

St Joseph's Pre-school Full List of Policies and Procedures

- 0 Policy and procedures implementation and review policy
 - 0.0 Implementation and review procedure
- 01 Health and safety policy
 - 01.01 Risk assessment
 - 01.02 Group rooms, stair ways and corridors
 - 01.03 Kitchen
 - 01.04 Children's bathrooms/changing areas
 - 01.06 Short trips, outings and excursions August 2022
 - 01.07 Outdoors
 - 01.08 Staff cloakrooms
 - 01.09 Maintenance and repairs
 - 01.10 Laundry area
 - 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
 - 01.16 Festival (and other) decorations
 - 01.17 Jewellery and hair accessories
 - 01.18 Animals and pets August 2022
 - 01.19 Face painting and mehndi
 - 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
 - 03.04 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 February 2022

- 04.05a Managing a suspected case of coronavirus August 2022
- 04.05b Infection control August 2022
- 04.06 Oral health
- 04.07 Baby and child massage
- 05 Promoting inclusion, equality and valuing diversity policy
- 05.01 Promoting inclusion, equality and valuing diversity
- 06 Safeguarding children, young people and vulnerable adults policy
- 06.01 Responding to safeguarding or child protection concerns
- 6.01a Child welfare and protection summary
- 6.01b Safeguarding incident reporting form
- 6.01c Confidential safeguarding incident report form
- 06.02 Low level concerns and allegations of serious harm or abuse against staff, volunteers or agency staff August 2022
- 06.02a Low level concerns form August 2022
- 06.03 Visitor or intruder on the premises
- 06.04 Uncollected child
- 06.05 Missing child
- 06.06 Incapacitated parent
- 06.07 Death of a child on-site
- 06.08 Looked after children
- 6.08a Care plan for looked after children form
- 06.09 E-safety
- 6.10 Key person supervision
- 07 Record keeping policy
- 07.01 Children's records and data protection August 2022
- 07.01a Privacy notice
- 07.02 Confidentiality, recording and sharing information
- 07.03 Client access to records
- 07.04 Transfer of records
- 08 Staff, volunteers and students policy
- 08.01 Staff deployment
- 08.02 Deployment of volunteers and parent helpers
- 08.03 Student placement
- 09 Early years practice policy
- 09.01 Waiting list and admissions
- 09.01a About our childcare and early education
- 09.01b Application to join
- 09.01c Childcare and early education registration form
- 09.01d Childcare and early education terms and conditions

- 09.02 Absence
- 09.03 Prime times – The role of the key person
- 09.04 Prime times – Settling in and transitions
- 09.05 Establishing children’s starting points
- 09.06 Prime times – Arrivals and departures
- 09.07 Prime times – Baby and toddler mealtimes
- 09.08 Prime times – Snack-times and mealtimes (older children) August 2022
- 09.09 Prime times – Intimate care and nappy changing February 2022
- 09.10 Prime times – Sleep and rest time
- 09.11 Managing separation anxiety in children under 2 years old
- 09.12 Promoting positive behaviour
- 09.13 Identification, assessment and support for children with SEND
- 09.13a SEN Support: Initial record of concern form
- 09.13b SEN Support: Action plan
- 09.14 Prime times – Transition to school
- 09.15 Progress check at age two
- 09.15a Progress check at age two form
- 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