

Roughton Under 5's Playgroup Policies and Procedures
Contents and Control

<u>Policy or Procedure Title</u>	<u>Last Reviewed</u>	<u>To Be Reviewed</u>
Safeguarding Children and Child protection	September 2016	September 2017
Safeguarding Children – Children's Rights and Entitlements	November 2017	September 2018
Safeguarding Children – Looked After Children	November 2017	September 2018
Safeguarding Children – Uncollected Child	November 2017	September 2018
Safeguarding Children – Missing Child	November 2017	September 2018
Safeguarding Children – The Prevent Duty and Promoting British Values	November 2017	September 2018
Safeguarding Children – The Use of Mobile Phones within the Playgroup	November 2017	September 2018
Safeguarding Children – The Use of Camera's within the Playgroup	November 2017	September 2018
Safeguarding Children – Touch Policy	November 2017	September 2018
Safeguarding Children – Intimate Care	November 2017	September 2018
Safeguarding Children – Handling DBS Certificate Information	November 2017	November 2018
Safeguarding Children – Sun Protection	November 2017	November 2018
Suitable People – Recruitment	November 2017	November 2018
Suitable People – Employment	November 2017	November 2018
Suitable People – Student Placements	November 2017	November 2018
Suitable People – The Recruitment of Ex-Offenders	September 2016	November 2017
Staff Qualification, Training, Support and Skills – Induction of Staff, Volunteers and Managers	September 2016	November 2017
Staff Qualification, Training, Support and Skills – Appraisals and Supervision	September 2016	November 2017
Staff Qualification, Training, Support and Skills – First Aid	September 2016	November 2017
Key Person – The Role of the Key Person	September 2016	November 2017
Key Person – Settling-In	September 2016	January 2018
Staff – Staff Ratios	September 2016	January 2018
Staff – Safeguarding Staff	September 2016	January 2018
Health – Administering Medicines	September 2016	January 2018
Health – Infection Control	September 2016	January 2018
Health – Managing Children with Allergies or who are Sick or Infectious	September 2016	January 2018
Health – Recording and Reporting of Accidents and Incidents	September 2016	January 2018
Health – Food and Drink	September 2016	January 2018
Health – Food Hygiene	September 2016	January 2018
Managing Behaviour – Achieving Positive Behaviour	September 2016	January 2018

Policy or Procedure Title	Last Reviewed	To Be Reviewed
Safety and Suitability of Premises, Environment and Equipment – Health and Safety General Standards	September 2017	March 2018
Safety and Suitability of Premises, Environment and Equipment – Maintaining Children’s Safety and Security on Premises	September 2017	March 2018
Safety and Suitability of Premises, Environment and Equipment – Supervision of Children on Outings and Visits	September 2017	March 2018
Safety and Suitability of Premises, Environment and Equipment – Risk Assessment	September 2017	March 2018
Safety and Suitability of Premises, Environment and Equipment – Fire Safety and Emergency Evacuation	September 2017	March 2018
Safety and Suitability of Premises, Environment and Equipment – Animals in the Setting	September 2017	March 2018
Safety and Suitability of Premises, Environment and Equipment – No Smoking	September 2017	March 2018
Equal Opportunities – Supporting Children with Special Educational Needs and Disabilities	September 2017	March 2018
Equal Opportunities – Valuing Diversity and Promoting Equality	September 2017	March 2018
Information and Records – Admissions	September 2017	March 2018
Information and Records – Baby Sitting	September 2016	April 2018
Information and Records – Parental Involvement	September 2016	April 2018
Information and Records – Information Sharing	September 2016	April 2018
Information and Records – Children’s Records	September 2016	April 2018
Information and Records – Provider Records	September 2016	April 2018
Information and Records – Confidentiality and Client Access to Records	September 2016	April 2018
Information and Records – Working in Partnership with other Agencies	September 2016	April 2018
Information and Records – Transfer of Records to School	September 2016	April 2018
Information and Records – Transitions	September 2016	April 2018
Information and Records – Two Year Old Progress Check	September 2016	April 2018
Information and Records – Making a Complaint	September 2017	June 2018
Information and Records – Disciplinary and Grievance	September 2016	June 2018
Information and Records – Finance	June 2017	June 2018
Information and Records – Fees	November 2017	June 2018
Information and Records – Contingency Plans	September 2016	June 2018
Information and Records – Unplanned Closures	September 2016	June 2018
Information and Records – Whistle Blowing and Handling Allegations	September 2016	June 2018
Forms – Basic Opening and Closing Kitchen Checks	September 2016	N/A
Forms – Health and Safety Risk Assessment Template	September 2016	N/A
Forms – Fire Safety Risk Assessment Template	September 2016	N/A
Forms – Daily Risk Assessments	September 2016	N/A
Forms – Daily Fridge Temperature Log	September 2016	N/A

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Welcome Brochure	September 2016	N/A
Welcome Brochure – Application to Join	September 2016	N/A
Welcome Brochure – Child Profile	September 2016	N/A
Welcome Brochure – Child Password	September 2016	N/A
Welcome Brochure – Photo and Communication Form	September 2016	N/A
Welcome Brochure – Food Survey	September 2016	N/A
Welcome Brochure – Registration Forms	September 2016	N/A