**Charlie Bear’s Nursery**

Policies and Procedures - *Documents available on hard copy (in the folder kept in the lobby) or on our website:* [*www.charliebearsnursery.co.uk*](http://www.charliebearsnursery.co.uk)

1. Safeguarding children’s policy and procedures
2. Implementation and review procedure
3. Health and Safety Policy
4. Risk assessments
5. Health and safety procedures
6. Short trips and outings
7. H&S – Outdoors
8. Repairs and maintenance
9. Staff – personal safety
10. Threats and abuse towards staff and volunteers
11. Entrance and approach to building
12. COSHH
13. Manual handling
14. Animals and pets
15. Face painting and Mendhi
16. Notifiable incident – non-child protection
17. Fire safety
18. Food safety and nutrition
19. Food preparation, storage and purchase
20. Food for play and cooking activities
21. Meeting dietary requirements
22. **4** Health policy
23. Accidents and emergency treatment
24. Administration of medicine
25. Life saving medication and invasive treatments
26. Allergies and food intolerance
27. Poorly children
28. Managing a suspected case of Corona virus
29. Infection control
30. Oral Health
31. **5** Promoting inclusion, equality and valuing diversity
32. Equality procedures
33. **6** Emergency evacuation
34. Uncollected child
35. Missing child
36. Looked after children
37. E-Safety
38. Children’s privacy and social media
39. Key person supervision
40. **7** Record keeping policy
41. Children’s records and data protection
42. Privacy notice -GDPR
43. Confidentiality, recording and sharing information
44. Client access to records
45. Transfer of records
46. **8** Staff, volunteers and students policy
47. **9** Staff deployment
48. Deployment of volunteers and parent helpers
49. Student placement
50. No smoking
51. Supporting children with special educational needs
52. **10** Working in partnership with parents and other agencies policy
53. Working in partnership with parents and other agencies
54. Complaints procedures for parents and service users
55. **11** Physical activity policy
56. Promoting positive behaviour
57. Staffing (group provision)
58. Role of the key person – settling children
59. Induction of Employees and volunteers
60. Employment
61. Food and drink
62. Safeguarding – low level concerns, allegations against staff/volunteers
63. Early Years Practice Procedures – Intimate care
64. Sleep and rest times.

Due to a filing error on the computer system that is not easily rectified, some policies may appear out of sequence in the digital copy. All files are included in the online policies folder but for more cohesive reading a physical master policies file is available on request at the nursery. Many thanks for your understanding- Good luck, Zack- ADMIN.