



Policies and Procedures

1. Health & Safety Policy

- 1.1 Risk Assessment
- 1.2 Group Rooms & Other Areas
- 1.3 Kitchen
- 1.4 Children's Bathrooms/Changing Areas
- 1.5 Short Trips, Outings & Excursions
- 1.6 Outdoors
- 1.7 Staff Personal Safety (including threats & abuse towards staff)
- 1.8 Control of Substances Hazardous to Health (COSHH)
- 1.9 Manual Handling
- 1.10 Animals and Pets
- 1.11 Notifiable Incident (non-child protection)
- 1.11a Emergency Evacuation Procedure
- 1.12 Terrorist Threat/Attack & Lockdown

2. Fire Safety Policy

3. Food Safety & Nutrition Policy

- 3.1 Food Preparation, Storage & Purchase
- 3.2 Food for Play & Cooking Activities
- 3.3 Meeting Dietary Requirements

4. Health Policy

- 4.1 Accidents and Emergency Treatment
- 4.2 Administration of Medicine
- 4.3 Life Saving Medication and Invasive Treatments
- 4.4 Allergies & Food Intolerance
- 4.5 Poorly Children
- 4.6 Oral Health

5. Promoting Inclusion Policy

- 5.1 Promoting Inclusion, Equality and Valuing Diversity

6. Safeguarding Policy

- 6.1 Responding to Safeguarding or Child Protection Concerns
- 6.2 Allegations Against Staff, Volunteers or Agency Staff
- 6.3 Visitor or Intruder on the Premises
- 6.4 Uncollected Child
- 6.5 Missing Child
- 6.6 Incapacitated Parent
- 6.7 Death of a Child On-Site
- 6.8 Looked After Children
- 6.9 E-Safety
- 6.10 Key Person Supervision

Care Plan for Looked After Child

Safeguarding Incident Form

7. Record Keeping Policy

- 7.1 Children's Records and Data Protection
- 7.2 Confidentiality, Recording & Sharing Information
- 7.3 Client Access to Records
- 7.4 Transfer of Records

8. Staffing Policy

9. Childcare Practice Policy

- 9.1 Admissions
- 9.2 Attendance
- 9.3 The Role of the Key Person
- 9.4 Settling-In and Transitions
- 9.5 Arrivals & Departures
- 9.6 Snack Times & Mealtimes
- 9.7 Intimate Care & Nappy Changing
- 9.8 Sleep & Rest Time
- 9.9 Identification, Assessment & Support for Children with SEND
- 9.10 Promoting Positive Behaviour
- 9.11 Transition to School

10. Working in Partnership Policy

- 10.1 Complaints