Early Years Foundation Stage Policy

Purpose

The core purpose of this policy is to ensure the safety, health, well-being, and development of all kindergarten children through consistent, respectful, and professional care standards.

Toileting and Intimate Care Policy

Purpose:
To ensure all children's personal care needs are met with dignity, respect, and in a hygienic manner. To support children's developing independence, privacy and safety.

Policy:

- Staff will support children's independence while providing help when needed.
- Toileting is seen as part of practical life development and encouraged as a self-care skill.
- Gloves and aprons must be worn during intimate care, with respect and with the child's consent and understanding.
- All incidents are recorded and shared with parents as needed.
- Children are never left unattended during intimate care.
- Two staff are informed when intimate care is provided, though only one may be present.

Outings and Visits Policy

Purpose:
To offer real-world experiences aligned with EYFS principle of learning through exploration, while ensuring safety.

Policy:

- Risk assessments are completed before every trip.
- Parent consent is obtained prior to any outing.
- Appropriate staff-to-child ratios are maintained.
- A first aid kit, emergency contact information, and mobile phone are taken.
- Children wear identifying tags with setting contact info (no names).

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Sleep and Rest Policy

Purpose:
To support children's need for rest and sleep in a calm, safe, and hygienic environment.

Policy:

- Each child's individual sleep routine is respected and documented.
- Sleeping children are monitored every 10 minutes.
- Sleep mats/cots are cleaned after each use.
- Children are only put to sleep on their backs unless otherwise directed by parents or medical advice.
- Parents are informed of daily sleep durations.

Food and Drink Policy

Purpose:
To promote healthy eating and ensure all dietary needs are met safely.

To cultivate independence, grace and courtesy during mealtimes, and encourage healthy eating habits.

Policy:

- All meals and snacks are nutritious and aligned with government guidelines.
- Allergies and dietary restrictions are clearly displayed and followed.
- Staff model positive eating habits and sit with children during meals.
- Fresh drinking water is available throughout the day.
- Food hygiene procedures are followed at all times.

Medication Administration Policy

Purpose:
To ensure safe administration of medication to children, with clear consent and record-keeping.

Policy:

- Medication is only administered with written parental consent.
- All medications must be clearly labelled and in original packaging.
- Staff administering medication are trained.
- Each dose given is logged with time, dose, and staff signature.
- Emergency medications (e.g. inhalers, EpiPens) are stored accessibly but safely.

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Staff Conduct and Code of Ethics

Purpose:
To set clear expectations for professionalism, safeguarding, and respectful conduct.

Policy:

- Staff must adhere to safeguarding policies and report concerns immediately.
- Personal phones are not used in areas where children are present.
- Confidentiality is maintained at all times.
- Staff treat all children, families, and colleagues with respect and equality.
- Ongoing professional development is encouraged and supported.

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Reviewed By: Senior Leadership Team

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Approved By: Mr. Donald Weilson (Principal)

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