Policies and Procedures for the EYFS 2021

Contents

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
01.2 Kitchen
01.3 Short trips, outings and excursions
01.4 Outdoors
01.5 Maintenance and repairs
01.6 Staff personal safety
01.7 Threats and abuse towards staff and volunteers
01.8 Entrances and approach to the building
01.9 Control of Substances Hazardous to Health (COSHH)
01.10 Manual handling
01.11 Jewellery and hair accessories
01.12 Animals and pets
01.13 Face painting and mehndi
01.14 Notifiable incident, non-child protection
01.15 Terrorist threat/attack and lock-down
01.16 COVID -19 Policy
01.17 Emergency Closure Policy

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

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 Children's online Journal
- 07.4 Parent access to records
- 07.5 Transfer of records

08 **Staff, volunteers and students policy**

- 08.1 Staff deployment
- 08.2 Deployment of volunteers and parent helpers
- 08.3 Student placement
- 08.4 Grievances Procedure
- 08.5 Disciplinary Procedure

09 **Childcare practice policy**

- 09.1 Our Practice
  - 09.1a Waiting List and admission
  - 09.1b Application to join
  - 09.1c Childcare registration form
  - 09.1d Childcare terms and conditions
- 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
- 09.7 Prime times – Snack-times and Lunch times
- 09.8 Prime times – Intimate care and nappy changing
- 09.9 Promoting positive behaviour
- 09.10 Identification, assessment and support for children with SEND
  - 09.13a SEN Support: Initial record of concern form
  - 09.13b SEN Support: Action plan
- 09.11 Prime times – Transition to school
- 09.12 Progress check at age two
  - 09.12a Progress check at age two form

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