



# Little Oaks Community Nursery - Policies and Procedures List

## **1.0 Child Protection**

- 1.1 Children's Rights and Entitlements
- 1.2 Safeguarding Children, Young People and Vulnerable Adults
- 1.3 Looked after Children
- 1.4 Uncollected Child
- 1.5 Missing Child
- 1.6 Use of Mobile Phones and Cameras

## **2.0 Suitable People**

- 2.1 Employment
- 2.2 Student Placements

## **3.0 Staff Qualifications, Training, Support and Skills**

- 3.1 Induction of Staff Volunteers and Managers
- 3.2 First Aid
- 3.3 Dealing with Enquiries Made to the Nursery
- 3.4 Grievance
- 3.5 Whistleblowing
- 3.6 Staff Discipline

## **4.0 Key Person**

- 4.1 The Role of the Key Person and Settling In

## **5.0 Staff:Child Ratios**

- 5.1 Staffing

## **6.0 Health**

- 6.1 Administering Medicines
- 6.2 Managing Children who are Sick, Infectious or with Allergies
- 6.3 Recording and Reporting of Accidents and Incidents
- 6.4 Nappy Changing
- 6.5 Food and Drink
- 6.6 Sun Safety

## **7.0 Managing Behaviour**

- 7.1 Promoting Positive Behaviour

## **8.0 Safety and suitability of premises, environment and equipment**

- 8.1 Health and Safety General Standards
- 8.2 Maintaining Children's Safety and Security on Premises
- 8.3 Supervision of Children on Outings and Visits
- 8.4 Risk Assessment
- 8.5 Fire Safety and Emergency Evacuation
- 8.6 Animals in the Setting
- 8.7 No Smoking
- 8.8 Equipment and Resources

## **9.0 Equal Opportunities**

- 9.1 Valuing Diversity and Promoting Inclusion and Equality
- 9.2 Supporting Children with Special Educational Needs
- 9.3 British Values

## **10.0 Information and Records**

- 10.1 Admissions
- 10.2 Parental Involvement
- 10.3 Children's Records
- 10.4 Providers Records
- 10.5 Transfer of Records to School
- 10.6 Confidentiality and Client Access to Records
- 10.7 Information Sharing
- 10.8 Working in Partnership with Other Agencies
- 10.9 Making a Complaint
- 10.10 Notifying Ofsted and Local Authority
- 10.11 Social Media
- 10.12 Reserve
- 10.13 Fees