

Law	How does the Act impact on your setting?	Which of your workplace policies and procedures does this link to?
<p><u>Equalities Act 2010</u> The Equality Act 2010 replaces the existing antidiscrimination laws with a single Act. Encompasses Age/Disability/ Gender Reassignment/Marriage and Civil Partnership/ Pregnancy and Maternity/ Race/Religion or Belief/ Sex/Sexual Orientation</p>	<p>Needs to be included all relevant policies – may need to review present policies Employing staff Challenging discrimination in practice Complying with certain things I.e. disability access</p>	<p>Inclusion policy (Equal opportunities and SEN) Recruitment and selection Admissions Staff induction Child registration form Behaviour management Bullying, Harassment Policy (Staff) www.acas.org.uk</p>
<p><u>Health and Safety at Work Act (1992/1999)</u> Requires employers to carry out risk assessment. Those with five or more employees need to record the finding of the risk assessment. Employers must appoint a competent person, ensure that staff are aware and trained, know what to do in an emergency. (Links to common use of building)</p>	<p>Main legislation that sets out employers duty to staff Display H&S at work poster Evidence of risk assessments – who monitors? Health and safety representative – staff and committee</p>	<p>Risk assessment H & Safety policy Induction of staff Serious incident policy Arrival and Departure procedures No smoking policy www.hse.gov.uk</p>
<p><u>Medicines Act (1996)</u> Protects children. Requires that only medication prescribed by a doctor, can be administered by a non-medically qualified person and that, in the case of children, parental consent must be gained. Records to be kept of all medication</p>	<p>Staff induction Parent consent forms Staff training – epi pens Allergies</p>	<p>Induction form Medication policy/procedure H & Safety policy Parent permission forms Individual health plans / medication plans</p>

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administered		www.dh.gov.uk Managing medicines in Early Years
<p><u>The UN Convention on the Rights of the Child</u> The UN Convention on the Rights of the Child, adopted by the United Nations in November 1989, spells out the basic human rights to which children everywhere are entitled.</p>	Meeting the needs of the children – planning Listening to children (Listening Charter) – Listening Strategy Participation Charter	Planning documents Observations Partnership policies www.unicef.org.uk
<p><u>Childcare Act 2006</u> Introduces the Early Years Foundation Stage (EYFS) in England</p>	Setting has to follow the Statutory Framework for the EYFS and the Practice Guidance. Staff training EYFS 2017 www.foundationyears.org.uk	All policies and procedures Complaints policy – Ofsted number and address. Behaviour management policy www.ofsted.gov.uk
<p><u>The Children Act 2004</u> Arose from the green paper Every Child Matters and identifies five outcomes for children: <i>Be healthy, stay safe, enjoy and achieve, make a positive contribution, achieve economic well being.</i> LSCB introduced (Local Safeguarding Children's Board)</p>	Organisational Document – Staff awareness Policies need to link to EYFS outcomes Somerset LSCB 'What to do if' booklet	All policies – especially safeguarding and includes allegation against staff. Whistleblowing policy Safer Recruitment policy Intimate Care policy www.somerset safeguarding children board.org.uk
<p><u>Data Protection Act 1998</u> Prevents confidential information and personal information being passed on without a person</p>	Parent consent to share information Storage of data – Computer, register (safety, who has access); Paper, no.	Data protection policy – Confidentiality policy Application form – recruitment

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<p>consent; in the case of children the consent must be given by the parents. <i>Advise complete the questions on ICO website under 'Do I need to notify'</i></p>	<p>Children files – do they go home with staff (security)? Staff files – where are they kept? (records must be easily accessible and available for inspection by Ofsted – with prior agreement by Ofsted, these may be kept off the premises – page 40)</p>	<p>Permission forms Storage of archival material Covers all documentation www.ico.gov.uk</p>
<p><u>Electricity at Work Act (1989)</u> Requires all electrical installations for example, supply and sockets to be safe as well as appliances. Employers are required to have all these checked annually by a qualified electrician.</p>	<p>Staff induction – bringing items in from home (are they pat tested?) <i>(If hiring premises need to liaise with hirers)</i></p>	<p>H & Safety policy Pat testing certificate/labels www.hse.gov.uk</p>
<p><u>Public Health (Control of Disease) Act 1984</u> This is the main piece of legislation on communicable diseases in England and Wales</p>	<p>Staff training – food hygiene, good working practices i.e. wearing gloves to change nappies etc May have to notify ofsted, or the health protection agency (HPA) (need contact numbers)</p>	<p>H & Safety policy Details of when contacted ofsted or HPA List of contagious diseases Sick child (ill and infectious child policy) Health Protection Agency www.hpa.org.uk</p>
<p><u>The Control of Substances Hazardous to Health Regulations 2002</u> These regulations (often known as the COSHH regulations) require you to assess and prevent (or at least adequately control) the risks to health from the use of any hazardous substances used in the workplace</p>	<p>Storage and use of chemicals – cleaning materials Included in risk assessments</p>	<p>H & Safety policy COSHH forms Accident/incident book Staff induction www.hse.gov.uk</p>

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<p>Food Safety Act 1990 Food Safety (general food Hygiene) Regulations 1995. Set out basic hygiene</p>	<p>Staff training – food hygiene (cost) Storage of food Fridge temperatures etc Good hygiene practices</p>	<p>H & Safety policy Dietary policy Fridge temperature logs Hygiene policies www.food.gov.uk</p>
<p>First Aid Regulations 1981 Code of practice for first aid 1997 Requires all employers to have a qualified first aider where more than five people are employed. All childcare settings in England and Wales must have staffs that hold an appropriate valid paediatric first-aid qualification, and at least one person who has a paediatric first aid qualification must be on the premises at all time when children are present. The regulation also covers the need to record accidents</p>	<p>EYFS Training Ratio's – re staff members on site (outdoors) Cost First aid box – check contents regularly (recorded)</p>	<p>Accident book Incident book H & Safety policy Parent consent – allergies/emergency aid Serious incident/fatality policy Children - EYFS Employers - www.hse.gov.uk/first_aid/legislation/.htm</p>
<p>RIDDOR 1995 Reporting of injuries, diseases and dangerous occurrences regulation. Specify certain accidents and incidents must be by law reported</p>	<p>Awareness of – online form Links to: Temporary blindness, broken limb, unconscious, hospitalised and fatality. <i>(advise to phone and discuss will inform you of what you need to do)</i></p>	<p>H & Safety policy Accident book Incident book Parent consent – emergency aid Staff induction www.hse.gov.uk/riddor</p>
<p>Regulatory Reform (Fire Safety) Order 2005 (2006) This effects all childcare services. The basis of</p>	<p>Risk assessment – responsibility of Evacuation drills practiced regularly Exit display etc</p>	<p>Evacuation procedure/log – is it displayed for everyone to see. Induction procedure</p>

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the legislation is the fire risk assessment and they must be carried out.	Check fire equipment is annually tested (hirers) Smoke alarms/fire blanket (kitchen)	H & Safety policy www.communities.gov.uk

Notes: Policies and procedures will need to link and cover multiple legislative acts.

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