



**SS John Fisher & Thomas More  
Catholic Primary School**

**A Voluntary Academy**

"Journeying together with Jesus Christ, we learn to love and love to learn."



## **Safety, Dignity and Wellbeing in Early Years Policy**

Policy approved:	November 2025
Policy reviewed:	November 2025
Governor committee responsibility:	Local Governing Body

## **Purpose**

This policy outlines St John Fisher and Thomas More's approach to ensuring the safety, dignity, and wellbeing of all children in Early Years settings through safe and respectful practices in intimate care, sleep, eating, and emergency response. It is underpinned by the principles of safeguarding, inclusion, and child-centred care, and is compliant with the EYFS Statutory Framework and DfE guidance.

## **Intimate Care**

Intimate care includes support with toileting, changing, and personal hygiene.

## **Key Principles**

- Children's dignity and privacy are paramount
- Intimate care is delivered in a safe, respectful, and child-centred manner
- All procedures follow safeguarding protocols
- Parents should be involved in care planning.
- Staff are trained in intimate care and hygiene procedures by Early years lead.

## **Nappy Changing:**

- Only trained staff perform intimate care tasks
- Changing is always recommended in a standing position where possible
- If a lie down nappy change is required- this should be planned for, risk assessed and an appropriate and hygienic changing surface should always be used
- Two staff members present when possible, or ensure visibility to other staff
- Use appropriate protective equipment (gloves, aprons)
- Follow strict hygiene protocols including hand washing
- Record keeping of any concerns or incidents
- Parents informed of procedures and any issues

## **Toileting Support:**

- Encourage independence whilst providing appropriate assistance
- Respect children's privacy and dignity
- Support children's individual needs and developmental stage
- Clear communication with parents about toileting routines

## **Safeguarding**

- Any concerns about a child's wellbeing is reported immediately to Designated Safeguarding Lead
- Unexplained marks, bruises, or changes in behaviour documented on the body map on CPOMS/ my concern
- Parents informed of any intimate care incidents or concern

## **Safe Sleep**

Supporting safe sleep is the responsibility of all staff members. Children's individual needs should be clearly understood and met with close collaboration with parents and carers. All Early years staff will be aware of appropriate safeguarding checks and recognise that daytime naps are crucial for the wellbeing and development of young children.

### **Sleep Environment**

- Within Nursery rooms there are designated sleep/ rest areas which are quiet, carpeted areas with soft cushions where children can go if they wish to rest and relax at any time of the day.
- Sleep should be in the designated sleep area under direct supervision
- If any sleep equipment is used it must meet British Safety Standards.

### **Sleep Supervision**

- Any child sleeping should be checked every 10 minutes
- Staff are trained to recognise signs of illness or distress
- Sleep monitoring charts and records should be monitored and maintained
- Any concerns are to be reported immediately to parents and senior staff

### **Individual Sleep Plans**

- Parents are encouraged to provide information about their child's sleep routine
- Individual sleep care plans for children with specific needs are in place and regular communication takes place with parents

### **Equipment Safety and Monitoring**

- Any sleep equipment used meets British Safety Standards
- Regular safety checks of any cushions, mattresses or soft surfaces
- Equipment is cleaned and maintained according to manufacturer's instructions
- Sleep Records are completed each time a child has a sleep to record the duration for which the child has slept whilst at nursery

### **Sleep safety and monitoring**

- Children should be checked every 10 minutes.
- Checks include putting the back of their hand near to the child's mouth to feel for breath/ visually checking breathing (chest rising) and looking to ensure child is comfortable but not in a position that may be dangerous. Staff should ensure children are not too hot or cold.
- If comfort equipment is encouraged by home, staff should ensure it is not incorrectly placed e.g. a comfort blanket wrapped incorrectly around a child.

- When children are collected, feedback about their sleep will be given to parents and carers verbally by a member of staff.

## **Safe Eating**

### **Food Safety**

- All food preparation follows Food Standards Agency guidelines
- Staff hold appropriate food hygiene qualifications
- Temperature monitoring of food storage and serving
- Clear allergen management procedures
- Regular cleaning schedules for kitchen and eating areas

### **Choking Prevention**

#### **High-risk foods are avoided for children under 5.**

- Whole nuts, popcorn, hard sweets including lolly pops.
- Whole grapes (should be cut lengthways)
- Cherry tomatoes (should be cut in quarters)
- Hard pieces of raw carrot or apple

#### **Safe eating practices:**

- Children are always monitored and supervised during meals
- Children should be given age-appropriate portion sizes
- All staff encourage safe eating thorough chewing
- Children should have a calm, unhurried eating environment

### **Dietary Requirements**

- Comprehensive dietary awareness for each child upon starting nursery
- Accommodation of allergies, intolerances, and cultural/religious requirements
- Clear labelling and separation of special dietary foods
- Staff trained in allergy awareness and emergency procedures

### **Mealtimes**

- Children should be encouraged to have positive, social eating experiences
- Encourage independence in self-feeding
- No force-feeding or coercion
- Water available at all times
- Appropriate seating and equipment considerations for ages and stages

## **Paediatric First Aid**

## **Staffing Requirements**

As per EYFS statutory requirements:

- At least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present and must accompany children on outings
- Good practice is to train most or even all EYFS staff.
- Staff must renew their PFA training every 3 years
- Certificates should be available for inspection on request

## **First Aid Provision**

### **Equipment:**

- Fully stocked first aid boxes should be accessible but secure from children
- Regular checks and restocking of supplies
- Contents should be appropriate for paediatric use
- Emergency contact information should be readily available

### **Procedures:**

- Staff should be confident to conduct an immediate assessment of injury/illness severity
- Appropriate first aid should be administered by trained staff
- Parents are contacted for all incidents requiring first aid
- Emergency services called when necessary
- Detailed incident recording

## **Medical Emergencies**

- Clear emergency action plans should be displayed to ensure all staff are able to act rapidly in the case of a medical emergency
- Staff know the location of emergency services contact information
- Designated person to call parents/emergency contacts
- Follow individual healthcare plans for children with specific medical needs

## **Documentation**

- Accident/incident forms must be completed for all first aid situations
- Serious incidents reported to relevant authorities
- Regular review of incident patterns to identify preventive measures

## **Personal Healthcare Plans**

Where required Personal Healthcare Plans should be developed for children with:

- Long-term medical conditions (e.g., asthma, diabetes, epilepsy)
- Severe allergies requiring emergency medication
- Complex care needs
- Temporary medical requirements

**Example Personal Healthcare Plan Template:**

<b>Name:</b>	<b>D.O.B:</b>
<b>Medical condition:</b>	<b>Emergency Contact 1:</b>
<b>Condition description and triggers:</b>	<b>Emergency Contact 2:</b>
<b>Symptoms and warning signs:</b>	<b>Regular medication and dosage:</b>
<b>Emergency medication and administration:</b>	<b>Activities to avoid/ modify/ monitor</b>
<b>Emergency procedure: Step by step response</b>	
<b>When to call emergency services:</b>	
<b>Staff training requirements:</b>	
<b>Review date:</b>	

**EYFS Staff Training and Responsibilities**

## **Training Requirements**

- Safeguarding and child protection training (at least annually)
- Paediatric first aid certification (renewed every 3 years)
- Food hygiene training
- Safe sleep awareness
- Intimate care procedures
- Individual medical condition training as required

## **Key Responsibilities**

### **All Staff:**

- Follow all policy and procedures to ensure environments and practices are safe and encourage good emotional development and wellbeing
- Ensure that concerns are reported immediately
- Maintain professional boundaries
- Keep accurate records
- Communicate effectively with parents

### **Designated Safeguarding Lead:**

- Overall responsibility for safeguarding
- Liaison with external agencies
- Staff supervision and support
- Policy implementation monitoring

### **Early years lead:**

- Ensure compliance with statutory requirements
- Staff recruitment and training
- Policy reviews and updates
- Incident investigation and reporting

## **Monitoring and Review**

- Annual review of all procedures
- Input from staff, parents, and external agencies
- Updates are implemented in a timely manner following changes to statutory requirements
- Incident analysis to inform improvements

## **Quality Assurance**

- Regular audits of practice
- Peer observations
- Parent feedback collection