

WOOKEY PRIMARY SCHOOL
GOVERNING BODY

Preschool Policies



Adopted by Governors: May 2021

Updated: December 2023

Full review due January 2024

The following policies are specific to Little Acorns Preschool and have been adapted from policies that were in place before Little Acorns Preschool became part of Wookey Primary School.

1. Admissions Policy
2. Settling in at Preschool Policy
3. Health and Hygiene Policy and Practice
4. Nappy Changing Policy Statement

The Fees Policy and Procedure can be found on our website via this [link](#)

Admissions Policy

It is our intention to make Little Acorns Preschool accessible to children and families from all sections of the local community. In order to accomplish this, we will:

- Ensure that the existence of the Preschool is widely known in all local communities. We will place notices advertising the Preschool in places where all sections of the community can see them, in more than one language if appropriate.
- Describe the Preschool and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including child-minders and people from all cultural, ethnic, religious and social groups with or without disabilities. Parents and children are most welcome to visit Preschool at any time prior to joining.
- Make our equal opportunities policy available to all.
- We will accept children to start when they are 2 years old.
- Children will be offered a place on a first come first served basis.
- Children may be put on a waiting list for a place from their second birthday.
- Children who are due to start school in the following September will be given priority to access 5 sessions per week.
- Where there is a waiting list we will apply the following criteria:
 - Children living within the Wookey Primary School area and Social Services Referrals
 - Children with Siblings at Preschool or Wookey School
 - Children who do not fall within the above categories but who are due to start school in September
- We will also endeavour to:
 - Keep a place vacant, if it is financially viable, in order to accommodate emergency admissions
 - Be flexible about attendance patterns so as to accommodate the needs of the children and families
 - Continue to consult local parents to ensure the group goes on meeting the changing needs of the local community
- The Preschool recognises that not all children will be toilet trained by 2 ½ - 3 years. Whilst the Preschool has limited nappy changing facilities, we will discuss individual needs to ensure all children's needs are met.
- Little Acorn's offers a limited number of spaces available for families in receipt of the Early Years Entitlement additional hours (up to 30 hours funded). Please speak to the Preschool Leader for confirmation of availability.

Settling in at Preschool Policy

We want children to feel safe and happy in the absence of their parents/carers, to recognise other adults as a source of authority, help and friendship and be able to share with their parents/carers afterwards the new learning experiences enjoyed in the Preschool. We also want parent/carers to feel welcome and involved from the beginning.

In order to accomplish this, we aim to create a partnership with parents/carers in the following ways:

- Each child has a key worker who will observe, assess and keep records for the child. They will liaise with parents and share information.
- By creating opportunities for the exchange of information, using among other resources, a copy of the Preschool's prospectus and a shared approach to the registration form.
- By ensuring plentiful opportunities for parents/carers to inform the Preschool about their children's current achievements and interests.
- By encouraging parents to visit the Preschool with their children during the weeks before admission is planned.
- By introducing flexible admission procedures, if appropriate, to meet the needs of individual families and children.
- By making clear to families from the outset that they will be welcome and supported in the Preschool for as long as it takes to settle their child there.
- By reassuring parents/carers whose children seem to be taking a long time settling into Preschool
- By introducing new families into the group on a staggered basis, for example two new children a day for a week rather than 10 new children all at once.
- Parents/carers are welcome to stay with their child where appropriate and are encouraged to separate from their child for brief periods at first, gradually building up to longer absences.

Children cannot play or learn successfully if they are anxious and unhappy. Our settling procedures aim to help parents/carers and children to feel comfortable in the Preschool, and to ensure that children can benefit from what the group has to offer and feel confident that their parents/carers will return at the end of the session.

We judge a child to be settled when they have formed a relationship with their key person. For example, the child looks for the key person when they arrive, goes to them for comfort and seems pleased with them. The child is also familiar with where things are and is pleased to see other children and participates in activities.

Health and Hygiene Policy and Practice

Our Preschool promotes a healthy lifestyle and a high standard of hygiene in its day-to-day work with children and adults. This is achieved in the following ways:

Information sources

- Parents/carers will have the opportunity to discuss health issues with Preschool staff and will have access to information available to the Preschool.
- The Preschool will maintain links with health visitors and gather health information and advice from the local health authority information services and/or health agencies.

Hygiene

To prevent the spread of infection, adults in the group will ensure that the following good practices are observed:

Personal hygiene

- Our daily routine encourages the children to learn about personal hygiene
- Hands washed after using the toilet and before handling food
- Children with pierced ears are not allowed to share each other's earrings
- Children encouraged to blow and wipe noses when necessary and to dispose of soiled tissues hygienically
- Individual towels available or paper towels used and disposed of appropriately
- Hygiene rules related to bodily fluids followed with particular care and all staff/volunteers aware of how infections, including HIV, can be transmitted

Cleaning and clearing

- Any spills of blood, vomit or excrement wiped up and flushed away down the toilet. Rubber gloves always used when cleaning up spills of bodily fluids. Floors and other affected surfaces disinfected using chlorine or iodine bleach diluted according to the manufacturer's instructions. Fabrics contaminated with bodily fluids thoroughly washed in hot water.
- Spare laundered pants and other clothing available in case of accidents and polythene bags available in which to wrap soiled garments.
- All surfaces cleaned daily with an appropriate cleaner.
- Nappies will be individually put into a nappy bag and disposed of appropriately.

Food

The Preschool will observe current legislation regarding food hygiene, registration and training. In particular, each adult will:

- Always wash hands under running water before handling food and after using the toilet.
- Not be involved with the preparation of food if suffering from an infectious/contagious illness or skin trouble.
- Never smoke in the kitchen or in any room storing food.

- Use different cleaning clothes for kitchen and toilet areas.
- Prepare raw and cooked food in separate areas.
- Food preparation areas are cleaned before use as well as after use.
- There are separate facilities for hand washing and for washing up.
- Children do not have unsupervised access to the kitchen.
- When children take part in cooking activities they are:
 - Supervised at all times
 - Understand the importance of hand washing and simple hygiene rules
 - Are kept away from hot surfaces and hot water
 - Do not have unsupervised access to electrical equipment
- Keep food covered and either refrigerated or piping hot.
- All meals and snacks provided will be nutritious and pay due attention to children's particular dietary requirements.
- When cooking with the children as an activity, the adults will provide healthy wholesome food promoting and extending the children's understanding of a healthy diet. Children will also be educated about hygiene in relation to food preparation.

Outdoor play

Children will have the opportunity to play outside throughout the year (either in the Preschool's own outside play area or on regular outings to parks or other community play spaces).

Illness

- Parents/carers are asked to keep their children at home if they have any infection and to inform the Preschool as to the nature of the infection. This will allow the Preschool to alert other parents/carers as necessary and to make careful observations of any child who seems unwell.
- Parents/carers are asked not to bring into Preschool any child who has been vomiting or had diarrhoea until at least 48 hours after the last attack.
- If the children of Preschool staff are unwell, the children will not accompany their parents/carers into work in the Preschool.
- Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing.
- Children taking prescribed medication must be well enough to attend Preschool.
- Only prescribed medication is administered. It must be up to date and prescribed for the current condition.
 - ☐ If possible, the child's parents/carers will administer medicine. If not, then medication must be stored in the original container and clearly labelled with the child's name, dosage and any instructions. Where local regulations require it, guidance will be sought from social services before people other than parents/carers agree to administer medicines.
 - ☐ Written information will be obtained from the parent/carer, giving clear instructions about the dosage, administration of the medication and permission for a member of staff to follow the instructions.

- ☐ All medications will be kept out of the reach of children.
- ☐ A medication book will be available to log in: name of child receiving medication, the date and times that the medication should be administered, together with the signature of the person who has administered each dose, and is verified by parent signature at the end of the session.
- With regard to the administration of life saving medication such as insulin/adrenaline injections or the use of nebulisers, the position will be clarified by reference to the Preschool's insurance company. If specialist knowledge is required, staff involved in administering medication will receive training from a qualified health professional.
- The Preschool will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.
- There will always be on the premises at least one qualified first aider trained to administer first aid to children.
- If any infectious or communicable diseases are detected on the premises, Preschool will inform parents/carers as soon as possible.
- Minimum exclusion periods for illness and disease are displayed on the poster in the Staff toilets.

Nappy Changing Policy Statement

- At Little Acorns Preschool we aim to support children's care and welfare on a daily basis in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. Wherever possible, each child's key person will change nappies according to the child's individual needs and requirements.
- We will enable a two-way exchange between parents and key persons so that information is shared about nappy changing and toilet training in a way that suits the parents and meets the child's needs. Using a wipe clean board to record the times of each nappy change that day.
- Our Procedures
- We wish to ensure the safety and welfare of all children whilst being changed and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently.
- We aim to support all parties by taking the following actions:
 - 1.1 Staff
 - a) Ensuring all staff undertaking nappy changing have enhanced DBS checks.
 - b) Conducting thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to nappy changing.
 - c) Training all staff in the appropriate methods for nappy changing.
 - d) Ensuring all staff have an up-to-date understanding of child protection and how to protect children from harm. This includes identifying signs and symptoms of abuse and how to raise these concerns as set out in our child protection procedures.
 - e) Conducting working practice observations of all aspects of nursery operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes all intimate care routines.

- f) Following up procedures through supervision meetings and appraisals to identify any areas for development or further training.
- g) Promoting consistent and caring relationships through the key person system in the nursery and ensuring all parents understand how this works.
- h) Operate a whistleblowing policy to help staff raise any concerns relating to their peers or managers; and help staff develop confidence in raising concerns as they arise in order to safeguard the children in the nursery.
- 1.2 Risk assessment
- a) We conduct regular risk assessments of all aspects of nursery operations, including intimate care, and review the safeguards in place. The nursery has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.
- b) We make sure staff do not change nappies whilst pregnant until a risk assessment has been discussed and conducted; and that students only change nappies with the support and close supervision of a qualified member of staff.
- 1.3 Parent Partnership
- We work closely with parents on all aspects of the child's care and education as laid out in the Parental Involvement policy. This is essential for any intimate care routines which may require specialist training or support. If a child requires specific support the nursery will arrange a meeting with the parent to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs.
- 1.4 Nappy changing
- During nappy changing we:
- a) Ensure that the nappy changing area is inviting and stimulating and change this area regularly to continue to meet children's interests.
- b) Ensure that no child is ever left unattended during the nappy changing time.
- c) Ensure hygiene procedures are followed appropriately, e.g. staff put on gloves and aprons before changing starts, hands are washed after nappies are changed and changing mats cleaned before and after each use.
- d) Ensure practitioners are gentle when changing; they avoid pulling faces and making negative comments about 'nappy contents' and inappropriate comments about children's genitals when changing their nappies.
- e) Use this one-to-one time as a key opportunity to talk to children and help them learn, e.g. through singing and saying rhymes during the change.
- f) Provide older children with access to toilets when they have the need to and are encouraged to be independent.
- g) Record nappy changes on a nappy changing log.
- h) Nappies and pull-ups are bagged for the parent to take home
- i) Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are rinsed and bagged for the parent to take home.
- We have a duty of care towards children's personal needs. If children are left in wet or soiled nappies/pull ups in the nursery this may constitute neglect and will be a disciplinary matter. This policy meets the requirements of the Statutory EYFS Framework: 3:60.