Policies and Procedures

1. Health & Safety Policy **(including COSHH)**
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 Animals and Pets
1.9 Notifiable Incident (non-child protection)
1.9a Emergency Evacuation Procedure
1.10 Terrorist Threat/Attack & Lockdown
1.11 Emergency closures

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 Extreme Weather

Temperatures Chart

5. Inclusion, Equality and 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/Screen use
6.10 Key Person Supervision
6.11 Professional Love

Care Plan for Looked After Child
Safeguarding Incident Form
File Transfer Record
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
9.12 Risky Play

10. Working in Partnership Policy
10.1 Complaints