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# Early Years Foundation Stage (EYFS) Policy: Matford Brook Academy: Addendum

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## 1. Policy Statement

This addendum to be applied in addition to the EYFS Policy June 2025.

### Statutory Framework

- EYFS Statutory Framework (2025)
- KCSIE (2025)
- NHS Safer Sleep Guidance
- Lullaby Trust Recommendations

## 2. Safer Eating

### Supervision Expectations

- Staff remain physically present in the room.
- Staff sit with children to model safe eating and positive interactions.
- Children must be seated while eating; no walking, running, or playing with food.
- Ratios must be maintained at all times.

### Allergy & Dietary Management

#### Information Collection

- Parents provide allergy and dietary information before the child starts.
- Medical plans are created for children with diagnosed allergies.
- Allergy information is stored securely but accessible to staff.

#### Staff Responsibilities

- Staff check allergy lists before serving food.
- Staff must never offer food without checking dietary requirements.
- Children must not share food under any circumstances.

#### Environment

- Allergen-free zones created if required.
- Cross-contamination prevented through cleaning, storage, and handwashing.

#### Choking Prevention: staff must follow NHS choking-prevention guidance:

- Grapes cut lengthways; cherry tomatoes, blueberries, sausages halved or quartered.
- No whole nuts or popcorn.
- Hard foods (carrot, apple) sliced rather than large chunks.
- Children encouraged to take small bites and chew slowly.
- No toys, books, or distractions at the table.

#### Mealtime Environment

- Calm, unhurried, predictable routines.
- Staff model language, manners, and healthy choices.
- Children supported to pour drinks, open containers, and tidy up.
- Cultural and dietary diversity respected and celebrated.

#### Food Hygiene

- Staff follow food hygiene training and wear appropriate PPE.
- Hands washed before and after eating.
- Surfaces cleaned before and after meals.
- Cooking activities risk-assessed and supervised by a PFA.

## Emergency Procedures

### Choking

- Staff follow paediatric choking protocol.
- If obstruction persists: 999 called immediately.
- Incident recorded on Medi Tracker and parents informed.

### Allergic Reaction

- Follow child's allergy action plan.
- Administer medication (e.g., auto-injector) if required.
- Call 999.
- Inform parents as soon as possible.
- Record on Medi Tracker.

## Staff Training

- Annual safeguarding training.
- Paediatric First Aid every 3 years.
- Food hygiene training refreshed regularly.
- All staff read and sign this policy.

## Monitoring & Review

- Daily supervision checks.
- Allergy audits each term.
- Policy reviewed annually or following an incident.

## 3. Intimate Care

### Purpose

To ensure that all intimate care is carried out safely, respectfully, and in line with safeguarding expectations, protecting children's dignity and staff professionalism.

### Principles

- Children's dignity, rights, and privacy are paramount.
- Intimate care is delivered in a way that protects children and staff.
- Staff follow safer working practice at all times.
- Parents are partners in supporting toileting and personal care.

### Definition of Intimate Care

- Changing nappies or soiled clothing
- Supporting toileting
- Cleaning after accidents
- Applying creams (with consent)
- Changing clothes after messy play
- Assisting with dressing/undressing

### Staff Responsibilities

- Only DBS-checked staff provide intimate care.
- Two staff must be aware intimate care is taking place.
- Staff record all intimate care in the class log (time, reason, staff).
- Staff use PPE (gloves).
- Staff maintain professional boundaries and language.

- Staff never use mobile phones in changing areas (or other areas).

#### **Before Care**

- Explain to the child what will happen.
- Encourage independence where appropriate.
- Gather all equipment before starting.

#### **During Care**

- Use designated changing areas.
- Maintain child's dignity (covering, privacy).
- Use gentle, respectful language.
- Never leave a child unattended.

#### **After Care**

- Dispose of waste in designated bins.
- Clean and disinfect changing surfaces.
- Support child to wash hands.
- Record the care provided.

#### **Safeguarding**

- Any marks, bruises, or concerns noticed during changing are reported immediately to the DSL/DDSL and followed up via CPOMS.
- Staff never photograph children during intimate care.
- Staff never use personal devices.
- Staff must report any discomfort or concerns about intimate care arrangements.

#### **Partnership with Parents/Carers**

- Parents provide nappies; may provide wipes and creams if they have a preferred product.
- Parents informed of repeated accidents or toileting concerns.
- Care plans created for children with medical or SEND needs.
- Parents informed of any changes to routines.

#### **Monitoring**

- Logs checked weekly.
- DSL/DDSL monitors safeguarding concerns.
- Policy reviewed annually.

## 4. Safer Sleeping

### Principles

- Sleep is a safeguarding activity requiring active supervision.
- Children must always be in sight and hearing of staff.
- Sleep routines are child-led and responsive.
- Safe sleep practices reduce risk of harm.

### Sleep Environment

- Sleep mats/cots cleaned after each use.
- Children sleep on their backs (children over 2 can naturally roll into their natural sleeping position) unless medically advised otherwise.
- Adequate ventilation and comfortable temperature (16–20°C).
- Quiet, calm atmosphere with low lighting.
- Mats spaced to allow supervision and airflow.

### Supervision

- Staff remain in the room at all times.
- Visual checks recorded every 10 minutes (breathing, position, comfort).
- Staff must be able to see each child's face.
- Ratios maintained.
- Staff do not sit with their backs to sleeping children.

### Individual Needs

- Parents share sleep routines on entry.
- Comforters permitted if safe and agreed.
- Children never forced to sleep; rest areas always available.
- Medical plans followed for children with health needs.
- Children woken gently if sleep becomes prolonged or affects home routines.

### Safe Practice

- No sleeping in buggies.
- Children not allowed to fall asleep while eating or drinking.
- Staff ensure children are not overheated (remove coats, hats).
- Staff check for signs of illness or distress.

### Recording

- Sleep times logged (start, end, checks).
- Parents informed of significant changes to sleep patterns.
- Any concerns recorded and shared with DSL if needed.

### Staff Training

- Annual safeguarding training.
- All staff read and sign this policy.

### Monitoring

- Sleep logs checked weekly.
- Environment checked daily.