## **Policy Index**

- 1. Information sharing
- 2. Managing children with allergies, or who are sick or infectious
- 3. Outdoor play policy
- 4. Play policy
- 5. Safeguarding children and child protection
- **6.** Student placements
- 7. Transfer of records to school
- 8. Admissions
- 9. Fire Safety and emergency evacuation
- **10.** Children's records
- **11.** Food and drink
- 12. Food hygiene
- 13. Induction of staff, volunteers and managers
- 14. Administering medicines
- **15.** Animals in pre-school
- 16. Basic kitchen checks
- 17. Children's rights and entitlements
- **18.** Closure policy
- 19. Confidentiality and client access to records
- 20. Employment and staffing
- 21. First aid
- 22. Looked after children
- 23. Maintain children's safety and security on premises
- **24.** Making a complaint
- 25. Missing child
- 26. Mobile and camera policy
- **27.** Nappy changing
- 28. Fees policy
- 29. No smoking
- **30.** Parental involvement
- **31.** Provider records
- **32.** Health and safety
- 33. Risk assessment
- **34.** Supervision of children on outings and visits
- 35. The role of the key person and settling in
- 36. Uncollected child
- **37.** Promoting positive behaviour
- 38. Supporting children with Special Educational Needs and Disability
- 39. Valuing diversity and promoting equality

- **40.** Supervision and appraisal policy
- **41.** Drugs and Alcohol
- 42. Data Protection
- 43. Sleep Policy
- **44.** Whistle Blowing
- 45. Home Visits
- **46.** Staff Sickness and Absence
- **47.** Disciplinary Policy
- **48.** Social Network Policy
- **49.** Online safety
- **50.** Staffing
- **51.** Reporting and recording accidents
- 52. Individual Health Plan
- 53. British Values
- 54. Access Audit
- **55.** Registration form
- **56.** Working in partnership with other agencies
- **57.** Child care terms and conditions
- 58. Notification of leaving
- **59.** Bottle and Dummy policy
- **60.** Late collection policy
- **61.** Allegations of abuse against a staff member
- **62.** Prevent Duty policy
- **63.** Non payment of fees
- **64.** Parents separation policy
- **65.** Toilet Training policy