# POLICIES AND PROCEDURES:

**Worlingham Pre-school Constitution**

**Index in alphabetical order: *Review Dates:***

**1. Admissions, Fees/Charges and Settling-in Policy All Nov’20**

**1a. Animals in setting updated Coronavirus June 2020**

**2. Arrivals and Departures of Children & Adults. Premises and**

**Security Policy**

**3. Attendance & Absence Policy**

**4. British Values – Prevent Duty**

**5. Children’s Records**

**6. Confidentiality and client’s access to records**

**7. Conflict of Interest**

**8. Disclosure & Barring Service (DBS) Handling Policy**

**9. Disciplinary and Grievance Procedure**

**10. Early Years Education Policy**

**11. Equipment and Resources Policy**

**12. Fire/Emergency Policy & Procedure**

**13. Food and Drink Policy** **updated Coronavirus June 2020**

**14. General Data Protection Regulation Policy (GDPR)**

**15. Health and Safety Policy – Safety, Hygiene, Closing the Pre-school in an**

**Emergency, First Aid and Medication, Accidents, Illness, Sick Child, Outside Play**

**16. Information Sharing Policy**

**17. Intimate Care, Incontinence & Toileting Policy**

**Continued: Index in alphabetical order: *Review Dates:***

**All Nov’20**

**18. Looked After Children**

**19. Making a Complaint**

**19a. Managing Children who are Sick, Infectious/Allergies updated Coronavirus June 2020**

**20. Missing Child Policy**

**21. No Smoking, Alcohol & Drugs Policy**

**22. Online Safety Policy e.g. website, mobile phones, cameras**

**23. Parental Involvement Policy**

**24. Privacy notices for clients and staff**

**25. Promoting Positive Behaviour updated Coronavirus June 2020**

**26. Provider Records Policy updated Coronavirus June 2020**

**27. Recording and Reporting of Accidents and Incidents**

**28. Recruitment of Ex-offenders Statement & Policy**

**28.a Retention periods for records**

**29. Risk Assessment Policy updated Coronavirus June 2020**

**30. Safeguarding Children, young people and vulnerable adults Policy updated**

**Coronavirus June 2020**

**31. Sickness, absence policy and procedure: Replaced see number 19a.**

**32. Staff Code of Conduct**

**33. Staff Safety including home visits**

**33a. Staffing updated Coronavirus June 2020**

**Continued: Index in alphabetical order: *Review Dates:***

**All Nov’20**

**34. Staffing and Employment Policy**

**35. Student and Volunteer Placement Policy updated Coronavirus June 2020**

**35a. Supervision of Children on Outing updated Coronavirus June 2020**

**36. Supporting Children with Special Educational Needs**

**& Disability (SEND) Policy**

**37. Transfer/Transition of Records Policy**

**37a. The Role of the Key Person updated Coronavirus June 2020**

**38. Uncollected Child Policy**

**39. Valuing Diversity and promoting inclusion and equality Policy**

**40. Visits and Outings Policy updated see 35a**

**41. Whistleblowing and Speaking Up Policy**

**42. Working in Partnership with other agencies Policy**