

St. James' Pre-School

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Policies Contents

1. Child Protection

- 1.1 Safeguarding children and Child Protection Policy
- 1.2 Responding to safeguarding or child protection concerns
 - 1.1b Low level concerns allegations of serious harm or abuse
 - 1.1c Low level concerns form
- 1.2 Children's rights and entitlements Policy
- 1.3 Mobile Phone, Camera and Electronic Device Policy
- 1.4 British Values and Prevention of Extremism and Radicalisation
- 1.5 Missing Child Policy
- 1.6 Uncollected Child
- 1.7 Whistleblowing Policy
- 1.8 Identity Check for Visitors
- 1.9 Online Safety
 - 1.9 b Online Safety Matters
- 1.10 Intimate Care Policy
- 1.11 Arrival and Departure of Children

2. Suitable People

- 2.1 Staffing and Employment Policy
- 2.2 Student Placement Policy
- 2.3 Staff Behaviour Policy

3. Health & Safety

- 3.1 Health and Safety general Standards
- 3.2 Maintaining children's safety on security on premises
- 3.3 Supervision of children on outings and visits
- 3.4 Risk assessment
- 3.5 No-smoking
- 3.6 Fire Safety policy

3.6.1 Fire safety and emergency evacuation

3.7 Animals in the Setting

3.2.1 Administering medicines

3.2.2a Managing children who are sick, infectious or with allergies

3.2.2b Sickness and Attendance policy

3.2.2c Managing a suspected case of Coronavirus.

3.2.3 Recording and reporting of accidents and incidents

3.2.4 Food and drink

3.2.5 Food Hygiene

3.2.6 First Aid

3.2.7 No smoking

3.3.8 a Food Safety Management, b First Aid Needs Assessment

3.2.9 Healthy Eating Guidelines

4. Managing Behaviour

4.1 Promoting Positive Behaviour

4.2 Achieving Positive Behaviour Procedures

4.3 Bereavement

5. Safety of Premises

5.1 Emergency Evacuation Policy (see Health & Safety 3.6)

5.2 Equipment and Resources Policy (only hard copy)

6. Equal Opportunities

6.0 Promoting Inclusion, Equality and valuing Diversity

6.1 Promoting Inclusion, Equality and valuing Diversity

6.2 Identification, Assessment and support of children with SEND

6.2a SEN Support – initial record of

6.2b SEN Support Action Plan

6.3 See 1.4 for British Values and Prevention of Extremism

7. Information and records

7.1 Admissions Policy

7.2 Confidentiality Policy and Client Access to records

7.3 Information Sharing

7.4 Children's record

7.5 Privacy Notice for Parents and for Employees

- 7.6 Provider Records
- 7.7 Transfer Records to School
- 7.8 Working in Partnership (refer to 8.5)
- 7.9 Children's Terms and Conditions
- 7.10 About our childcare and early education

8. Others

- 8.1 The Role of the Key Person and Settling in
- 8.2 Parental Involvement Policy
- 8.3 Reserves Policy. Also see notes on RP updated May 2020
- 8.4 Making a complaint procedure
- 8.5 Working in partnership with parents other agencies.
- 8.6 Learning Journal and Tapestry

9. Staff Qualifications, Training, Support and Skills

- 9.1 Induction of Employees and Volunteers

10. Procedures:

- 10.1 Procedure for a Power Failure
- 10.2 Lockdown Procedure
- 10.3 Physical Activity Statement
- 10.4 Emergency Evacuation Procedure