**Sherard Pre-school Policies**

**Contents**

**Child Protection**

1.1 Children’s rights and entitlements

 - Safeguarding children and child protection (including the use of mobile phones and cameras)

 - Safeguarding children- toilet facilities policy

Looked after children

1.4 Uncollected child

1.5 Missing child

1.6 Online safety (including mobile phones and cameras)

**Suitable People**

2.1 Employment and staffing

2.2 Student placements

 - Code of conduct

**Staff Qualifications, Training, Support and Skills**

3.1 Induction of employees and volunteers

3.2 First aid

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4.1 The role of the key person and settling in

**Staff: Child Ratios**

5.1 Staffing

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 - Administering medicines

6.2 Managing children who are sick, infectious or with allergies

6.3 Recording and reporting of accidents and incidents

6.4 Nappy changing

6.5 Food and drink

6.6 Food hygiene

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7.1 Promoting positive behaviour

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8.2 Maintaining children’s safety and security on the premises

8.3 Supervision of children on outings and visits

8.4 Risk assessment

8.5 Fire safety and emergency evacuation

8.6 Animals in the setting

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**Equal Opportunities**

9.1 Valuing diversity and promoting inclusion and equality

 - Special educational needs policy

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**Information and records**

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10.2 Policy for completing learning journeys, progress summaries and other sensitive documentation at home

10.3 Parental involvement

10.4 Children’s records

10.5 Provider records

10.6 Transfer of records to school

10.7 Confidentiality and client access to records

10.8 Information sharing

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10.10 Making a complaint

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10.12 Working with separated parents

 - Privacy notice for pupils

 - Privacy notice for parents/carers

 - Privacy notice for employees

 - Privacy notice for volunteers