



POLICY CONTENTS

1.0 HEALTH AND SAFETY

- 1.1 Risk assessment
- 1.2 Children's bathrooms/changing areas
- 1.3 Short trips, outings and excursions
- 1.4 Outdoors
- 1.5 Maintenance and repairs
- 1.6 Staff personal safety
- 1.7 Threats and abuse towards staff and volunteers
- 1.8 Entrances and approach to the building
- 1.9 Control of Substances Hazardous to Health (COSHH)
- 1.10 Manual handling
- 1.11 Festival (and other) decorations
- 1.12 Jewelry and hair accessories
- 1.13 Animals and pets
- 1.14 Face painting
- 1.15 Notifiable incident, non-child protection
- 1.16 Terrorist threat/attach and lockdown
- 1.17 No smoking

2.0 Fire safety policy

- 2.1 Fire safety

3.0 Food safety and nutrition policy

- 3.1 Food preparation, storage and purchase
- 3.2 Food for play and cooking activities
- 3.3 Meeting dietary requirements

4.0 Health policy

- 4.1 Accidents and emergency treatment
- 4.2 Administration of medicine
- 4.3 Life-saving medication and invasive treatments
- 4.4 Allergies and food intolerance
- 4.5 Poorly children
- 4.6 Puffin Pre-School illness exclusion periods
- 4.7 Oral Health

5.0 Promoting inclusion, equality and valuing diversity policy

- 5.1 Promoting inclusion, equality and valuing diversity

6.0 Safeguarding children, young people and vulnerable adults

- 6.1 Responding to safeguarding or child protection concerns
- 6.2 Allegations against staff, volunteers or agency staff
- 6.3 Whistleblowing

- 6.4 Visitor or intruder on the premises
- 6.5 Uncollected child
- 6.6 Missing child
- 6.7 Incapacitated parent
- 6.8 Death of a child on-site
- 6.9 Looked after children
- 6.10 E-Safety
- 6.11 Key person supervision

7.0 Record keeping policy

- 7.1 Children's records and data protection
- 7.1a Privacy notice
- 7.2 Confidentiality, recording and sharing information
- 7.3 Client access to records
- 7.4 Transfer of records

8.0 Staff, volunteers and students policy

- 8.1 Staff deployment
- 8.2 Deployment of volunteers and parent helpers
- 8.3 Student placement

9.0 Childcare practice policy

- 9.1 Waiting list and admissions
- 9.2 Absence
- 9.3 Prime times- The role of the key person
- 9.4 Prime times- Settling in and transitions
- 9.5 Establishing children's starting points
- 9.6 Prime times – arrivals and departures
- 9.7 Prime times – Snack-times and mealtimes
- 9.8 Prime times – Intimate care and nappy changing
- 9.9 Promoting positive behaviour
- 9.10 Identification, assessment and support for children with SEND
- 9.11 Prime times – Transition to school
- 9.12 Progress check at age two

10.0 Working in partnership with parents and other agencies policy

- 10.1 Working in partnership with parents and other agencies
- 10.2 Complaints procedure for parents and service users