



Claydon Pre-school

Policies and Procedures for the EYFS 2021

Contents

- 0 Introduction
- 0 Policy and procedures implementation and review policy
 - 0.0 Implementation and review procedure
- 01 Health and safety policy
 - 01.1 Risk assessment
 - 01.1a Generic risk assessment form
 - 01.1b Access audit form
 - 01.1c Prioritised place risk assessment form
 - 01.2 Group rooms and foyer
 - 01.3 Kitchen
 - 01.4 Children's bathrooms/changing areas
 - 01.6 Short trips, outings and excursions
 - 01.7 Outdoors
 - 01.8 Staff cloakrooms
 - 01.9 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

- 01.19 Face painting and mehndi
- 01.20 Notifiable incident, non-child protection
- 01.21 Terrorist threat/attack and lock-down
- 02 Fire safety policy
 - 02.1 Fire safety
 - 02.1a Fire safety risk assessment form
- 03 Food safety and nutrition policy
 - 03.1 Food preparation, storage and purchase
 - 03.2 Food for play and cooking activities
 - 03.4 Menu planning and nutrition
 - 03.5 Meeting dietary requirements
- 04 Health policy
 - 04.1 Accidents and emergency treatment
 - 04.2 Administration of medicine
 - 04.2a Health care plan form
 - 04.3 Life-saving medication and invasive treatments
 - 04.4 Allergies and food intolerance
 - 04.5 Poorly children
 - 04.6 Oral health
- 05 Promoting inclusion, equality and valuing diversity policy
 - 05.1 Promoting inclusion, equality and valuing diversity
- 06 Safeguarding children, young people and vulnerable adults policy
 - 06.1 Responding to safeguarding or child protection concerns
 - 6.1a Child welfare and protection summary
 - 6.1b Safeguarding incident reporting form
 - 6.1c Confidential safeguarding incident report form
 - 06.2 Allegations against staff, volunteers or agency staff
 - 06.3 Visitor or intruder on the premises
 - 06.4 Uncollected child
 - 06.5 Missing child

- 06.6 Incapacitated parent
- 06.7 Death of a child on-site
- 06.8 Looked after children
 - 6.8a Care plan for looked after children form
- 06.9 E-safety
- 6.10 Key person supervision
- 07 Record keeping policy
 - 07.1 Children's records and data protection
 - 07.1a Privacy notice
 - 07.2 Confidentiality, recording and sharing information
 - 07.3 Client access to records
 - 07.4 Transfer of records
- 08 Staff, volunteers and students policy
 - 08.1 Staff deployment
 - 08.2 Deployment of volunteers and parent helpers
 - 08.3 Student placement
- 09 Childcare practice policy
 - 09.1 Waiting list and admissions
 - 09.1a About our childcare
 - 09.1b Application to join
 - 09.1c Childcare registration form
 - 09.1d Childcare terms and conditions
 - 09.2 Absence
 - 09.3 Prime times – The role of the key person
 - 09.4 Prime times – Settling in and transitions
 - 09.5 Establishing children's starting points
 - 09.6 Prime times – Arrivals and departures
 - 09.8 Prime times – Snack-times and mealtimes (older children)
 - 09.9 Prime times – Intimate care and nappy changing
 - 09.10 Prime times – Sleep and rest time

- 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
- 10 Working in partnership with parents and other agencies policy
 - 10.1 Working in partnership with parents and other agencies
 - 10.2 Complaints procedure for parents and service users