**Goostrey Pre-School Policies Index**

All policies are reviewed annually or updated sooner if legislation changes. Policies can be reviewed by all staff or trustees at any time. The Policies file is stored in the setting and there is a copy of all of them all on our website for anyone to read.

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| 1.1 | Children’s rights and entitlements |
| 1.2 | Safeguarding children |
| 1.2b | Appendix – Prevent Duty and Promoting British values |
| 1.2c | Appendix – Abuse linked to Faith and beliefs |
| 1.3 | Looked after children |
| 1.4 | Uncollected child |
| 1.5 | Missing child |
| 1.6 | Online safety (inc. mobile phones and cameras |
| 2.1 | Employment |
| 2.2 | Student Placements |
| 3.1 | Induction of employees and volunteers |
| 3.2 | First Aid |
| 4.1 | The role of the key person and settling in |
| 5.1 | Staffing |
| 6.1 | 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 |
| 6.8 | Individual health plan |
| 6.9 | Jewellery, Earrings and hair accessories |
| 6.10 | Oral health |
| 7.1 | Promoting positive behaviour |
| 8.1 | Health and safety |
| 8.2 | Maintaining children safety and security on the premises |
| 8.3 | Supervision of children on outings |
| 8.4 | Risk assessments |
| 8.5 | Fire safety and emergency evacuation |
| 8.6 | Animals in the setting |
| 8.7 | No smoking |
| 8.10 | Staff safety |
| 9.1 | Valuing diversity and promoting inclusion and equality |
| 9.2 | Supporting children with SEN |
| 9.5 | British values |
| 10.1 | Early years prospectus |
| 10.2 | Admissions |
| 10.5 | Parental involvement |
| 10.6 | Children’s records |
| 10.7 | Provider 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 |
| 10.14 | Notification of leaving form |
| 10.15 | Schedule of fees |
|  | Arrivals and departures  |
|  | Babysitting |
|  | Charging |
|  | Conflict of Interest |
|  | Dummy |
|  | Packed lunch and healthy eating |
|  | Social media |
|  | Sun cream and hot weather protocol |
|  | Tapestry  |