



Schedule of our Policies and Procedures

For copies or further information please contact us

Unless otherwise stated, each policy or procedure was devised in July 2021 and reviewed in August 2022.

- 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
 - 01.1a Generic risk assessment form
 - 01.1b Access audit form
 - 01.1c 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
 - 01.06 Short trips, outings and excursions **August 2022**
 - 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 **August 2022**
- 01.19 Face painting and mehndi
- 01.20 Notifiable incident, non-child protection
- 01.21 Terrorist threat/attack and lock-down
- 01.22 Closed circuit television (CCTV)
- 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 February 2022
 - 04.05a Managing a suspected case of coronavirus September 2022
 - 04.05b Infection control September 2022
- 04.06 Oral health
- 04.07 Baby and child massage
- 05 Promoting inclusion, equality and valuing diversity policy
 - 05.01 Promoting inclusion, equality and valuing diversity
- 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 Safeguarding incident reporting form
 - 6.01c Confidential safeguarding incident report form
 - 06.02 Low level concerns and allegations of serious harm or abuse against staff, volunteers or agency staff August 2022
 - 06.02a Low level concerns form August 2022
 - 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
 - 6.10 Key person supervision

- 07 Record keeping policy
 - 07.01 Children's records and data protection **August 2022**
 - 07.01a Privacy notice
 - 07.02 Confidentiality, recording and sharing information
 - 07.03 Client access to records
 - 07.04 Transfer of records
- 08 Staff, volunteers and students policy
 - 08.01 Staff deployment
 - 08.02 Deployment of volunteers and parent helpers
 - 08.03 Student placement
- 09 **Early years** practice policy
 - 09.01 Waiting list and admissions
 - 09.01a About our childcare **and early education**
 - 09.01b Application to join
 - 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) **August 2022**
 - 09.09 Prime times – Intimate care and nappy changing February 2022
 - 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
 - 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 **August 2022**
 - 10.02 Complaints procedure for parents and service users