



Policies & Procedures

Below listed are our general policies – full copies are provided in the setting entrance

CONTENTS

- 1.0 Child Protection
 - Children's rights and entitlements
 - Safeguarding children, young people and vulnerable adults
 - Looked after children
 - Uncollected child
 - Missing child
 - Use of mobile phones and cameras
- 2.0 Suitable people
 - Employment
 - Student placements
- 3.0 Staff Qualifications, Training, Support and Skills
 - Induction of staff, volunteers and managers
 - First aid
- 4.0 Key Person
 - The role of the key person and settling-in
- 5.0 Staff:Child Ratios
 - Staffing
- 6.0 Health
 - Administering medicines
 - Managing children who are sick, infectious, or with allergies
 - Recording and reporting of accidents and incidents
 - Nappy changing
 - Food and drink
 - Food hygiene
- 7.0 Managing Behaviour
 - Achieving positive behaviour
- 8.0 Safety and suitability of premises, environment and equipment
 - Health and safety general standards
 - Maintaining children's safety and security on premises
 - Supervision of children on outings and visits
 - Risk assessment
 - Fire safety and emergency evacuation
 - Animals in the setting
 - No-smoking
- 9.0 Equal Opportunities
 - Valuing diversity and promoting equality
 - Supporting children with special educational needs
- 10.0 Information and records
 - Admissions
 - Parental involvement
 - Children's records
 - Providers records
 - Transfer of records to school
 - Confidentiality and client access to records
 - Information sharing
 - Working in partnership with other agencies
 - Making a complaint