

## Policies and Procedures Acorn Pre-School & The Mighty Oaks 2021

- 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, stair ways and corridors
  - 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

- 01.22 Closed circuit television (CCTV)
- 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
  - 03.3 Milk and baby food preparation and storage
  - 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
  - 07.5 Fees and payment
- 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
  - 09.2 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