

# Pre-School Policies Contents

## SECTION:

		DATE OF LAST REVIEW
1	<b>SAFEGUARDING CHILDREN</b>	
	• Children's rights and entitlements	JULY 17
	• Confidentiality and client access to records	JULY 17
	• Information sharing	JULY 17
	• Looked after children	JULY 17
	• Maintaining children's safety and security on premises	JULY 17
	• Making a complaint	JULY 17
	• Missing child	JULY 17
	• On-line safety – inc. use of mobile phones	JULY 17
	• Safeguarding children and child protection (including managing allegations of abuse against a member of staff)	JULY 17
	• Supervision of children on outings and visits	JULY 17
	• Uncollected child	JULY 17
	• Whistle-blowing policy	JULY 17
2	<b>EQUALITY OF OPPORTUNITY</b>	
	• British values	JULY 17
	• Promoting positive behaviour	JULY 17
	• Supporting children with special education needs.	JULY 17
	• Valuing diversity and promoting equality	JULY 17
3	<b>PROMOTING HEALTH AND HYGIENE</b>	
	• Administering medicines	JULY 17
	• First Aid	JULY 17
	• Food and Drink	JULY 17
	• Intimate care and nappy changing	JULY 17
	• Managing children with allergies or who are sick or infectious.	JULY 17
	• Sleep and rest policy	JULY 17
	• No Smoking	JULY 17
4	<b>SUITABLE PEOPLE</b>	
	<b>EMPLOYMENT</b>	
	• Induction of staff, volunteers and managers	JULY 17
	• Safer Recruitment	JULY 17
	• Staffing ratios	JULY 17
	• Student placements	JULY 17

<b>5</b>	<b>SUITABLE PREMISES, ENVIRONMENT AND EQUIPMENT</b>	
	<b>HEALTH AND SAFETY</b>	
	• Fire safety and emergency evacuation	<b>JULY 17</b>
	• Food hygiene	<b>JULY 17</b>
	• General standards	<b>JULY 17</b>
	• Recording and reporting of accidents and incidents	<b>JULY 17</b>
	• Risk assessment	<b>JULY 17</b>
<b>6</b>	<b>ORGANISATION</b>	
	<b>ADMINISTRATION</b>	
	• Admissions	<b>JULY 17</b>
	• Payment of fees	<b>JULY 17</b>
	• Registration form	<b>JULY 17</b>
	<b>CHILDCARE PRACTICE</b>	
	• Early years prospectus	<b>JULY 17</b>
	• The role of the key person in the setting and settling in	<b>JULY 17</b>
	<b>PARTNERSHIP</b>	
	• Parental involvement	<b>JULY 17</b>
	• Working in partnership with other agencies	<b>JULY 17</b>
<b>7</b>	<b>DOCUMENTATION</b>	
	<b>RECORD KEEPING</b>	
	• Children's records	<b>JULY 17</b>
	• Early learning journey	<b>JULY 17</b>
	• Provider records	<b>JULY 17</b>
	• Transfer of records to school	<b>JULY 17</b>