

Redbridge Preschool Policies

Contents

Each policy or procedure was devised in July 2021 and reviewed in September 2023.

1 Health and safety policy

01.02 Group rooms, stair ways and corridors

01.03 Kitchen

01.04 Children's bathrooms/changing areas

~~01.05 Milk kitchen~~

01.06 Short trips, outings and excursions

01.07 Outdoors

01.08 Staff cloakrooms

01.09 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
 - 02.01 Fire safety
- 03 Food safety and nutrition policy
 - 03.01 Food preparation, storage and purchase
 - 03.02 Food for play and cooking activities
 - ~~03.03 Milk and baby food preparation and storage~~
 - 03.04 Menu planning and nutrition
 - 03.05 Meeting dietary requirements
 - 03.06 Breast feeding
- 04 Health policy
 - 04.01 Accidents and emergency treatment
 - 04.02 Administration of medicine
 - 04.03 Life-saving medication and invasive treatments
 - 04.04 Allergies and food intolerance
 - 04.05 Poorly children
 - 04.05a Managing a suspected case of coronavirus
 - 04.05b Infection control
 - 04.06 Oral health
 - ~~04.07 Baby and child massage~~
- 05 Promoting inclusion, equality and valuing diversity policy
 - 05.01 Promoting inclusion, equality and valuing diversity
- 06 Safeguarding children, young people and vulnerable adults policy
 - 06.01 Responding to safeguarding or child protection concerns

- 06.02 Low level concerns and allegations of serious harm or abuse against staff, volunteers or agency staff
- 06.03 Visitor or intruder on the premises
- 06.04 Uncollected child
- 06.05 Missing child
- 06.06 Incapacitated parent
- 06.07 Death of a child on-site
- 06.08 Looked after children
- 06.09 E-safety
- 06.10 Key person supervision
- 07 Record keeping policy
 - 07.01 Children's records and data protection
 - 07.01a Privacy notice
 - 07.02 Confidentiality, recording and sharing information
 - 07.03 Client access to records
 - 07.04 Transfer of records
- 08 Staff, volunteers and students policy
 - 08.01 Staff deployment
 - 08.02 Deployment of volunteers and parent helpers
 - 08.03 Student placement
- 09 Early years practice policy
 - 09.01 Waiting list and admissions
 - ~~09.01a About our childcare and early education~~
 - ~~09.01b Application to join~~
 - ~~09.01c Childcare and early education registration form~~
 - 09.01d Childcare and early education terms and conditions

- 09.02 Absence
- 09.03 Prime times – The role of the key person
- 09.04 Prime times – Settling in and transitions
- 09.05 Establishing children's starting points
- 09.06 Prime times – Arrivals and departures
- ~~09.07 Prime times – Baby and toddler mealtimes~~
- 09.08 Prime times – Snack-times and mealtimes (older children)
- 09.09 Prime times – Intimate care and nappy changing
- 09.10 Prime times – Sleep and rest time
- ~~09.11 Managing separation anxiety in children under 2 years old~~
- 09.12 Promoting positive behaviour
- 09.13 Identification, assessment and support for children with SEND
- 09.14 Prime times – Transition to school
- 09.15 Progress check at age two
- 10 Working in partnership with parents and other agencies policy
 - 10.01 Working in partnership with parents and other agencies
 - 10.02 Complaints procedure for parents and service users