

## **POLICIES AND PROCEDURES:**

### **Worlingham Pre-school Constitution**

#### **Index in alphabetical order:**

#### **Review Dates:**

1. **Administering of medicines** **All Nov'21/Jan 2022**
2. **Admissions, Fees/Charges and Settling-in Policy**
3. **Animals in setting**
4. **Arrivals and Departures of Children & Adults. Premises and Security Policy**
5. **Attendance & Absence Policy**
6. **British Values – Prevent Duty**
7. **Children's Records**
8. **Confidentiality and client's access to records**
9. **Conflict of Interest**
10. **Disclosure & Barring Service (DBS) Handling Policy**
11. **Disciplinary and Grievance Procedure**
12. **Early Years Education Policy**
13. **Equipment and Resources Policy**
14. **Fire/Emergency Policy & Procedure**
15. **Food and Drink Policy**
16. **General Data Protection Regulation Policy (GDPR)**
17. **Health and Safety Policy – [Safety, Hygiene, Closing the Pre-school in an Emergency, First Aid and Medication, Accidents, Illness, Sick Child, Outside Play](#)**
18. **Information Sharing Policy**

- 19. Intimate Care, Incontinence & Toileting Policy**
- 20. Looked After Children**
- 21. Making a Complaint**
- 22. Managing Children who are Sick, Infectious/Allergies**
- 23. Missing Child Policy**
- 24. No Smoking, Alcohol & Drugs Policy**
- 25. Online Safety Policy e.g. website, mobile phones, cameras**
- 26. Parental Involvement Policy**
- 27. Privacy notices for clients and staff**
- 28. Promoting Positive Behaviour**
- 29. Provider Records Policy**
- 30. Recording and Reporting of Accidents and Incidents**
- 31. Recruitment of Ex-offenders Statement & Policy**
- 32. Retention periods for records (not a policy)**
- 33. Risk Assessment Policy**
- 34. Safeguarding Children, young people and vulnerable adults Policy**
- 35. Speaking up and Whistleblowing policy**
- 36. Staff Code of Conduct**
- 37. Staff Safety including home visits**
- 38. Staffing (group)**

- 39. Staffing and Employment Policy**
- 40. Student and Volunteer Placement Policy**
- 41. Supervision of Children on Outing**
- 42. Supporting Children with Special Educational Needs and Disability (SEND) Policy**
- 43. The Role of the Key Person**
- 44. Transfer/Transition of Records Policy**
- 45. Uncollected Child Policy**
- 46. Valuing Diversity and promoting inclusion and equality Policy**
- 47. Working in Partnership with other agencies Policy**