

# Nursery Policies Contents

## SECTION:

## DATE OF LAST REVIEW

- 1 SAFEGUARDING CHILDREN**
  - Children's rights and entitlements
  - Confidentiality and client access to records
  - Information sharing
  - Looked after children
  - Maintaining children's safety and security on premises
  - Making a complaint
  - Missing child
  - On-line safety – inc. use of mobile phones
  - Safeguarding children and child protection (including managing allegations of abuse against a member of staff)
  - Supervision of children on outings and visits
  - Uncollected child
  - Whistle-blowing policy
  
- 2 EQUALITY OF OPPORTUNITY**
  - British values
  - Promoting positive behaviour
  - Supporting children with special education needs.
  - Valuing diversity and promoting equality
  
- 3 PROMOTING HEALTH AND HYGIENE**
  - Administering medicines
  - First Aid
  - Food and Drink
  - Intimate care and nappy changing
  - Managing children with allergies or who are sick or infectious.
  - Sleep and rest policy
  
- 4 SUITABLE PEOPLE**
  - EMPLOYMENT**
    - Induction of staff, volunteers and managers
    - Safer Recruitment
    - Staffing ratios
    - Student placements

## **5 SUITABLE PREMISES, ENVIRONMENT AND EQUIPMENT**

### **HEALTH AND SAFETY**

- Fire safety and emergency evacuation
- Food hygiene
- General standards
- Recording and reporting of accidents and incidents
- Risk assessment

## **6 ORGANISATION**

### **ADMINISTRATION**

- Admissions
- Payment of fees
- Registration form

### **CHILDCARE PRACTICE**

- Early years prospectus
- The role of the key person in the setting and settling in

### **PARTNERSHIP**

- Parental involvement
- Working in partnership with other agencies

## **7 DOCUMENTATION**

### **RECORD KEEPING**

- Children's records
- Early learning journey
- Provider records
- Transfer of records to school