

# Policies List

These are a list of policies that are available on our website.

## 01 Health and safety policy

- 01.01 Risk assessment
- 01.02 Group rooms and corridors
- 01.03 Kitchen
- 01.04 Children's bathrooms/changing areas
- 01.06 Short trips, outings and excursions
- 01.07 Outdoors
- 01.09 Maintenance and repairs
- 01.11 Staff personal safety
- 01.12 Threats and abuse towards staff and volunteers
- 01.13 Entrances and approach to the building
- 01.14 Control of Substances Hazardous to Health (COSHH)
- 01.15 Manual handling
- 01.17 Jewellery and hair accessories
- 01.18 Animals and pets
- 01.19 Lone Working
- 01.20 Notifiable incident, non-child protection
- 01.21 Terrorist threat/attack and lock-down
- 01.22 Closed circuit television (CCTV)

## 02 Fire safety policy

- 02.01 Fire safety

## 03 Food Safety and Nutrition Policy

- 03.01 Food preparation, storage and purchase
- 03.02 Food for play and cooking activities
- 03.03 Milk and baby food preparation and storage

- 03.04 Menu planning and nutrition
- 03.05 Meeting dietary requirements
- 03.06 Breast feeding
  
- 04 Health policy
  - 04.01 Accidents and emergency treatment
  - 04.02 Administration of medicine
  - 04.03 Life-saving medication and invasive treatments
  - 04.04 Allergies and food intolerance
  - 04.05 Poorly children
  - 04.06 Oral health
  - 04.07 Intimate care
  
- 05 Promoting inclusion, equality and valuing diversity policy
  - 05.01 Promoting inclusion, equality and valuing diversity
  - 05.02 Promoting Positive Behaviour
  - 05.03 Special Educational Needs and Diversity (SEND)
  
- 06 Safeguarding children, young people and vulnerable adults policy
  - 06.03 Visitor or intruder on the premises
  - 06.04 Uncollected child
  - 06.05 Missing child
  - 06.08 Looked after children
  - 06.09 E-safety
  - 06.10 Staff Supervision
  
- 07 Record keeping policy
  - 07.01 Children's records and data protection
    - 07.01a Privacy notice
  - 07.02 Confidentiality, recording and sharing information
  - 07.03 Client access to records

- 07.04 Transfer of records
- 07.05 Retention Periods
  
- 08 Staff, volunteers and students' policy
  - 08.01 Staff deployment
  - 08.03 Student placement
  
- 10 Working in partnership with parents and other agencies policy
  - 10.01 Working in partnership with parents and other agencies August 2022
  - 10.02 Complaints procedure for parents and service users
  
- 11 People Management Policy
  - 11.08 Capability Procedures
  - 11.09 Disciplinary Procedure
  - 11.10 Grievance Procedure
  - 11.14 Sickness Absence Policy and Procedure
  - 11.20 Smoking Policy
  - 11.22 Whistleblowing Policy
  - 11.24 Annual Leave Policy
  - 11.27 Retirement Policy
  - 11.28 New and Expectant Mothers Risk Assessment
  - 11.30 Personal Device Policy
  - 11.31 Menopause Policy
  - 11.32 Domestic Abuse and Sexual Violent Policy
  - 11.33 Code of Conduct
  - 11.34 Anti Bribery Policy
  
- 12 Finance Policy