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|  | SECTION 1 –CHILD PROTECTION |
|  |  |
| 1.1 | Children’s rights and entitlements |
| 1.2 | Safeguarding Children, Young People and Vulnerable Adults |
| 1.2 a | Low levels concerns form |
| 1.3 | Looked After Children **Pathways Through Care – formerly Children Looked After** |
| 1.4 | * Uncollected children
 |
| 1.5 | Missing Child |
| 1.6 | Online safety |
| 1.7 | Non-attendance policy |
|  | **1.8a Safeguarding incident reporting form** |
|  | **1.8b Child welfare and protection summary** |
|  | **1.8c Confidential safeguarding incident report form** |
|  | SECTION 2 –SUITABLE PEOPLE |
| 2.1 | Employment |
| 2.2 | Student placement |
| 2.3 | Working from home |
| 2.4 | Supervision policy |
| 2.5 | Using personal devices for work policy |
| 2.6 | Employee Disclosure and Barring Declaration and Consent Form |
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|  | SECTION 3 - STAFF QULIFIICATIONS, TRAINING, SUPPORT & SKILLS |
| 3.1 | Induction of Employees and Volunteers |
| 3.2 | First aid |
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|  | SECTION 4 - KEY PERSON |
| 4.1 | The Role of the Key Person (& Settling In) |
|  | Settling-In  |
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|  | SECTION 5- STAFF:CHILD RATIOS |
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 |
| 5.2 | Request time off policy |
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|  | SECTION 6 - HEALTH |
| 6.1 | * Administering Medicines
 |
| 6.2 | Managing Children who are Sick, Infectious or with AllergiesIncluding Coronovirus & Contingency planning |
| 6.3 | Recording and Reporting of Accidents and Incidents Including Death of a child |
| 6.4 | Nappy Changing |
| 6.5 | Food and Drink |
| 6.6 | Food Hygiene |
| 6.7 | Basic Kitchen Opening and Closing Checks -template |
| 6.8 | Individual Health Plan - template |
| 6.9 | Physical Activity  |
| 6.10 | Covid 19 review |
| 6.11 | Oral Health |
|  | SECTION 7 –MANAGING BEHAVIOUR |
| 7.1 | Promoting Positive Behaviour |
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|  | SECTION 8 – SAFETY AND SUITABILITY OF PREMISES, ENVIRONMENT AND EQUIPMENT |
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 |
| 8.2 | Maintaining Children’s Safety and Security on Premises |
| 8.3 | Supervision of Children on Outings and Visits |
| 8.4 | * Risk assessment
 |
| 8.5 | Fire Safety and Emergency Evacuation (incl. Lockdown) |
| 8.6 | Animals in the Setting |
| 8.7 | No Smoking |
| 8.8 | Health & Safety Risk Assessment – template see risk assessment folder |
| 8.9 | Fire Safety Risk Assessment – template see risk assessment folder |
| 8.10 | Staff Personal Safety including Home Visits |
| 8.11 | Covid -19 |
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|  | SECTION 9 – EQUAL OPPORTUNITIES |
| 9.1 | Valuing Diversity and Promoting Inclusion and Equality |
| 9.2 | Supporting children with special educational needs and disabilities |
| 9.3 | Social Wellbeing - Audit |
| 9.4 | Access - Audit |
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|  | SECTION 10 –INFORMATION AND RECORDS |
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 |
| 10.1a | * Privacy Notice –Staff, volunteers & students
 |
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| 10.5 | Parental Involvement |
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| 10.8 | Transfer of records to school |
| 10.9 | Confidentiality and Client Access to Records |
| 10.10 | Information Sharing |
| 10.11 | Working in Partnership with Other Agencies |
| 10.12 | Making a Complaint |
| 10.13 | Childcare Terms and Conditions (To adapt) |
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| 10.15 | Schedule of Fees & Fees policy  |
| 10.16With 1-6policy | Social networking (combined with policy 1.6) |
| 10.17 | Whistle Blowing |
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|  | SECTION 11 –TRUSTEES INFORMATION AND RECORDS |
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| 11.2 | * Reserves
 |
| 11.3 | Trustees expenses  |