

Policies and Procedures Contents

1. Child Protection and Safeguarding	
2. The Role of the Key Person and settling in	2.1 The role of the Key Person and Settling In 2.2 Progress Checks at Aged Two
3. Staff:Child Ratios and Students	3.1 Staffing 3.2 Student Placements
4. Health	4.1 Administering Medicines 4.2 Managing Children who are sick, infectious or with allergies 4.3 Accident and Emergency Treatment 4.4 Intimate Care 4.5 Food and Drink 4.6 Food Hygiene
5. Managing Behaviour	5.1 Promoting Positive Behaviour
6. Safety and Suitability of Premises, Environment and Equipment	6.1 Health and Safety General Standards 6.2 Maintaining Children's Safety and Security on Premises 6.3 Supervision of Children on Outings and Visits 6.4 Risk Assessment 6.5 Fire Safety and Emergency Evacuation

	6.6 Animals in the Setting 6.7 Lockdown Procedure 6.8 Staff Personal Safety including Home Visits
7. Equal Opportunities	7.1 Valuing Diversity and Promoting Equality 7.2 Supporting Children with Special Educational Needs 7.3 British Values
8. Information and Records	8.1 Privacy Notice 8.2 Admissions 8.3 Working in Partnership with Parents and Other Agencies 8.4 Childrens Records 8.5 Record Keeping 8.6 Transfer of Record to School 8.7 Confidentiality and Client Access to Records 8.8 Making a Complaint