

The Riverside Nursery School Policies and procedures

Contents

Introduction

1. Child protection

- 1.1 Children's rights and entitlements
- 1.2 Safeguarding children and child protection
- 1.3 Looked after children
- 1.4 Uncollected children
- 1.5 Missing child
- 1.6 On-line safety (including mobile phones and cameras)
- 1.7 Whistleblowing policy and code of practice
- 1.8 Baby-sitting
- 1.9 Supervision

2. Suitable people

- 2.1 Employment
- 2.2 Student Placements

3. Staff qualifications training support and skills

- 3.1 Induction of staff volunteers and managers
- 3.2 First aid

4. Key person

- 4.1 The role of the key person and settling in

5. Staff: child ratios

- 5.1 Staffing

6. Health

- 6.1 Administering medicines
- 6.2 Managing children who are sick, infectious, allergies
- 6.3 Recording and reporting of accidents and incidents
- 6.4 Nappy changing
- 6.5 Food and drink
- 6.6 Food hygiene
- 6.7 Dealing with flu-like symptoms
- 6.8 Strategic leadership and planning – pandemic virus
- 6.9 Critical Incident

7. Managing behaviour

- 7.1 Promoting positive behaviour
- 7.2 Physical intervention

8. Safety and suitability of premises environment and equipment

- 8.1 Health and safety general standards
- 8.2 Maintaining children's safety and security on premises
- 8.3 Supervision of children on outings
- 8.4 Risk assessment
- 8.5 Fire safety and emergency evacuation
- 8.6 Animals in the setting
- 8.7 No smoking
- 8.8 Intruder
- 8.9 All weather and clothing policy
- 8.10 Staff personal safety including home visits

9. Equal opportunities

- 9.1 Valuing diversity and promoting equality
- 9.2 Supporting children with special educational needs
- 9.3 British Values

10. Information and records

- 10.1 Admissions
- 10.2 Privacy Notice
- 10.3 Tapestry Privacy Notice
- 10.4 Parental involvement
- 10.5 Children's records
- 10.6 Provider's records
- 10.7 Transfer of records to school
- 10.8 Confidentiality and client access to records
- 10.9 Information sharing
- 10.10 Working in partnership with other agencies
- 10.11 Making a complaint