

## **List of Pre-school Policies and Procedures**

Policy Booklet (given to parents of new children)

Children's Rights and Entitlements  
Safeguarding Children and Child Protection  
The Prevent Duty  
British Values  
Uncollected Child  
The Role of the Key Person and Settling-in  
Promoting Positive Behaviour  
Maintaining Children's Safety and Security on the Premises  
Parental Involvement  
Supporting Children with Special Educational Needs (SEN)  
Children's Records  
Transfer of Records to School  
Valuing Diversity and Promoting Equality  
Making a Complaint

**The following procedural policies are available to view on request:**

Administering Medicines  
Admissions  
Animals in the Setting  
Child Ratios  
Confidentiality and Client Access to Records  
Data Protection  
Employment  
Fire Safety and Emergency Evacuation  
First Aid  
Food and Drink  
Food Hygiene  
Health and Safety General Standards  
Induction of Volunteers, Staff and Managers  
Information Sharing  
Looked After Children  
Managing Children who are Sick, Infectious or with Allergies  
Missing Child  
Nappy Changing  
Pregnant Staff  
Providers' Records  
Recording and Reporting of Accidents and Incidents  
Risk Assessment  
Safer Recruitment  
Staff Code of Conduct  
Staff Supervision  
Student Placements  
Supervision of Children on Outings and Visits  
Whistleblowing