

## POLICIES AND PROCEDURES

The work of the Pre-school is underpinned by a set of policies and procedures which are regularly reviewed. The following policies are available for you to read at any time. Key policies are available on the website. If you would like to request a hard copy of any of the policies please contact the Manager or Administrator on 01993 882945.

<b>1</b>	<b>CHILD PROTECTION</b>
1.1	Children's rights & entitlements
1.2	Safeguarding children & child protection
1.3	Looked after children
1.4	Uncollected child policy
1.5	Missing child procedure
1.6	Online safety including mobile phones and cameras
1.7	Prevent
1.8	Physical handling and intervention
1.9	Anti-bullying
<b>2</b>	<b>SUITABLE PEOPLE</b>
2.1	Staffing & employment
2.2	Student placement
<b>3</b>	<b>STAFF: QUALIFICATIONS, TRAINING, SUPPORT &amp; SKILLS</b>
3.1	Induction of employees & volunteers
3.2	Disciplinary & grievance
3.3	Code of conduct
3.4	Emergency leave
3.5	Staff sickness & absence
3.6	Emergency cover
3.7	Redundancy
3.8	Supervision
<b>4</b>	<b>KEY PERSON</b>
4.1	The role of the key person & settling in
<b>5</b>	<b>STAFF:CHILD RATIOS</b>
5.1	Staffing ratios
<b>6</b>	<b>HEALTH</b>
6.1	Administering medicines
6.2	Managing children with allergies, or who are sick or infectious
6.3	Recording & reporting of accidents & incidents
6.4	Nappy changing
6.5	Food & drink
6.6	Personal & intimate care

<b>7</b>	<b>MANAGING BEHAVIOUR</b>
7.1	Promoting positive behaviour
<b>8</b>	<b>SAFETY &amp; SUITABILITY OF PREMISES, ENVIRONMENT &amp; EQUIPMENT</b>
8.1	Health & safety general standards
8.2	Maintaining children's safety & security on premises
8.3	Supervision of children on outings & visits
8.4	Action in case of fire (including fire evacuation procedure)
8.5	No smoking
8.6	Sun safe policy
8.7	Equipment & resources
8.8	Risk Assessment
<b>9</b>	<b>EQUAL OPPORTUNITIES</b>
9.1	Valuing diversity & promoting equality
9.2	Supporting children with special educational needs
9.3	British Values
<b>10</b>	<b>INFORMATION, RECORDS &amp; FINANCIAL</b>
10.1	Admissions
10.2	Parental involvement
10.3	Children's records
10.4	Provider's records
10.5	Transfer of records to school
10.6	Retention of records
10.7	Confidentiality & client access to records
10.8	Information sharing
10.9	Working in partnership with other agencies
10.10	Making a complaint
10.11	Whistle blowing policy & guidance
10.12	Escalation
10.13	Unpaid bill procedure
10.14	Reserves policy
10.15	Non-attendance