



## Christchurch Kindergarten Children's Nursery Limited

### **Introduction**

- 0 Introduction to policies

### **Health & Safety**

- 1 Health & safety policy
- 2 Risk Assessment
- 3 Group rooms, stairways and corridors
- 4 Kitchen
- 5 Childrens bathrooms/ changing areas
- 6 Milk kitchen
- 7 Short trips, poutings & excursions
- 8 Outdoors
- 9 Staff cloakrooms
- 10 Maintenance and repairs
- 11 Staff personal safety
- 12 Threats and abuse towards staff and volunteers
- 13 Entrances and approach to the building
- 14 Control of Substances Hazardous to Health (COSHH)
- 15 Manual handling
- 16 Festival (and other) decorations
- 17 Jewellery and hair accessories
- 18 Face painting and mehndi
- 19 Notifiable incident, non- child protection
- 20 Infection control
- 21 Managing a suspected case of Coronavirus and other viral infections
- 22 Terrorist threat attack and lock-down

### **Fire Safety**

- 23 Fire Safety policy
- 24 Fire Safety produce

### **Food Safety**

- 25 Food safety and nutrition policy
- 26 Food preparation, storage and purchase
- 27 Food for play and cooking activities
- 28 Milk and baby food preparation and storage
- 29 Breast feeding

- 30 Meeting dietary requirements
- 31 Menu planning and nutrition

### **Health Procedures**

- 32 Health policy
- 33 Accidents and emergency treatment
- 34 Administration of medicine
- 35 Life-saving medication and invasive treatments
- 36 Allergies and food intolerance
- 37 Poorly children
- 38 Oral health

### **Equality Procedures**

- 39 Promoting inclusion, equality and valuing diversity policy
- 40 Promoting inclusion, equality and valuing diversity

### **Safeguarding**

- 41 Safeguarding children, young people and vulnerable adults policy
- 42 Responding to safeguarding or child protection concerns
- 43 Allegations against staff, volunteers or agency staff
- 44 Visitor or intruder on the premises
- 45 Uncollected child
- 46 Missing child
- 47 Death of a child
- 48 Incapacitated parent
- 49 Looked after children
- 50 E-safety & 50a E-safety Smart Watch
- 51 Key person supervision

### **GDPR**

- 52 Record keeping policy GDPR
- 53 Children's records and GDPR
- 54 Privacy notice GDPR
- 55 Confidentiality, recording and sharing information (GDPR)
- 56 Client access to records GDPR
- 57 Transfer of records GDPR

### **Staff, volunteers and Students**

- 58 Staff, volunteers and students policy
- 59 Staff deployment
- 60 Lone working policy

- 61 Deployment of volunteers and parent helpers
- 62 Student placement

### **Early Years Policy**

- 63 Early Years practice policy
- 64 Waiting list and admissions
- 65 About our childcare
- 66 Absence
- 67 Prime times- The role of the key person
- 68 Prime times- settling in and transitions
- 69 Establishing children's starting points
- 70 Prime times- arrivals and departures
- 71 Prime times- baby and toddler mealtimes
- 72 Intimate care and nappy changing
- 73 Prime times- sleep and rest times
- 74 Managing separation anxiety in children under 2years old
- 75 Promoting positive behaviour
- 76 Identification, assessment and support for children with SEND
- 77 Prime times Transition to school
- 78 Progress check at age two

### **Working with Others**

- 79 Working in partnership with parents and other agencies policy
- 80 Working in partnership with parents and other agencies
- 81 Implementation and review procedure
- 82 Policy and procedures implementation and review policy
- 83 Complaints & Compliments procedure for parents and other service users