



## **Policies and Procedures**

### **Contents**

- 0 Introduction
- 0 Policy and procedures implementation and review policy
  - 0.0 Implementation and review procedure
- 01 Health and safety policy
  - 01.01 Risk assessment
    - 01.01a Generic risk assessment form
    - 01.01b Access audit form
    - 01.01c Prioritised place risk assessment form
  - 01.02 Group rooms, stair ways and corridors
  - 01.03 Kitchen
  - 01.04 Children's bathrooms/changing areas
  - ~~01.05 Milk kitchen – Not applicable~~
  - 01.06 Short trips, outings and excursions
  - 01.07 Outdoors
  - 01.08 Staff cloakrooms
  - 01.09 Maintenance and repairs
  - 01.10 Laundry area
  - 01.11 Staff personal safety
  - 01.12 Threats and abuse towards staff and volunteers
  - 01.13 Entrances and approach to the building
  - 01.14 Control of Substances Hazardous to Health (COSHH)
  - 01.15 Manual handling
  - 01.16 Festival (and other) decorations
  - 01.17 Jewellery and hair accessories
  - 01.18 Animals and pets
  - 01.19 Face painting and mehndi
  - 01.20 Notifiable incident, non-child protection



## **Policies and Procedures**

- 01.21 Emergency evacuation and lock-down
  - 01.21a Lockdown procedure
  - ~~01.22 Closed circuit television (CCTV) Not applicable~~
- 02 Fire safety policy
  - 02.01 Fire safety
    - 02.01a Fire safety risk assessment form
- 03 Food safety and nutrition policy
  - 03.01 Food preparation, storage and purchase
  - 03.02 Food for play and cooking activities
  - 03.03 Milk and baby food preparation and storage
  - 03.04 Menu planning and nutrition
  - 03.05 Meeting dietary requirements
  - 03.06 Breast feeding
- 04 Health policy
  - 04.01 Accidents and emergency treatment
  - 04.02 Administration of medicine
    - 04.02a Health care plan form
  - 04.03 Life-saving medication and invasive treatments
  - 04.04 Allergies and food intolerance
  - 04.05 Poorly children
    - 04.05a Infection control
    - 04.05b Managing a respiratory infection
  - 04.06 Oral health
  - 04.07 Menopause
  - 04.08 Well-being Children
  - 04.09 Well-being Staff
- 05 Promoting inclusion, equality and valuing diversity policy
  - 05.01 Promoting inclusion, equality and valuing diversity



## **Policies and Procedures**

- 06 Safeguarding children, young people and vulnerable adults policy
  - 06.01 Responding to safeguarding or child protection concerns
    - 6.01a Child welfare and protection summary
    - 6.01b Cause for concern form
    - 6.01c Confidential safeguarding incident report form/Chronology
    - 6.01d Bruising protocol leaflet
  - 06.02 Low level concerns and allegations against staff, volunteers or agency staff
    - 6.02a Low Level concerns form
  - 06.03 Visitor or intruder on the premises
  - 06.04 Uncollected child
  - 06.05 Missing child
  - 06.06 Incapacitated parent
  - 06.07 Death of a child on-site
  - 06.08 Looked after children
    - 6.08a Care plan for looked after children form
  - 06.09 E-safety/ Online safety
    - 06.09a Useful guidance sources for online safety
  - 6.10 Key person supervision
    - 6.10a Supervision form
  - 6.11 Behaviour code for adults working with children.
- 07 Record keeping policy
  - 07.01 Children's records and data protection
    - 07.01a Privacy notice
  - 07.02 Confidentiality, recording and sharing information
  - 07.03 Client access to records
  - 07.04 Transfer of records
  - 07.05 Early learning journey
- 08 Staff, volunteers and student policy



## **Policies and Procedures**

- 08.01 Staff deployment
- 08.02 Deployment of volunteers and parent helpers
- 08.03 Student placement
- 08.04 Safer recruitment policy
- 08.05 Staff training and development
- 08.06 Induction of employees
- 09 Childcare practice policy
  - 09.01 Waiting list and admissions
    - 09.01a About our childcare – Preschool prospectus and Nursery prospectus
    - 09.01b Waiting list information
    - 09.01c Childcare and early education registration form
    - 09.01d Childcare and early education terms and conditions
  - 09.02 Absence
  - 09.03 Prime times – The role of the key person
  - 09.04 Prime times – Settling in and transitions
  - 09.05 Establishing children’s starting points
  - 09.06 Prime times – Arrivals and departures
  - 09.07 Prime times – Baby and toddler mealtimes
  - 09.08 Prime times – Snack-times and mealtimes (older children)
  - 09.09 Prime times – Intimate care and nappy changing
  - 09.10 Prime times – Sleep and rest time
  - 09.11 Managing separation anxiety in children under 2 years old
  - 09.12 Promoting positive behaviour
  - 09.13 Identification, assessment and support for children with SEND
    - 09.13a SEN Support: Initial record of concern form
    - 09.13b SEN Support: Action plan
  - 09.14 Prime times – Transition to school
  - 09.15 Progress check at age two



**Policies and Procedures**

09.15a Progress check at age two form

- 10 Working in partnership with parents and other agencies policy
  - 10.01 Working in partnership with parents and other agencies
  - 10.02 Complaints procedure for parents and service users
- 11 Payment of fees policy
- 12 No smoking policy