

WOOKEY PRIMARY SCHOOL GOVERNING BODY

Preschool and Early Years Policies



Together we learn and grow

Adopted by Governors: May 2021

Fully reviewed and updated in September 2026

Approved by governors September 2026

The policies below in red are specific to the Preschool aged children within our Early Years class.

1. Admissions Policy
2. Settling in at Preschool Policy
3. Preschool Attendance policy
4. Health and Hygiene Policy and Practice
5. Nappy Changing and Intimate Care Policy Statement
6. Staffing policy
7. Screen use policy (New from September 2026)
8. Safe sleeping policy (New from September 2026)

New policies created to comply with the new EYFS framework and safeguarding updates in September 2025 and 2026. The Preschool Fees Policy and Procedure can be found on our website via this [link](#)

Admissions Policy

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

- Ensure that the existence of our Preschool provision is widely known in all local communities. We will place notices advertising it in places where all sections of the community can see them, in more than one language if appropriate.
- Describe our setting and its practices in terms which make it clear that it welcomes all families.
- Invite parents and children to visit our Early Years classroom before joining. This can be done by contacting the school office and speaking to the Early Years lead to arrange a suitable time.
- Make our school equality scheme and action plan available to all.
- Accept children from 3 years of age.
- Place children on a waiting list before their third birthday, providing parents 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 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 sessions 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 3 years. We will discuss individual needs to ensure all children's needs are met.

Settling in at Preschool Policy

Our priority is that children feel safe and happy. 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.

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

- A specialist Early Years practitioner working closely with the Preschool children who will observe, assess and keep records for them. They will liaise with parents and share information, alongside the Early Years classroom teachers.
- Frequent updates, and an easily-accessible means of communication via our online learning platform, Seesaw.
- Opportunities for parents to visit the Early Years class with their child/children before they join.
- Flexible settling in sessions that meet the needs of individual families and children.

Preschool Attendance Policy

Child absence

This section is specific for Preschool parents and children. Reception children follow the whole school attendance policy.

We expect parents/carers of Preschool children to inform us of all absences on the 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 contacted by the school office. Where we cannot reach the primary contact, we will attempt to contact at least one other emergency contact.

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

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

Health and Hygiene Policy and Practice

Our Early Years setting 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 Early Years 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 school.
- The team will maintain strong links with health visitors.

- The Early Years class will follow the [Department for Education's Safer Eating Guidance \(2025\)](#).

Personal hygiene

To prevent the spread of infection, all staff working in the Early Years 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.
- 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 plastic bags available in which to wrap soiled garments.
- All surfaces are cleaned daily.
- Used nappies individually put into a nappy bag and disposed of appropriately.

Food

The Early Years setting 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 and after use.
- Have separate facilities for hand washing and washing up.
- 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.

- o 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 their classroom garden area or on the school playgrounds/field). Children need to come in 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 school office and Early Years staff as to the nature of the illness/infection, as this will allow staff to alert other parents/carers as necessary and make careful observations of any child who seems unwell.
- Parents/carers are asked not to bring their child in 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.

- 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 consent and 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. A form is available from the school office which must be completed and discussed with staff.
 - ☐ All medications will be kept out of the reach of children.
 - ☐ A signed and witnessed record of administration will be kept, and needs to be acknowledged by a parent signature at the end of the day/session.
 - ☐ With regard to the administration of life saving medication, we administer life-saving adrenaline injections in line with our school allergy policy and keep emergency AAls with doses appropriate to Early Years children, following the introduction of Benedict's law.
- We will ensure that the first aid equipment is kept clean, is in-date, 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 within close proximity on the premises, and when the children are eating, within the same room.
- If any infectious or communicable diseases are detected on the premises, the school will inform parents/carers as soon as possible.
- Minimum exclusion periods for illness and disease are displayed on a poster in the school office.

Nappy Changing and Intimate Care Policy Statement

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 work in partnership with parents/carers and Early Years staff to ensure there is a two-way exchange of information about nappy changing and toilet training. Information will be shared in a supportive, respectful and consistent way that meets the individual needs of each child and their family. We keep a daily record of nappy changes and discreetly share information with parents/carers about any toileting accidents at the end of the day or session, ensuring that the child's dignity and privacy are always maintained.

Where a child requires any other form of intimate or personal care, we will work closely with parents/carers to understand the child's individual needs, routines and preferences. We will obtain appropriate parental/carer consent before providing any additional intimate care and, where necessary, agree an individual care plan with the family. Staff will only provide care that is

appropriate to the child's needs and within their training and competence. Details of the care provided, including any agreed routines or significant changes, will be recorded appropriately and shared with parents/carers in a sensitive and confidential manner.

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 or other forms of personal and intimate care have enhanced DBS checks.
- b) Conducting thorough inductions for all new staff to ensure they are fully aware of all Early Years procedures relating to nappy changing and other forms of personal and intimate care.
- c) Training all staff in the appropriate methods for nappy changing and other forms of personal and intimate care.
- 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 operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes all personal and 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.
- 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 Early Years.

1.2 Risk assessment

- a) We conduct regular risk assessments of all aspects of our Early Years operations, including personal and intimate care, and review the safeguards in place. We have assessed all the risks relating to intimate care routines and have 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/Carer Partnership

We work closely with parents on all aspects of their child's care and education. This is essential for any intimate care routines which may require specialist

training or support. If a child requires specific support we will arrange a meeting with parents/carers 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/carers' responsibility to provide nappies and wet wipes.

1.4 Nappy Changing and Toilet Accidents

When changing nappies or supporting children following toileting accidents, we:

- a) Ensure that nappy changing and personal care are carried out in the designated areas.
- b) Ensure that children's dignity and privacy are respected and balanced with their safeguarding and support needs at all times.
- c) Ensure that children are appropriately supervised throughout nappy changing and personal care routines. A child will never be left unattended on a changing surface. Staff will remain attentive and within appropriate proximity to the child throughout the changing process, ensuring that the child is safe and appropriately supported.
- d) Ensure that appropriate hygiene procedures are followed, including wearing disposable gloves when changing nappies or dealing with urine or faeces, washing hands thoroughly after providing personal care, and cleaning and disinfecting changing mats and relevant surfaces after each use.
- e) Ensure that practitioners carry out nappy changes and personal care in a gentle, respectful and reassuring manner. Staff will use positive and appropriate language at all times and will never make negative, embarrassing or inappropriate comments about a child's nappy, toileting or bodily functions.
- f) Use one-to-one care routines as an opportunity to develop positive relationships, communication and learning, through talking, singing, rhymes and age-appropriate interactions.
- g) Provide children with appropriate access to toilets when they need to use them and encourage them to develop independence with toileting and personal hygiene, providing support when required.
- h) Support children who have toileting accidents in a calm, reassuring and respectful manner. Children will be given appropriate privacy and encouraged to participate in changing and cleaning themselves as far as they are able, without being shamed or embarrassed.
- i) Record nappy changes on the setting's nappy-changing log and communicate with parents/carers at the end of the day/session about any toileting accidents.
- j) Ensure that cloth nappies, trainer pants and ordinary underwear or clothing that are wet or soiled are placed in a suitable bag for parents/carers to take home.

We have a duty of care to ensure that all children's personal care needs are met promptly, sensitively and appropriately. Children will be checked regularly and wet or soiled nappies, pull-ups or clothing will be changed as soon as reasonably possible, ensuring that the child's dignity, privacy, health and wellbeing are maintained. Staff are expected to follow the procedures set out in this policy at all times. Any failure to meet a child's personal care needs, particularly where this is repeated or causes concern for the child's welfare, will be addressed promptly through the setting's safeguarding, supervision and disciplinary procedures, as appropriate.

Staffing Policy

All Early Years staff follow the school's safeguarding and whistleblowing policies and have annual safeguarding training. All safeguarding concerns are shared with the Safeguarding Leads in the school.

All Early Years 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 staff:child ratio requirements set out in the EYFS Statutory Framework.

All Early Years staff who are counted within our required staff:child ratios will hold the appropriate qualification recognised by the Department for Education for the level at which they are being counted.

Our apprentices, students and volunteers will not be relied upon to meet our required staff:child ratios unless this is specifically agreed by the management team and all relevant EYFS requirements have been met. Where they are additional to ratio, they will receive appropriate induction, supervision and support and will only undertake responsibilities that are appropriate to their age, training, competence and experience.

Where a member of staff holds an early years qualification obtained outside the United Kingdom, the qualification must be appropriately recognised in accordance with Department for Education requirements before it can be used to meet the qualified staff:child ratio requirements.

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.

Screen use policy

We recognise that technology is an important part of children's lives and can support learning and development when used appropriately.

In line with current Department for Education guidance, screen use within our Early Years class will be limited, purposeful and carefully considered. Screens will only be used for short periods where there is a clear educational or developmental purpose and where they enhance, rather than replace, high-quality interactions, play, physical activity, outdoor learning, stories and hands-on experiences.

Practitioners will actively engage with children when screens are being used, encouraging discussion, communication, thinking and participation rather than passive viewing. Children will not have unrestricted or independent access to screens, and screens will not be used as a means of occupying, calming or managing children's behaviour.

We will ensure that digital content is age-appropriate, safe and suitable for the children using it. We will also consider individual needs, including the use of screen-based assistive technology where this supports a child with SEND. We will work in partnership with parents/carers to promote healthy and safe approaches to screen use both within the setting and at home.

Safe Sleeping

Our setting does not operate a routine nap or sleep programme and does not have a designated sleeping or napping area, and parents/carers are made aware of this when their child starts at the setting. We recognise, however, that a child may occasionally fall asleep during the session, particularly if they are unwell, unusually tired or have had a change to their normal routine. If this happens, staff will ensure that the child is moved, where practicable, to a quiet, safe and suitable area where they can rest comfortably and safely. The child will be positioned safely, with consideration given to their age, health and individual needs, and will be frequently checked by a member of staff to ensure they remain safe and well. Staff will maintain appropriate supervision at all times and will never leave a sleeping child unattended. Parents/carers will be informed if their child has fallen asleep during the session, particularly where this is unusual or may indicate that the child is unwell. If a child appears unwell or there are concerns about their health, the setting's illness and first-aid procedures will be followed and parents/carers contacted as appropriate.