**Contents**

0 Introduction

0 Policy and procedures implementation and review policy

0.0 Implementation and review procedure

01 Health and safety policy

01.01 Risk assessment

01.1a Generic risk assessment form

01.1b Access audit form

01.03 Kitchen

01.04 Children’s bathrooms/changing areas.

01.06 Short trips, outings and excursions

01.07 Outdoors

01.08 Staff cloakrooms

01.09 Maintenance and repairs

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

01.17 Jewellery and hair accessories

01.18 Animals and pets

01.19 Face painting and mehndi

01.20 Notifiable incident, non-child protection

01.21 Emergency evacuation and lock-down

02 Fire safety policy

02.01 Fire safety

02.01a Fire safety risk assessment form

03 Food safety and nutrition policy

03.01 Food preparation, storage and purchase

03.02 Food for play and cooking activities

03.04 Menu planning and nutrition

03.05 Meeting dietary requirements

04 Health policy

04.01 Accidents and emergency treatment

04.02 Administration of medicine

04.02a Health care plan form

04.03 Life-saving medication and invasive treatments

04.04 Allergies and food intolerance

04.05 Poorly children

04.04 Infection control

04.06 Oral health

05 Promoting inclusion, equality and valuing diversity policy.

05.01 Promoting inclusion, equality and valuing diversity.

06 Safeguarding and child protection policy

06.0A safeguarding and child protection policy Appendix A safeguarding concerns

06.0b safeguarding children, young people and vulnerable adults

06.01 Responding to safeguarding or child protection concerns.

6.01a Child welfare and protection summary

6.01b Safeguarding incident reporting form

6.01c Confidential safeguarding incident report form

06.02 Concerns and allegations of serious harm or abuse against staff, volunteers, or agency staff

06.03 Visitor or intruder on the premises

06.04 Uncollected child

06.05 Missing child

06.06 Incapacitated parent

06.07 Death of a child on-site

06.08 Looked after children.

6.08a Care plan for looked after children form

06.09 E-safety

6.10 Key person supervision

06.11 0nline Safety Policy

06.12 Whistle Blowing Policy

06.13 Safeguarding guidance for intermate care

06.14 Guidance for settings on the use of images

06.15 Use of mobile phones, cameras and technological devices

07 Record keeping policy.

07.01 Children’s records and data protection

07.01a Privacy notice

07.02 Confidentiality, recording and sharing information.

07.03 Client access to records

07.04 Transfer of records

08 Staff, volunteers, assistants and students’ policy

08.01 Recruitment checks

08.02 Staff deployment

08.03 Deployment of volunteers and parent helpers

08.04 Student placement

09 Early years practice policy

09.01 Waiting list and admissions.

09.01a About our early education and childcare

09.01b Application to join

09.01c Early education and childcare registration form

09.01d Early education and childcare terms and conditions

09.02 Absence

09.03 Prime times – The role of the key person

09.04 Prime times – Settling in and transitions.

09.05 Establishing children’s starting points.

09.06 Prime times – Arrivals and departures

09.08 Prime times – Snack-times and mealtimes (older children)

09.09 Prime times – Intimate care and nappy changing

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

10.01 Working in partnership with parents and other agencies.

10.02 Complaints procedure for parents and service users