

POLICY SCHEDULE FOR 2019

This is a list of all of our policies held in the nurseries, if required by parents please contact the admin office.

| Number | Policy | Review Month |
|--------|---|--------------|
| 1 | Mission Statement Ofsted report SEF | January |
| 2 | Contingency Plan Critical Incident | January |
| 2a | Lockdown Policy | January |
| 3 | Operational Plan Long term action plan | January |
| 4 | Arrival and Departure Procedure | January |
| 5 | Treasure Basket & Heuristic Play policy | January |
| 6 | Nappy changing & Toileting policy | January |
| 7 | Attendance & Admissions Policy | January |
| 8 | Arrival and Collection of Children | February |
| 9 | Photography and Video Recording | February |
| 10 | Safeguarding Policy Record of Disclosure Concerns form Safeguarding and Venerable Groups Act Children's Act Every Child Matters Early Years newsletter Safeguarding children booklet Abused summary | February |
| 11 | Risky Play | March |
| 12 | Allegation Against Member of Staff Procedure | March |
| 13 | Mobile Phone and Cameras | March |
| 14 | Missing Child and Uncollected Child | March |
| 15 | Intimate Care | March |
| 16 | Looked After Children | April |
| 17 | Special Needs Educational Needs and Disability Act Children's Act Report Every Child Matters | April |
| 18 | Fire Procedure | April |
| 19 | Bulling and Harassment | April |

POLICY SCHEDULE FOR 2019

| Number | Policy | Review Month |
|--------|--|--------------|
| 20 | Equal Opportunities and Inclusion Inclusive Play Policy Human Rights Act Children's Act Disability Act Equality Legislation | May |
| 21 | Health and Safety Sun Safety Visitors policy Health and safety yearly check RIDDOR | May |
| 22 | Behaviour Policy Policy on restraint Record of Behaviour Behaviour Routines Biting Policy | May |
| 23 | Medication and Accidents Long term Healthcare plans and medical needs plan Serious Accident Ofsted Report Riddor Health Protection for schools, nurseries and other childcare facilities | June |
| 24 | Smoking | June |
| 25 | Data Security Policy Retention of Records Policy Freedom of Information Data Protection Act ICO registration number | June |
| 26 | General Complaints Procedure Record of Complaint | July |
| 27 | Two Year Old Assessment Policy | July |
| 28 | Transition | August |
| 29 | Supervision | August |
| 30 | Food and Drink Policy | August |
| 31 | Visits | September |
| 32 | Equipment and Resources | September |
| 33 | Staffing and Recruitment Rehabilitation act information | September |
| 34 | Babysitting | September |
| 35 | Prevent Policy;The Prevent Duty | September |
| 36 | Confidentiality and Whistleblowing | October |
| 37 | Voluntary/ Work Experience | October |

POLICY SCHEDULE FOR 2019

| Number | Policy | Review Month |
|--------|---|--------------|
| 38 | Social Networking | October |
| 39 | Drugs and Alcohol | October |
| 40 | Sterilisation Policy | October |
| 41 | Leave of Absence | November |
| 42 | Uniform policy and student uniform policy | November |
| 43 | Disciplinary Procedure | November |
| 44 | Induction Policy Children Induction Policy | November |
| 45 | Charging Policy | December |
| 46 | Key Person Role | December |
| 47 | Observation, Assessment and record keeping policy | December |
| 48 | Transportation Policy and Legal Requirements | December |
| 49 | Manual Handling Advice | December |
| 50 | Outdoor learning policy | December |
| 51 | Crying policy | December |
| 52 | Maths | December |
| 53 | Company Property and Equipment | December |
| 54 | Code of Conduct for Visitors and Contractors Policy | December |
| 55 | Privacy Policy | December |
| 56 | Risky play Policy | December |
| 57 | Sickness policy | December |
| 58 | Sleep policy | December |
| 59 | Children's Jewellery policy | December |
| 60 | Parent and Partnership policy | December |
| 61 | PANCO policy | December |