

Cheltenham Nursery and Pre-School's Policies and Procedures

Child Protection

Safeguarding children and child protection
Looked after children
Uncollected child
Missing child
Use of mobile phones and cameras

Suitable people

Employment
Student placements

Staff qualifications, training, support and skills

Induction of employees and volunteers
First Aid

Key Person

The role of the key-person and settling-in

Staff:Child ratios

Staffing

Health

Administering medicines
Managing children who are sick, infectious or with allergies
Recording and reporting of accidents and incidents
Nappy changing
Food and drink
Food hygiene

Managing behaviour

Promoting positive behaviour

Safety and suitability of premises, environment and equipment

Health and safety general standards
Maintaining children's safety and security on premises
Supervision of children on outings and visits
Risk assessment
Fire safety and emergency evacuation
No-smoking

Equal opportunities

Valuing diversity and promoting equality
Supporting children with special educational needs

Information and Records

Admissions
Parental involvement
Children's records
Provider records
Transfer of records to school
Confidentiality and client access to records
Information sharing
Working in partnership with other agencies
Making a complaint
Social media networking policy

Safe entrance and exit policy

All policies and procedures are available on request