

Abacus Kindergarten Policies and Procedures

Contents

- Introduction
- Policy and procedures implementation and review policy
- 0.0 Implementation and review procedure
- 01 Health and safety policy
 - 01.1 Risk assessment
 - 01.1a Generic risk assessment form
 - 01.1b Access audit form
 - 01.1c Prioritised place risk assessment form
 - 01.2 Group rooms, stair ways and corridors
 - 01.3 Kitchen
 - 01.4 Children's bathrooms/changing areas
 - 01.6 Short trips, outings and excursions
 - 01.7 Outdoors
 - 01.8 Staff cloakrooms
 - 01.9 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
 - 01.18 Animals and pets
 - 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

- 02.1 Fire safety
 - 02.1a Fire safety risk assessment form
- 03 Food safety and nutrition policy
 - 03.1 Food preparation, storage and purchase
 - 03.2 Food for play and cooking activities
 - 03.5 Meeting dietary requirements
- 04 Health policy
 - 04.1 Accidents and emergency treatment
 - 04.2 Administration of medicine
 - 04.2a Health care plan form
 - 04.3 Life-saving medication and invasive treatments
 - 04.4 Allergies and food intolerance
 - 04.5 Poorly children
 - 04.6 Oral health
- 05 Promoting inclusion, equality and valuing diversity policy
 - 05.1 Promoting inclusion, equality and valuing diversity
- 06 Safeguarding children, young people and vulnerable adults policy
 - 06.1 Responding to safeguarding or child protection concerns
 - 6.1a Child welfare and protection summary
 - 6.1b Safeguarding incident reporting form
 - 6.1c Confidential safeguarding incident report form
 - 06.2 Allegations against staff, volunteers or agency staff
 - 06.3 Visitor or intruder on the premises
 - 06.4 Uncollected child
 - 06.5 Missing child
 - 06.6 Incapacitated parent
 - 06.7 Death of a child on-site
 - 06.8 Looked after children
 - 6.8a Care plan for looked after children form

- 06.9 E-safety
- 6.10 Key person supervision
- 07 Record keeping policy
 - 07.1 Children's records and data protection
 - 07.1a Privacy notice
 - 07.2 Confidentiality, recording and sharing information
 - 07.3 Client access to records
 - 07.4 Transfer of records
- 08 Staff, volunteers and students policy
 - 08.1 Staff deployment
 - 08.2 Deployment of volunteers and parent helpers
 - 08.3 Student placement
- 09 Childcare practice policy
 - 09.1 Waiting list and admissions
 - 09.1a About our childcare
 - 09.1b Application to join
 - 09.1c Childcare registration form
 - 09.1d Childcare terms and conditions
 - 09.2 Absence
 - 09.3 Prime times – The role of the key person
 - 09.4 Prime times – Settling in and transitions
 - 09.5 Establishing children's starting points
 - 09.6 Prime times – Arrivals and departures
 - 09.8 Prime times – Snack-times and mealtimes (older children)
 - 09.9 Prime times – Intimate care and nappy changing
 - 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

10.1 Working in partnership with parents and other agencies

10.2 Complaints procedure for parents and service users