



Kilhampton Pre-School Policies and Procedures

- 1.1 Children's Rights and Entitlements
- 1.2 Safeguarding Children and Child Protection
 - 1.2a Use of Mobile Phones, Cameras, Internet and Social Networking
- 1.3 Looked After Children
- 1.4 Uncollected Child
- 1.5 Missing Child

- 2.1 Employment
- 2.2 DBS Handling, Storage and Use
- 2.3 Recruitment of Ex-Offenders

- 3.1 Induction of Employees & Volunteers
- 3.2 First Aid

- 4.1 The Role of Key Persons and Settling In
- 4.8 Absence

- 5.1 Staffing

- 6.1 Administering Medicines

- 6.2 Managing Children who are Sick, Infectious or with Allergies
- 6.3 Recording & Reporting of Accidents and Incidents
- 6.4 Nappy Changing
- 6.5 Food and Drink
- 6.6 Food Hygiene

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

- 9.1 Valuing Diversity & Promoting Equality
- 9.2 Supporting Children with Special Educational Needs
- 9.3 British Values
- 9.4 Promoting Positive Behaviour

- 10.2 Admissions
- 10.5 Parental Involvement

- 10.6 Children's Records
- 10.7 Providers Records
- 10.8 Transfer of Records to School
- 10.9 Confidentiality and Client Access to Records
- 10.10 Information Sharing
- 10.11 Working in Partnership with other Agencies
- 10.12 Making a Complaint
- 10.13 Whistle Blowing

