SCALLYWAGS PRE-SCHOOL, HALWILL

POLICIES & PROCEDURES

CONTENTS

No	Policy Name	Date adopted/ most recently reviewed
1.0	**CHILD PROTECTION**	
1.1	Safeguarding and Child Protection Policy	12 11 25
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	26 02 26
1.6	Tapestry Online Learning Journal	19 10 21
1.7	Attendance Policy	06 10 25
2.0	**STAFFING (INCLUDING EMPLOYMENT; RATIOS; KEY PERSON)**	
2.1	Employment Policy & Procedure (inc Volunteers)	08 12 25
2.2	Student Placement Policy	08 12 25
2.3	Menopause Policy	05 01 22
2.4	Keyperson Policy	14 11 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	06 10 25
2.10	Staff Deployment Policy	15 07 24
2.11	Privacy Notice (Employees)	May 2018
2.12	Induction of Employees and Volunteers	26 03 26
3.0	**HEALTH**	
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	26 03 26
3.5	Nappy Changing, Toileting & Intimate Care	12 05 25
3.6	Food and Drink Policy	13 01 26
3.7	Sun Protection Policy	01 06 26
3.8	Covid 19 Procedures	01 04 22
3.9	Covid Outbreak Management Plan	01 04 22
4.0	**MANAGING BEHAVIOUR**	
4.1	Settling in to Pre-School	06 02 24
4.2	Promoting Positive Behaviour Policy	27 03 23

5.0	**SAFETY AND SUITABILITY OF PREMISES, ENVIRONMENT AND EQUIPMENT**	
5.1	Health & Safety General Standards	16 10 23
5.2	Maintaining Children's Safety and Security on Premises	26 02 26
5.3	Pre-School Outings Policy	12 11 25
5.4	Risk Assessment	26 09 22
5.4.1	Setting Risk Assessment	Sept 2024
5.4.2	Emergency Procedure – Staff incapacitation	Feb 2024
5.5	Fire Safety and Emergency Evacuation	06 10 25
5.5.1	Fire Risk Assessment	Sept 2023
5.6	Selecting Equipment	06 02 24
5.7	Emergency Procedure (staff incapacitation)	06 02 24
5.8	Sleep Policy	28 09 26
6.0	**EQUAL OPPORTUNITIES**	
6.1	Learning and Development	20 02 23
6.2	Special Educational Needs	02 12 24
6.3	Valuing Diversity & Promoting Inclusion & Equality	16 10 23
6.4	Stay & Play Policy	10 10 24
7.0	**INFORMATION, RECORDS AND ADMINISTRATION**	
7.1	Admissions	06 10 25
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	13 01 25
7.6	Transfer of Records to School	13 01 25
7.7	Confidentiality and Client Access to Records	24 02 25
7.8	Information Sharing	13 01 25
7.9	Working in Partnership with Other Agencies	13 01 25
7.10	Making a Complaint	24 02 25
7.11	Payment, Late Payment, Non-Payment of Fees	17 10 22
7.12	Banking Procedures	06 10 25
7.13	Reserves Management	25 05 22
7.14	Funding & Fees Agreement (including notice period)	October 2024
7.15	Climate Action Plan 2026	June 2026