Hyde Heath Pre-School Policy Index

Safeguarding and Welfare Requirement	Policy	Number	Last review	Next review
Policy and procedures implementation and review	Policy and procedures implementation and review	0	Sept 2023	Sept 2024
	Implementation and review procedure	0.0	Sept 2023	Sept 2024
Health and Safety	Health and Safety	01	Sept 2023	Sept 2024
	Risk Assessment	01.1	Sept 2023	Sept 2024
	Access Audit Form	01.1b	Sept 2023	Sept 2024
	Group rooms, stair ways and corridors	01.2	Sept 2023	Sept 2024
	Kitchen	01.3	Sept 2023	Sept 2024
	Children's bathrooms/changing area	01.4	Sept 2023	Sept 2024
	Short Trips, outings and excursions	01.6	Sept 2023	Sept 2024
	Outdoors	01.7	Sept 2023	Sept 2024
	Staff cloakrooms	01.8	Sept 2023	Sept 2024
	Maintenance and repairs	01.9	Sept 2023	Sept 2024
	Staff personal safety	01.11	Sept 2023	Sept 2024
	Threats and abuse towards staff and volunteers	01.12	Sept 2023	Sept 2024
	Entrances and approach to the building	01.13	Sept 2023	Sept 2024
	Control of substances hazardous to health (COSHH)	01.14	Sept 2023	Sept 2024
	Manual Handling	01.15	Sept 2023	Sept 2024
	Festival (and other) decorations	01.16	Sept 2023	Sept 2024
	Jewellery and hair accessories	01.17	Sept 2023	Sept 2024
	Animals and pets	01.18	Sept 2023	Sept 2024
	Face painting and Mendhi	01.19	Sept 2023	Sept 2024
	Notifiable incident, non-child protection	01.20	Sept 2023	Sept 2024
	Terrorist threat/attack and lock-down	01.21	Sept 2023	Sept 2024
Fire Safety	Fire Safety	02	Sept 2023	Sept 2024
	Fire safety risk assessment form	02.1a	Sept 2023	Sept 2024
Food Safety and Nutrition	Food Safety and Nutrition	03	Sept 2023	Sept 2024
	Food preparation, storage and purchase	03.1	Sept 2023	Sept 2024
	Food for play	03.2	Sept 2023	Sept 2024
	Menu planning and nutrition	03.4	Sept 2023	Sept 2024
	Meeting dietary requirements	03.5	Sept 2023	Sept 2024
Health	Health	04	Sept 2023	Sept 2024
	Accidents and Emergency treatment	04.1	Sept 2023	Sept 2024
	Administration of medicine	04.2	Sept 2023	Sept 2024
	Health care plan form	04.2a	Sept 2023	Sept 2024

	Life-saving medication and invasive treatments	04.3	Sept 2023	Sept 2024
	Allergies and food intolerance	04.4	Sept 2023	Sept 2024
	Poorly children	04.5	Sept 2023	Sept 2024
	Infection Control	04.5a	Sept 2023	Sept 2024
	Oral Health	04.6	Sept 2023	Sept 2024
Promoting inclusion, equality and valuing diversity	Promoting inclusion, equality and valuing diversity	05	Sept 2023	Sept 2024
	Promoting inclusion, equality and valuing diversity	05.1	Sept 2023	Sept 2024
Safeguarding children, young people and vulnerable adults	Safeguarding children, young people and vulnerable adults	06	Sept 2023	Sept 2024
	Safeguarding incident reporting form	06.1b	Sept 2023	Sept 2024
	Confidential safeguarding incident report form	06.1c	Sept 2023	Sept 2024
	Low level concerns and allegations of serious harm or abuse against staff, volunteers or agency staff	06.2	Sept 2023	Sept 2024
	Visitor or intruder on the premises	06.3	Sept 2023	Sept 2024
	Uncollected child	06.4	Sept 2023	Sept 2024
	Missing child	06.5	Sept 2023	Sept 2024
	Incapacitated child	06.6	Sept 2023	Sept 2024
	Death of a child on site	06.7	Sept 2023	Sept 2024
	Looked after children	06.8	Sept 2023	Sept 2024
	Care plan	6.8c	Sept 2023	Sept 2024
	E-safety	06.9	Sept 2023	Sept 2024
	Key person supervision	06.10	Sept 2023	Sept 2024
Record Keeping	Record keeping	07	Sept 2023	Sept 2024
	Children's records and data protection	07.1	Sept 2023	Sept 2024
	Privacy notice	07.1a	Sept 2023	Sept 2024
	Confidentiality, recording and sharing information	07.2	Sept 2023	Sept 2024
	Client access t records	07.4	Sept 2023	Sept 2024
	Transfer of records	07.4	Sept 2023	Sept 2024
	Learning Journal- Tapestry	07.5	Sept 2023	Sept 2024
Staff, volunteers and Students	Staff, volunteers and Students	08	Sept 2023	Sept 2024
	Staff deployment	08.1	Sept 2023	Sept 2024
	Deployment of volunteers and parent helpers	08.2	Sept 2023	Sept 2024
	Student placement	08.3	Sept 2023	Sept 2024
	Staff well-being	08.4	Sept 2023	Sept 2024
Childcare Practice	Early Years Practice	09	Sept 2023	Sept 2024
	Waiting list and admissions	09.1	Sept 2023	Sept 2024

	Childcare registration form	09.1c	Sept 2023	Sept 2024
	Childcare terms and conditions	09.1d	Sept 2023	Sept 2024
	Absence	09.2	Sept 2023	Sept 2024
	Prime Times – The role of the key person	09.3	Sept 2023	Sept 2024
	Prime Times – Settling in and transitions	09.4	Sept 2023	Sept 2024
	Establishing children's starting points	09.5	Sept 2023	Sept 2024
	Prime Times- Arrivals and departures	09.6	Sept 2023	Sept 2024
	Prime Times – Snack times and meal times	09.8	Sept 2023	Sept 2024
	Prime Times – Intimate care and nappy changing	09.9	Sept 2023	Sept 2024
	Prime Times – Sleep and rest time	09.10	Sept 2023	Sept 2024
	Promoting positive behaviour	09.12	Sept 2023	Sept 2024
	Identification, assessment and support for children with SEND	09.13	Sept 2023	Sept 2024
	Prime Times- Transition to school	09.14	Sept 2023	Sept 2024
	Progress check at age two	09.15	Sept 2023	Sept 2024
	Progress check at age two form	09.15a	Sept 2023	Sept 2024
Working in partnership with parents and other agencies	Working in partnership with parents and other agencies	10	Sept 2023	Sept 2024
	Working in partnership with parents and other agencies procedures	10.1	Sept 2023	Sept 2024
	Complaints procedure for parents and service users	10.2	Sept 2023	Sept 2024