



Longleaze Pre-school
and
Nursery

Policies and Procedures

Contents

Safeguarding and Child Protection

- Children's rights and entitlements
- Child protection and safeguarding
- Whistle blowing
- Alcohol
- Attendance
- Child sexual exploitation
- Early help
- Female genital mutilation
- Online Safety (incl. Acceptable use of mobile phones and smart technology) policy
- Looked after children
- Missing child
- Private fostering
- Uncollected child

Education

- Early years foundation stage
- Peer on peer abuse
- Behaviour management
- Outdoor play
- Selecting toys and equipment

Equality

- Valuing diversity and promoting inclusion and equality
- British values
- Special education needs and disabilities

General

- Admissions
- How to make a complaint
- Open door
- Parental involvement
- Parent/visitor behaviour
- Payment and collection of fees
- Settling into the setting
- Sleeping
- Snack time

Health and Safety

- Health and safety – overview
- Adverse Weather Procedures
- Risk assessment Policy
- Animals in the setting
- Fire safety and emergency evacuation
- First aid
- Giving medicine(s) to children in our care
- Managing children who are ill, infectious or have allergies
- Nappy changing and toilet training
- No smoking
- Supervision of children on outings and visits
- Reporting accidents and incidents
- Security and visitors
- Staff personal safety
- Sun cream

(see also Appendix 1; Risk Assessment)

Record keeping

- Confidentiality and client access to records
- Chronology procedure
- Children's records
- Transfer of records to school
- The settings records
- Information sharing

Staffing

- Staff behaviour
- Capability procedure
- Disciplinary procedure
- Grievance procedure
- Staffing
- Emergency staff absence
- Expenses
- Keyworkers
- Induction of staff and volunteers
- Recruitment and on-going vetting checks
- Staff reference
- Staff re-employment
- Staff taking medication/other substances
- Staff qualifications and training
- Student placements

(see also Appendix 2; Staff Code of Conduct)

Appendices

Appendix 1: Risk Assessment

Appendix 2: Code of Conduct

Appendix 3: Covid Risk Assessment January 2022