



SCALLYWAGS PRE-SCHOOL, HALWILL

**POLICIES & PROCEDURES**

**CONTENTS**

No	Policy Name	Date most recently reviewed/adopted
<b>1.0</b>	<b>CHILD PROTECTION</b>	
1.1	Safeguarding and Child Protection Policy	20 11 23
1.2	Uncollected Child	04 03 24
1.3	Missing Child	22 04 24
1.4	Online Safety	20 11 23
1.5	Registration/Visitors	19 03 20
1.6	Tapestry Online Learning Journal	19 10 21
<b>2.0</b>	<b>STAFFING (INCLUDING EMPLOYMENT; RATIOS; KEY PERSON)</b>	
2.1	Employment Policy & Procedure (inc Volunteers)	16 10 23
2.2	Student Placement Policy	26 07 22
2.3	Menopause Policy	05 01 22
2.4	Keyperson Policy	09 01 24
2.5	Domestic Violence and Sexual Abuse Policy	05 01 22
2.6	Capability Procedure	05 01 22
2.7	Code of Conduct and Disciplinary Procedure	05 01 22
2.8	Grievance Procedure	22 04 24
2.9	Whistleblowing Policy	21 05 24
2.10	Privacy Notice (Employees)	May 2018
<b>3.0</b>	<b>HEALTH</b>	
3.1	First Aid	31 01 22
3.2	Administering Medicines Policy & Procedures	31 01 22
3.3	Managing Children who are Sick, Infectious or with Allergies	31 01 22
3.4	Recording and Reporting of Accidents and Incidents	19 03 20
3.5	Nappy Changing, Toileting & Intimate Care	19 03 20
3.6	Food and Drink Policy	05 01 22
3.7	Sun Protection Policy	04 05 21
3.8	Covid 19 Procedures	01 04 22
3.9	Covid Outbreak Management Plan	01 04 22
<b>4.0</b>	<b>MANAGING BEHAVIOUR</b>	
4.1	Settling in to Pre-School	06 02 24
4.2	Promoting Positive Behaviour Policy	27 03 23

<b>5.0</b>	<b>SAFETY AND SUITABILITY OF PREMISES, ENVIRONMENT AND EQUIPMENT</b>	
5.1	Health & Safety General Standards	16 10 23
5.2	Maintaining Children's Safety and Security on Premises	19 03 20
5.3	Pre-School Outings Policy	07 06 23
5.4	Risk Assessment	26 09 22
5.4.1	Setting Risk Assessment	Sept 2023
5.4.2	Emergency Procedure – Staff incapacitation	Feb 2024
5.5	Fire Safety and Emergency Evacuation	21 05 24
5.5.1	Fire Risk Assessment	Sept 2023
5.6	Selecting Equipment	06 02 24
5.7	Emergency Procedure (staff incapacitation)	06 02 24
<b>6.0</b>	<b>EQUAL OPPORTUNITIES</b>	
6.1	Learning and Development	20 02 23
6.2	Special Educational Needs	20 11 23
6.3	Valuing Diversity & Promoting Inclusion & Equality	16 10 23
<b>7.0</b>	<b>INFORMATION, RECORDS AND ADMINISTRATION</b>	
7.1	Admissions	11 06 18
7.2	Privacy Notice (service users)	April 2024
7.3	Parental Involvement	03 07 23
7.4	Children's Records	19 10 21
7.5	Provider Records	11 06 18
7.6	Transfer of Records to School	11 06 18
7.7	Confidentiality and Client Access to Records	11 06 18
7.8	Information Sharing	11 06 18
7.9	Working in Partnership with Other Agencies	11 06 18
7.10	Making a Complaint	20 06 19
7.11	Payment, Late Payment, Non-Payment of Fees	17 10 22
7.12	Online Banking Procedures	07 03 22
7.13	Reserves Management	25 05 22