

# OWLETS PRE-SCHOOL

## Policies & Procedures Index

Owlets Pre-School  
Methodist Chapel Hall  
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Charity Number: 1030866



Policy Number	Policy Name	Review	Review	Review
<b>1. Child Protection</b>				
1.1	Children's rights & entitlements	July 2021	August 2022	August 2023
1.2	Safeguarding children	July 2021	August 2022	August 2023
1.3	Looked after children	July 2021	August 2022	August 2023
1.4	Uncollected child	July 2021	August 2022	August 2023
1.5	Missing child	July 2021	August 2022	August 2023
1.6	Online safety	July 2021	August 2022	August 2023
1.7	Social networking	July 2021	August 2022	August 2023
<b>2. Suitable People</b>				
2.1	Employment	July 2021	August 2022	August 2023
2.2	Student placements	July 2021	August 2022	August 2023
<b>3. Staff Qualifications, Training Support &amp; Skills</b>				
3.1	Induction of employees & volunteers	July 2021	August 2022	August 2023
3.2	First aid	July 2021	August 2022	August 2023
3.3	Disciplinary & grievance procedure for employees	July 2021	August 2022	August 2023
3.4	Staff code of conduct	July 2021	August 2022	August 2023
3.5	Whistleblowing	July 2021	August 2022	August 2023
3.6	Dress code	July 2021	August 2022	August 2023
3.7	Safer recruitment	July 2021	August 2022	August 2023
3.8	Staff Wellbeing			August 2023
<b>4. Key Person</b>				
4.1	The role of the key person & settling in	July 2021	August 2022	August 2023
<b>5. Staff – Child Ratios</b>				
5.1	Staffing	July 2021	August 2022	August 2023
<b>6. Health</b>				
6.1	Administering medicines	July 2021	August 2022	August 2023
6.2	Managing children who are sick, infectious or with allergies	July 2021	August 2022	August 2023
6.3	Recording & reporting of accidents & incidents	July 2021	August 2022	August 2023
6.4	Nappy changing / self care	July 2021	August 2022	August 2023

6.5	Food & drink	July 2021	August 2022	August 2023
6.5A	Breakfast club	July 2021	August 2022	August 2023
6.6	Food hygiene	July 2021	August 2022	August 2023
6.7	Basic kitchen opening & closing checks	July 2021	August 2022	August 2023
6.8	Individual health plan	July 2021	August 2022	August 2023
6.9	Sun protection	July 2021	August 2022	August 2023
6.10	Physical activity & nutrition	July 2021	August 2022	August 2023
6.11	Covid-19	July 2021	August 2022	August 2023
<b>7. Managing Behaviour</b>				
7.1	Promoting positive behaviour	July 2021	August 2022	August 2023
<b>8. Safety &amp; suitability of premises, environment &amp; equipment</b>				
8.1	Health & safety general standards	July 2021	August 2022	August 2023
8.2	Maintaining childrens safety & security on premises	July 2021	August 2022	August 2023
8.3	Supervision of children on outings & visits	July 2021	August 2022	August 2023
8.4	Risk assessment	July 2021	August 2022	August 2023
8.5	Fire safety & emergency evacuation	July 2021	August 2022	August 2023
8.6	Animals in the setting	July 2021	August 2022	August 2023
8.7	No smoking	July 2021	August 2022	August 2023
8.8	Health & safety risk assessment	July 2021	August 2022	August 2023
8.9	Fire safety risk assessment	July 2021	August 2022	August 2023
8.10	Staff personal safety inc home visits	July 2021	August 2022	August 2023
8.11	Lockdown	July 2021	August 2022	August 2023
<b>9. Equal Opportunities</b>				
9.1	Valuing diversity & promoting equality	July 2021	August 2022	August 2023
9.2	Supporting children with special educational needs	July 2021	August 2022	August 2023
9.3	Social wellbeing audit	July 2021	August 2022	August 2023
9.4	Access audit	July 2021	August 2022	August 2023
9.5	British values	July 2021	August 2022	August 2023
<b>10. Information &amp; Records</b>				
10.1	Early years prospectus	July 2021	August 2022	August 2023
10.2	Admissions	July 2021	August 2022	August 2023
10.3	Application to join	July 2021	August 2022	August 2023
10.4	Registration forms	July 2021	August 2022	August 2023
10.5	Parental involvement	July 2021	August 2022	August 2023
10.6	Children's records	July 2021	August 2022	August 2023
10.7	Provider records	July 2021	August 2022	August 2023
10.8	Transfer of records to school	July 2021	August 2022	August 2023
10.9	Confidentiality & client access to records	July 2021	August 2022	August 2023
10.10	Information sharing	July 2021	August 2022	August 2023

10.11	Working in partnership with other agencies	July 2021	August 2022	August 2023
10.12	Making a complaint	July 2021	August 2022	August 2023
10.13	Childcare terms & conditions	July 2021	August 2022	August 2023
10.14	Notification of leaving form	July 2021	August 2022	August 2023
<b>11. Visitors</b>				
11.1	Visitors	July 2021	August 2022	August 2023
11.2	Open door	July 2021	August 2022	August 2023
<b>12. Speech, Language &amp; Communication</b>				
12.1	Speech, language & communication	July 2021	August 2022	August 2023

### CONFIRMATION

**Staff to sign when ALL policies & procedures have been read & understood**

Staff name	Date	Sign
Joanne Rockall		
Michelle Shaw		
Sam Randall		
Victoria Snow		
Shelley Warmouth		