

Tickton Pre-school and Play Pals Policies and Procedures

List/Record:

<u>Policy name:</u>	<u>Policy Number:</u>	<u>Notes.</u>	<u>Date policy was adopted.</u>	<u>Planned review date</u>
STATUTORY FRAMEWORK FOR THE EYFS 2017		Continual reflection/referral. - Legal Statutory Framework.	1/04/2017	-
Working in Partnership with Parents and Carers Policy.	1		1/09/17	1/9/18
Key Person Policy Two year progress check.	2		1/09/17	1/9/18
Involving and consulting children Policy.	3		1/09/17	1/9/18
Settling-in Policy.	4		1/09/17	1/9/18
Supporting Children with special educational needs and disabilities (SEND) Policy.	5	SEND code of practice.	1/09/17	1/9/18
Equality, Diversity and Inclusion Policy. (Equal opportunity and implementing equality). (Promoting fundamental British values).	6	Equality Act. British values. Fundamental British Values.	1/09/17	1/9/18
Children and Families with English as an Additional Language (EAL) Policy.	7		1/09/17	1/9/18
Working in Partnership with other Agencies Policy.	8		1/09/17	1/9/18
Confidentiality Policy. Children's records, (Information sharing and client access to records) (Record keeping and information sharing).	9		1/09/17	1/9/18
Staff Attendance Management Policy	10		1/09/17	1/9/18
Home Visits Policy.	11		1/09/17	1/9/18

Complaints Policy.	12		1/09/17	1/9/18
Safeguarding and Child Protection Policy and Procedures – (Including managing allegations of abuse against a member of staff.) Prevent Duty. FGM	13	Prevent Duty. FGM. Working together to safeguard children.	1/09/17	1/9/18
Whistleblowing Policy. (Concerns and Complaints).	14		1/09/17	1/9/18
DBS Policy.	15		1/09/17	1/9/18
Uncollected Child Policy.	16		1/09/17	1/9/18
Missing Child Policy.	17		1/09/17	1/9/18
Administering Medicines and Health Policy (including staff and volunteers taking medication and other substances).	18		1/09/17	1/9/18
Recording and Reporting Accidents/ Incidents Policy.	19		1/09/17	1/9/18
Pre-existing Injuries and Concerns Policy.	20		1/09/17	1/9/18
Managing Children with Sickness and/or Infection (including allergies) Policy.	21		1/09/17	1/9/18
‘Group Time Sweep’ Policy. (Safeguarding and welfare during daily sessions).	22		1/09/17	1/09/18
Mobile Phones and Personal Cameras Policy.	23			
Acceptable ICT use Policy. Internet - acceptable use. Social networking - acceptable use.	24	Digital images.	1/09/17	1/09/18
Snow and Weather Policy.	25		1/09/17	1/09/18

Acceptable email use Policy.	26		1/09/17	1/09/18
Looked After Children Policy.	27		1/09/17	1/09/18
Managing Behaviour Policy and Anti Bullying.	28	Including: Strategies for dealing with bullying. Managing behaviour with older children. Rough and tumble play. Managing hurtful behaviour. Managing young children's behaviour.	1/09/17	1/09/18
Health and Safety Policy. Maintaining Children's Safety and Security on our Premises Policy.	29	- Insurance - Premises - Equipment and Resources. - Fire Safety and Drills - First Aid - Awareness - Safety of adults - Windows and Doors - Storage - Outdoor area - Hygiene.	1/09/17	1/09/18
Risk Assessment Policy.	30		1/09/17	1/09/18
First Aid Policy.	31		1/09/17	1/09/18
Food Hygiene Policy (Food and Drink).	32		1/09/17	1/09/18
Healthy Foods and Drinks Policy and Healthy Packed Lunches Policy.	33	Eat Better, Start Better.	1/09/17	1/09/18
Staff employment, staffing and safe recruitment Policy.	34	Disciplinary. Safe recruitment.	1/09/17	11/09/18
Staff Inductions, Staff Appraisals and Effective Staff Supervision Policy.	35		1/09/17	1/09/18
Student Placement Policy.	36		1/09/17	1/09/18

Changing Children, Nappy Changing and Toilet Training Policy.	37		1/09/17	1/09/18
Sleeping Child Policy	38		1/09/17	1/09/18
Asthma Policy.	39		1/09/17	1/09/18
No Smoking Policy	40		1/09/17	1/09/18
Transitions Policy	41		1/09/17	1/09/18
Outings and Visits Policy	42	(Supervision of children on outing and visits).	1/09/17	1/09/18
Gifted and Talented Learners Policy	43		1/09/17	1/09/18
Comfort Objects (Dummies & Bottles) Policy.	44	Comfort objects.	1/09/17	1/09/18
Deliveries Policy.	45		1/09/17	1/09/18
Staff Handling Money' Policy.	46		1/09/17	1/09/18
Arrivals, departures and Daily Registration Policy.	47		1/09/17	1/09/18
Admissions Policy – conformation of start dates and sessions Policy. Parent Packs.	48		1/09/17	1/09/18
Signing into and signing out of the setting Policy – Children, families, visitors, staff and volunteers.	49		1/09/17	1/09/18
Sun Safe Policy	50		1/9/17	1/9/18
Food Allergies and Intolerances Policy (in line with food Allergen laws December 2014).	51		1/9/17	1/9/18
Staff code of conduct and behaviour Policy	52		1/9/17	1/9/18