li>• Menus and info about the daily food and drink routine</li> <li>• Policies and procedures to read and a précis to take home</li> <li>• Welcome booklet and newsletters</li> </ul>

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Page	EYFS Outcome		Link to Every Child Matters	Link to EYFS principles	Evidence
					<p><b>Other shared information includes –</b></p> <ul style="list-style-type: none"> <li>• Admissions policy</li> <li>• Blog and website log in details</li> <li>• Child information form</li> <li>• Collecting information policy</li> <li>• Complaints procedure &amp; Ofsted information</li> <li>• Confidentiality policy</li> <li>• Emergency contacts list</li> <li>• Emergency treatment permission</li> <li>• Learning journeys for each child within EYFS</li> <li>• Menus to share (see food and drink)</li> <li>• Missing child procedure</li> <li>• Policies &amp; procedures – all</li> <li>• Resources list</li> <li>• Rota and daily routine information</li> <li>• Settling-in information</li> <li>• Uncollected child procedure</li> </ul>
		<b>Complaints</b>	Positive contribution	2.2 Parents as partners	<ul style="list-style-type: none"> <li>• Complaints book</li> <li>• Complaints forms</li> <li>• Complaints poster (Ofsted)</li> <li>• Complaints procedure</li> </ul>

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Page	EYFS Outcome	Link to Every Child Matters	Link to EYFS principles	Evidence
24	<b>Premises &amp; security</b>	A safe child	3.3 Physical environment	<ul style="list-style-type: none"> <li>• Arrival &amp; departure procedure (see Premises and security)</li> <li>• Attendance register (see Providers' records)</li> <li>• Child information form including permission for child to be collected by other adults</li> <li>• Premises &amp; security policy</li> <li>• Visitor policy (see Premises and security)</li> <li>• Visitor record</li> </ul>
	<b>Outings</b>	A safe child Enjoy & achieve	1.3 Keeping safe 3.4 Wider context	<ul style="list-style-type: none"> <li>• Daily diary listings showing all outings</li> <li>• Emergency contacts list</li> <li>• Outings policy</li> <li>• Permission to take children on outings</li> <li>• Risk assessments for each type of outing</li> <li>• Vehicle details &amp; driving licence copy</li> </ul>
25	<b>Equal opportunities</b>	Positive contribution	2.1 Respecting each other	<ul style="list-style-type: none"> <li>• Access audit</li> <li>• Equal opportunities / inclusion policy</li> <li>• Resources list</li> <li>• SEN code of Practice</li> </ul>

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Page	EYFS Outcome	Link to Every Child Matters	Link to EYFS principles	Evidence
26		A healthy child	1.4 Health and well-being	<ul style="list-style-type: none"> <li>• Accident and medication book</li> <li>• Medication audit</li> <li>• Medication permission form</li> <li>• Medication policy – see list</li> <li>• Medication record forms</li> </ul>
26 / 27		A safe child A healthy child	1.3 Keeping safe 1.4 Health & well-being	<ul style="list-style-type: none"> <li>• Accident &amp; first aid treatment records</li> <li>• Asthma policy</li> <li>• Emergency treatment permission</li> <li>• Exclusion policy &amp; information</li> <li>• First aid boxes in house &amp; car &amp; for outings</li> <li>• First aid certificate displayed</li> <li>• First aid permission</li> <li>• Head lice information</li> <li>• HPA guidance on notifiable diseases &amp; infection control</li> <li>• Illness and injury policy &amp; procedure</li> <li>• Injury at other settings form</li> <li>• Notifiable disease information</li> </ul>

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Page	EYFS Outcome	Link to Every Child Matters	Link to EYFS principles	Evidence
27		<p><b>Food &amp; drink</b></p> <p>A healthy child</p>	1.4 Health & well-being	<ul style="list-style-type: none"> <li>Allergies &amp; dietary information</li> <li>Child information form</li> <li>Daily diary for under 3s</li> <li>Dental hygiene policy &amp; permission</li> <li>Food hygiene registration &amp; EHO report</li> <li>Food hygiene training certificate displayed</li> <li>Fridge &amp; freezer temperature logs</li> <li>Cooked food temperature logs</li> <li>Healthy living policy</li> <li>Menus &amp; recipe information</li> <li>Drinking water always available</li> <li>Nappy &amp; toilet policy</li> <li>Packed lunches information &amp; safe storage policy</li> <li>Sleeping baby policy</li> </ul>
27		<p><b>Smoking</b></p> <p>A healthy child</p>	1.4 Health & wellbeing	<ul style="list-style-type: none"> <li>Smoking &amp; substance policy (with alcohol / substances)</li> </ul>

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Page	EYFS Outcome	Link to Every Child Matters	Link to EYFS principles	Evidence
28	<b>Behaviour Management</b>	Positive contribution	2.2 Working with parents  3.2 The learning environment	<ul style="list-style-type: none"> <li>• Behaviour management course certificate</li> <li>• Behaviour management policy</li> <li>• Biting policy &amp; statement</li> <li>• Bullying policy &amp; statement</li> <li>• Incident record form</li> <li>• No smacking agreement</li> <li>• Physical contact policy</li> <li>• Positive behaviour management information</li> </ul>
29 / 30	<b>Suitable people</b>	A safe child	1.3 Keeping safe	<ul style="list-style-type: none"> <li>• CRB certificates for all people over 16</li> <li>• References</li> <li>• See also safeguarding children policy</li> </ul>
31	<b>Alcohol / substances</b>	A healthy child	1.4 Health & wellbeing	<ul style="list-style-type: none"> <li>• Smoking &amp; substance policy</li> </ul>
31	<b>Training</b>	Organisation	2.4 Key person	<ul style="list-style-type: none"> <li>• Emergency contacts information</li> <li>• First aid certificate</li> <li>• Ongoing training record</li> <li>• Personal development file</li> <li>• Training course certificate</li> </ul>

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Page	EYFS Outcome	Link to Every Child Matters	Link to EYFS principles	Evidence
32		Staffing Organisation	2.4 Key person	<ul style="list-style-type: none"> <li>• Attendance register (see Provider's records)</li> <li>• Closure policy (see Premises &amp; safety)</li> <li>• Ofsted certificates displayed</li> <li>• Timetable of arrivals and departures</li> </ul>
33	Suitable premises	Suitable environment A healthy child	3.3 The physical environment	<ul style="list-style-type: none"> <li>• Animals information</li> <li>• Carbon monoxide monitor</li> <li>• COSHH information</li> <li>• Daily safety checks / cleaning schedules</li> <li>• Health &amp; safety policy</li> <li>• Inclusion audit</li> <li>• Risk assessment policy</li> <li>• Risk assessments</li> <li>• Smoke alarms on all floors, hard wired to electrics</li> </ul>

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<b>Page</b>	<b>EYFS Outcome</b>	<b>Link to Every Child Matters</b>	<b>Link to EYFS principles</b>	<b>Evidence</b>
34 / 35 / 36	<b>Premises</b>	All areas	1.2 Inclusive practice  1.3 Keeping safe  1.4 Health & wellbeing  3.3 The physical environment	<ul style="list-style-type: none"> <li>• Access audit</li> <li>• Closure policy</li> <li>• Confidentiality policy (see Information)</li> <li>• Disability / inclusion policy &amp; resources list</li> <li>• Emergency evacuation policy</li> <li>• Fire evacuation log</li> <li>• Healthy setting audit</li> <li>• Health &amp; safety policy</li> <li>• Insurance certificate</li> <li>• Outside play policy</li> <li>• Overnight care (if relevant)</li> <li>• Playing out (if relevant for older children)</li> <li>• Premises &amp; equipment policy</li> <li>• Premises &amp; safety policy</li> <li>• Public liability certificate displayed</li> <li>• Sun protection policy</li> </ul>

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<b>Page</b>	<b>EYFS Outcome</b>	<b>Learning &amp; development</b>	<b>Link to Every Child Matters</b>	<b>Link to EYFS principles</b>	<b>Evidence</b>
37	Organisation		Enjoy and achieve	2.3 Supporting learning 2.4 Key person 4 Holistic learning and development (all)	<ul style="list-style-type: none"> <li>• Activities list for parents (see Information)</li> <li>• Disability policy &amp; resources information</li> <li>• Equal opportunities / inclusion policy (see Information)</li> <li>• Learning and development policy</li> <li>• Observation permission</li> <li>• Observation policy &amp; children's files</li> <li>• Ofsted conservatory permission</li> <li>• Photo permission</li> <li>• Planning information</li> <li>• Resources list (see Information)</li> <li>• Settling-in information in welcome booklet</li> <li>• Technology policy</li> <li>• Unique child information</li> <li>• Welcome booklet &amp; paperwork for parents</li> <li>• Working with parents policy</li> </ul>
38 / 39	Documentation	<b>Data</b>	Organisation	2.2 Parents as partners	<ul style="list-style-type: none"> <li>• Child information forms</li> <li>• Collecting information policy</li> <li>• Over 8s (if relevant)</li> <li>• Independent arrival / departure (if relevant for older children)</li> </ul>

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<b>Page</b>	<b>EYFS Outcome</b>	<b>Providers' records</b>	<b>Link to Every Child Matters</b>	<b>Link to EYFS principles</b>	<b>Evidence</b>
40		<b>Providers' records</b>	Organisation	2.2 Parents as partners	<ul style="list-style-type: none"> <li>• Attendance register</li> <li>• Confidentiality policy (see Information)</li> <li>• Contracts</li> <li>• Data protection / freedom of information act info</li> <li>• Fees policy</li> <li>• Newsletter sample</li> <li>• Ofsted inspection report</li> <li>• Registration certificate – displayed</li> <li>• Risk assessments</li> <li>• Sharing information policy – with parents, other settings and other agencies</li> <li>• Stored paperwork info</li> <li>• Visitor log (see Premises &amp; security)</li> </ul>