

WOOKEY PRIMARY SCHOOL
GOVERNING BODY

Preschool Policies



Together we learn and grow

Adopted by Governors: May 2021

Fully reviewed and updated in September 2026

Awaiting approval by governors

The following policies are specific to Little Acorns Preschool

1. Admissions Policy
2. Settling in at Preschool Policy
3. Health and Hygiene Policy and Practice
4. Nappy Changing Policy Statement
5. Attendance policy (New from September 20205)
6. Staffing policy (New from September 20205)

New policies were created to comply with the new EYFS framework and safeguarding updates in September 2025.

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 all families.
- Invite parents and children to visit Preschool before joining. This can be done by contacting the school office and speaking to the Preschool lead to arrange a suitable time.
- Make our school equality scheme and action plan available to all.
- Accept children from 2 years of age.
- Place children on a waiting list before their second birthday, providing they complete the relevant paperwork.
- Give priority when increasing sessions to children due to start school the following September.
- Consider prioritising the following when there is a waiting list:
 - Whether the child lives within the Wookey Primary School catchment area.
 - Whether there is a referral from social services.
 - Whether the child has a sibling within the Preschool or Wookey Primary School.
 - Whether the child does not fall within the above categories but is due to start school in September.
- Aim to be flexible when allocating attendance patterns to meet the needs of the children and families.
- Keep up to date with the changing needs of the local community.
- Recognise that not all children will be toilet trained by 2½ - 3 years. Whilst the Preschool has limited nappy changing facilities, we will discuss individual needs to ensure all children's needs are met.
- Little Acorns 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

Our priority is that children feel safe and happy at Little Acorns. Settling in sessions play an important role in helping us achieve this. We want parents/carers to feel involved in this process, so we work closely with all our families to ensure the transition process is tailored to each child's individual needs. Parents can opt for their child to attend for a part of the booked and paid-for session if they feel their child would benefit initially from a shorter time in preschool.

In order to create a strong partnership with our families, we have in place the following:

- A key worker for each child who will observe, assess and keep records for the child. They will liaise with parents and share information.
- Frequent updates, and easily accessible means of communication.
- Opportunities for parents to visit the Preschool with their child/children before they join.
- Flexible settling in sessions that meet the needs of individual families and children.
- Staggered start dates for new families (for example two new children a day for a week rather than 10 new children all at once).
- Where appropriate, opportunities for parents/carers to stay with their child during settling sessions. We encourage them to separate from their child for brief periods at first, and then gradually build up to longer absences.

Health and Hygiene Policy and Practice

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

Information sources

- Parents/carers will have the opportunity to discuss their child's health issues/medical needs with Preschool staff before their child starts attending the setting.
- Parents/carers will be given updated public health information from the local health authority/health agencies as it becomes available to the Preschool.
- The Preschool will maintain strong links with health visitors.
- The Preschool will follow the [Department for Education's Safer Eating Guidance \(2025\)](#).

Personal hygiene

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

- Opportunities for children to learn about personal hygiene within our daily routine.
- Hand washing after using the toilet and before handling food.
- Encouragement from staff members for children to blow and wipe their noses when necessary and safe disposal of used tissues.
- 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 can be transmitted.

Cleaning and clearing

- Rubber gloves will always be used when cleaning up spills of bodily fluids, and any waste materials will be safely disposed of.
- Floors and other affected surfaces will be disinfected using approved and appropriately tested products.
- Fabrics contaminated with bodily fluids will be thoroughly washed in hot water.
- Spare clean underwear and other clothing will be available in case of accidents and polythene bags available in which to wrap soiled garments.
- All surfaces are cleaned daily.
- Used 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. Adults will:

- Always wash hands with soap and 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 or vape on the premises.
- Use different cleaning cloths for kitchen and toilet areas.
- Prepare raw and cooked food in separate areas.
- Ensure food preparation areas are cleaned before use as well as after use.
- Have separate facilities for hand washing and washing up.
- Ensure children do not have unsupervised access to the kitchen.
- Make sure that 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.

- Ensure all meals and snacks provided meet the nutritional standards and cater to children's dietary requirements, including those provided by our school lunch provider.
- Supervise children at all times when they are eating or drinking.
- Not provide foods that present a choking risk (such as whole grapes or popcorn).
- Follow the school's ['nut aware' policy](#).

Packed lunches

Parents are encouraged to provide healthy, balanced packed lunches. Parents will be given guidance on safe food choices and allergy risks.

- High sugar drinks, sweets and items presenting a choking risk (such as whole grapes and popcorn) are not permitted.
- Packed lunches must be compliant with the school's 'nut aware' policy, which can be found on the school website.

Allergy and Anaphylaxis

- We maintain an up-to-date record of children's medical needs.
- All staff receive training on allergy awareness and use of emergency medication (e.g. EpiPen).
- Children with allergies will have an individual healthcare plan, agreed with parents.
- Emergency procedures are displayed clearly and known to all staff.

Outdoor play

Children will have the opportunity to play outside **every day** throughout the year (either in the Preschool's own garden area, school playgrounds/field or on regular outings to parks or other community play spaces). Children need to come to preschool in and with clothes appropriate for this.

Illness

- Parents/carers are asked to follow Public Health guidance and keep their child/children at home if they have a contagious illness or infection. They will be asked to inform the Preschool as to the nature of the illness/infection, as this will allow staff 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 their child into Preschool until at least 48 hours after their last incident of vomiting or diarrhoea.
- Cuts or open sores, whether on adults or children, will be covered with a 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.
 - ☒ 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, is in date and replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.
 - There will always be at least one qualified first aider trained to administer first aid to children on the premises.
 - 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 school office.

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.

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. We use 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 preschool 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 preschool 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 preschool and ensuring all parents understand how this works.
- h) Operating 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 preschool.

1.2 Risk assessment

- a) We conduct regular risk assessments of all aspects of preschool operations, including intimate care, and review the safeguards in place. The preschool 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 preschool 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. It is the parents responsibility to provide nappies and wet wipes.

1.4 Nappy changing

During nappy changing we:

- a) Ensure that all toileting and nappy changing is carried out in the designated areas.
- b) Ensure dignity and privacy, while maintaining appropriate supervision to safeguard the child.
- c) Ensure that the nappy changing area is inviting and stimulating, and change this area regularly to continue to meet children's interests.

- d) Ensure that no child is ever left unattended during the nappy changing time.
- e) 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.
- f) Ensure practitioners are gentle when changing; they avoid making negative comments about 'nappy contents'.
- g) 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.
- h) Provide older children with access to toilets when they have the need to and encourage them to be independent.
- h) Record nappy changes on a nappy changing log.
- i) Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are 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.

Attendance Policy

Child absence

At Little Acorns, we expect parents/carers to inform us of all absences on the first day, before the child's session begins.

If a child does not arrive for their booked session and we have had no contact from a parent/carer to inform us why, the primary contact will be messaged on Seesaw. If there is no response the same day, then a phone call will be made. Where we cannot reach the primary contact, we will attempt to contact at least one other emergency contact.

If there is no response to either form of communication within 24 hours then our school safeguarding procedures will be followed.

Prolonged or repeated unexplained absence may be referred to the Local Authority.

Staffing Policy

All Preschool staff follow the school's safeguarding and whistleblowing policies and have annual safeguarding training. The Preschool Lead is one of the school's Deputy Designated Safeguarding Leads (DDSL) and has a responsibility to oversee all safeguarding concerns in the Preschool and share them with the Designated Safeguarding Lead in the school.

All Preschool staff are appointed using the school's safer recruitment policy. Rigorous checks are made before employment, including a DBS check, identity verification, confirmation of qualifications and at least two written references obtained.

Qualifications and ratios

We comply with the EYFS statutory requirements for staff:child ratios, which are a ratio of 1:5 for 2 year olds and 1:8 for 3 and 4 year olds.

- Students, apprentices and volunteers aged 16-17 may only be included in the ratio if they hold a current Paediatric First Aid certificate and are deemed competent.
- We do not rely on unqualified staff in ratios unless permitted under EYFS regulations.

First aid requirements

- We ensure that at least one staff member holding a full, 12-hour Paediatric First Aid certificate is on the premises and available at all times when children are present.