

POLICIES AND PROCEDURES:

Worlingham Pre-school Constitution

Index in alphabetical order:

Review Dates:

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

18. **Looked After Children**
19. **Making a Complaint**
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**
26. **Provider Records Policy**
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**
30. **Safeguarding Children, young people and vulnerable adults Policy**
31. **Sickness, absence policy and procedure**
32. **Staff Code of Conduct**
33. **Staff Safety including home visits**
34. **Staffing and Employment Policy**
35. **Student and Volunteer Placement Policy**
36. **Supporting Children with Special Educational Needs & Disability (SEND) Policy**

Continued:

Index in alphabetical order:

Review Dates:
All Nov'20

- 37. Transfer/Transition of Records Policy**
- 38. Uncollected Child Policy**
- 39. Valuing Diversity and promoting inclusion and equality Policy**
- 40. Visits and Outings Policy**
- 41. Whistleblowing and Speaking Up Policy**
- 42. Working in Partnership with other agencies Policy**