

Recreation Ground  
 Huntersfield  
 Stanford in the Vale  
 Faringdon  
 Oxfordshire, SN7 8LR



## Policies and Procedures Review 2013/14

Policy	Review date	Read and Agreed
<b>1.0 SAFEGUARDING AND PROMOTING CHILDREN'S WELFARE</b>		
<b>Safeguarding children</b>		
1.1 – Safeguarding Children & Child Protection Policy		
1.2 - Confidentiality Policy		
1.3 - Information Sharing Policy		
1.4 - Looked after Children Policy		
1.5 - Record Keeping		
1.6 - Arrival and Departure Procedures for Staff, Parents/Carers and Children		
1.7 - The Non-Collection of Children policy		
1.8 - Lost Children Procedures		
1.9 - Supervision of Outings Policy		
1.10 - Parent's Complaints Procedures		
<b>Equality of opportunity</b>		
1.11 – Achieving Positive Behaviour Policy		
1.12 - Equality and Diversity Policy		
1.13 – Supporting Children with Special Educational Needs Policy		
<b>Promoting health and hygiene</b>		
1.14 - Animals in the Setting		
1.15 - Administration of Medicines		
1.16 - Diet – Policy and Practice		
1.17 - First Aid		
1.18 - Illness, Infection and Allergies. Including reporting notifiable diseases		
1.19 - Smoking, Drugs and Alcohol Policy		
1.20 - Personal Care Policy		
<b>2.0 SUITABLE PEOPLE</b>		
<b>Employment</b>		
2.21 - Recruitment of Ex-offenders Policy		
2.22 - Staff Training Payment policy		
2.23 - Statement of Terms and Conditions of Employment		
2.24 - Volunteers Working or Helping at Pre-school		
2.25 - Staffing and Employment policy		
2.26 – Volunteer and Staff Induction Training Policy		
2.27 - Student Placement and Work Experience Policy		
2.28 - Disciplinary and Grievance Procedure for Pre-school Employees		

<b>3.0 SUITABLE PREMISES, ENVIRONMENT AND EQUIPMENT</b>		
<b>Health and Safety</b>		
3.29 – Premises, Equipment & Resources		
3.30 – Fire Safety and Emergency Evacuation Procedures		
3.31 - Food Hygiene Policy		
3.32 - Health and Safety Policy		
3.33 - Recording and Reporting Accidents and Incidents Including Procedure for Reporting to HSE, RIDDOR		
3.34 - Risk Assessment Process		
<b>4.0 ORGANISATION</b>		
<b>Administration</b>		
4.35 - Admissions Policy		
4.36 - Fees and Payment Policy		
4.37 - Prospectus		
4.38 - Enrolment Form		
<b>Child care practice</b>		
4.39 - Key Person and Settling In Policy		
<b>Partnership</b>		
4.40 - Parental Involvement Policy		
4.41 - Working in Partnership with Other Agencies		
<b>5.0 DOCUMENTATION</b>		
<b>Record Keeping</b>		
5.42 - Transfer of Records to School		