Policies and Procedures

1. Health & Safety Policy
1.1 Risk Assessment
1.2 General Safety
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 Notifiable Incident (non-child protection)
1.10a Emergency Evacuation Procedure
1.11 Terrorist Threat/Attack & Lockdown
1.12 Animals in the Setting

2. Fire Safety Policy
2.0a Emergency Evacuation Procedure

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
4.7 Heatwave Plan

Temperatures Chart

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 Online Safety
6.10 Key Person Supervision

Care Plan for Looked After Child
Safeguarding Incident Form
ICT User Agreement
Record of Concern Log

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

File Transfer Record
Privacy Notice for Employees

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
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 Therapeutic Approach to Behaviour
9.11 Transitions

10. Working in Partnership Policy
10.1 Complaints