

## Summary of Policies and Procedures

### Holt Pre-School

#### Statutory Requirements of the Early Years Foundation Stage

The following policies and procedures govern all aspects of our operations and are vital for consistency and quality assurance across our provision.

All staff, agency workers, volunteers and students must fully understand and know how to implement these policies and procedures and they must be accessible to parents so that everyone knows what action to take in practice to achieve them.

Our policies and procedures are written and reviewed annually.

<b>Policy</b>	<b>Summary</b>
1. Health and Safety	<p>Our provision is a suitable, clean and safe place for children to be cared for, where they can grow and learn. We have procedures that cover:</p> <ul style="list-style-type: none"><li>- the assessment of risk</li><li>- the safety of our premises (rooms and corridors, staff room / kitchen, bathrooms, changing areas, outdoor areas, building entrances and approaches, decorations)</li><li>- the management of maintenance and repairs</li><li>- keeping children safe (short trips, outings and excursions, the wearing of jewellery and hair accessories, face painting)</li><li>- keeping staff safe (personal safety, threats and abuse towards staff and visitors, manual handling, the wearing of jewellery and hair accessories)</li><li>- the control of substances hazardous to health (COSHH)</li><li>- interactions with animals and pets</li><li>- notifiable incidents (non-child protection)</li><li>- Emergency Evacuation and Lockdown</li></ul>
2. Fire Safety	<p>We have a responsibility to ensure that we carry out fire safety risk assessments and promote fire safety. We have procedures in place that cover:</p> <ul style="list-style-type: none"><li>- Fire safety risk assessment, fire precautions and fire drills</li></ul>
3. Food Safety and Nutrition	<p>We meet all statutory requirements for food safety and nutrition and have procedures in place for:</p> <ul style="list-style-type: none"><li>- Food preparation, storage and purpose</li><li>- Food for play and cooking activities</li></ul>

	<ul style="list-style-type: none"> <li>- Meeting dietary requirements</li> </ul>
4. Health	<p>Our health policy ensures we promote health by: -</p> <ul style="list-style-type: none"> <li>- Ensuring emergency and first aid treatment is given as required</li> <li>- Ensuring staff administer medicine correctly and records are kept</li> <li>- Ensuring life-saving medicine and invasive treatments are given professionally and appropriate training has been given</li> <li>- Ensuring staff are fully aware of known allergies or food intolerances of children</li> <li>- Ensuring staff are familiar with the procedure on how to manage poorly children</li> <li>- Ensuring staff carry out good practice infection control</li> <li>- Promoting health through encouraging good oral health and hygiene and encouraging health eating, healthy snacks and tooth brushing</li> </ul>
5. Inclusion, Equality and Diversity	<p>Our provision actively promotes inclusion, equality of opportunity and values diversity. Our “Promoting Inclusion, Equality and Valuing Diversity” procedure details the processes in place which ensure that children, parents and visitors in our setting are not subject to any form of discrimination.</p> <p>We do not tolerate unlawful behaviour and promote understanding or discrimination through training and development.</p> <p>We ensure that barriers to equality and inclusion are identified and removed or minimised where possible. We support children to become considerate adults and promote British Values of democracy, rule of law, individual liberty and mutual respect and tolerance.</p>
6. Safeguarding	<p>We are committed to safeguarding children, young people and vulnerable adults. We have procedures in place as follows:</p> <ul style="list-style-type: none"> <li>- Responding to safeguarding or child protection concerns and concerns and allegations of serious harm or abuse against staff, volunteers or agency staff</li> <li>- Visitor or intruder on the premises</li> <li>- Uncollected child and missing child</li> <li>- Incapacitated parent / carer</li> <li>- Death of a child on site</li> <li>- Looked after children</li> <li>- E-safety</li> <li>- Key person supervision</li> </ul>

7. Record Keeping	<p>We have record keeping systems in place for the safe and efficient management of the setting and to meet the needs of the children. We are compliant with legal requirements for the storing and sharing of information within the framework of the GDPR and the Human Rights Act as follows:</p> <ul style="list-style-type: none"> <li>- We have record keeping procedures which cover children’s records and data protection</li> <li>- We ensure our privacy notice is readily available for parents to view</li> <li>- We ensure that staff are aware of our procedures for confidentiality, recording and sharing information</li> <li>- We have procedures which cover client access to records and the transfer of records</li> </ul>
8. Staff Volunteers and Students	<p>We have effective systems in place to ensure that the adults looking after children are suitable to do so. We have procedures which cover:</p> <ul style="list-style-type: none"> <li>- Staff deployment and the deployment of volunteers and parent helpers with information on ratios and supervision of children at mealtimes</li> <li>- Student placement</li> <li>- Recruitment Checks</li> </ul>
9. Early Years Practice	<p>We have procedures in place to ensure we manage our waiting list and admissions process effectively and fairly and that we have comprehensive terms and conditions in place. We ensure that children do not miss out on entitlements and opportunities by managing the following areas:</p> <ul style="list-style-type: none"> <li>- We encourage good attendance and have procedures in place to cover absence</li> <li>- The role of key person is clearly defined and each child is assigned a key person</li> <li>- We have clear guidance for settling in and transitions</li> <li>- We recognise that when children start, they arrive at different levels of learning and development. We have a procedure in place to guide staff in establishing children’s starting points and complete progress checks.</li> <li>- Our staff manage arrival and departures times effectively by ensuring that they greet children and parents on arrival, note any injuries on arrival, hand over information effectively and maintain children’s safety and security</li> <li>- We have procedures which cover snack times, intimate care and nappy changing</li> </ul>

	<ul style="list-style-type: none"> <li>- We have regard SEND and are aware of our requirements and the four board areas of need and support (communication and learning, cognition and learning, social/emotional/mental health and sensory/physical).</li> <li>- We promote positive behaviour and are alert to the emotional well-being of children. Staff are advised on how to address behavioural issues and how to access expert advice if required.</li> </ul>
10. Working in Partnership with Parents and Other Agencies	We actively promote partnership with parents and recognise the importance of working in partnership with other agencies to promote the well-being of children and their families. We have a fair way of dealing with complaints from parents and service users and have a procedure in place to ensure we respond in a fair and timely manner

## Employment

We have terms and conditions in place to cover the employment, entitlements and expectations for our employees. Our employees sign an employee declaration within the employee handbook to confirm that they understand our employment conditions. Our employment policies and procedures are written and reviewed annually.

Policy	Summary
1. Employee Rights	We provide employees with clear information on annual leave entitlements, sickness reporting, medical and dental appointments, flexible working, antenatal rights, maternity benefits, paternity leave, adoption leave and pay, parental leave, dependants' leave, redundancies and retirement.
2. Policies and Procedures	<p>We work within the current legislation framework and best practice to promote equality and we value diversity at work. We address unfair treatment, discrimination and prejudice and have effective procedures in place which cover:</p> <ul style="list-style-type: none"> <li>- Equality and Diversity</li> <li>- Induction and Probation</li> <li>- Supervision</li> <li>- Mandatory training</li> <li>- Appraisal</li> <li>- Working hours and overtime</li> <li>- Part-time employment</li> <li>- Managing sickness absence</li> <li>- Resignations and notice periods</li> <li>- Claiming expenses</li> <li>- Changing personal details</li> <li>- General data protection regulation</li> <li>- Computers and electronic communications</li> <li>- Copyright</li> <li>- Drugs and alcohol</li> <li>- Employees working for other employers</li> <li>- Anti-bribery</li> </ul>

3. Resolutions	<p>We are committed to ensuring that staff are treated with dignity and respect at work. We will not tolerate bullying and harassment of any kind. Staff are aware of what behaviour is unacceptable and there are the following procedures in place:</p> <ul style="list-style-type: none"> <li>- Disciplinary procedure (falling below expected standards)</li> <li>- Capability procedure (unsatisfactory performance)</li> <li>- Grievances (personal circumstances)</li> <li>- Whistleblowing (malpractice within the organisation)</li> </ul>
4. Early Years Standards	<p>We are guided by the Statutory Framework for the Early Years Foundation Stage (EYFS) and staff are required to understand the EYFS as it applies to their role. We also require staff to contribute to our Bristol Standards submission which supports us in developing and improving the quality and effectiveness of our childcare provision.</p>
5. Safeguarding Children	<p>We are committed to safeguarding and promoting the welfare of children and young people. We require all staff to share this commitment and follow the prescribed Safeguarding Children, Young People and Vulnerable Adults policy. We have procedures in place which cover:</p> <ul style="list-style-type: none"> <li>- staff suitability checks including DBS</li> <li>- reporting concerns, police investigations/caution/charge, other investigations</li> <li>- mobile phone use, cameras/video phones and tablets</li> </ul>
6. Health and Safety	<p>Health and Safety is of prime importance to us. We have procedures in place to cover:</p> <ul style="list-style-type: none"> <li>- Accidents</li> <li>- Risk Assessments (including new and expectant mothers)</li> <li>- Display Screen Equipment</li> <li>- Smoking and e-cigarettes</li> <li>- Fire and evacuation</li> <li>- Food handling and health</li> <li>- Lifting and manual handling</li> <li>- Dress code</li> <li>- Mobile phones while driving</li> <li>- Stress at work</li> <li>- Violence at work</li> <li>- Staff personal safety including home visits</li> <li>- Menopause</li> </ul>