



## **Playgroup policies and procedures**

At our playgroup we have a number of policies and procedures all intended to help keep your child safe and to ensure we are meeting all the statutory requirements expected of us. Some policies are statutory (we are required to have these) and others are non-statutory but needed to ensure everyone is aware of how the playgroup works and how we will manage situations and incidents.

The essential policies are listed on our website for you to look at which include our Admissions policy, Complains, Food and drink, Payment of Fees, Safeguarding and Special Educational Needs. If you would like a copy of these or any other policies please speak to Sara who will arrange this for you.

Below is a list of our current policies:

- ◆ Our Aims
- ◆ Accident and First Aid Policy
- ◆ Administration of Medicine Policy and Procedure
- ◆ Admissions Policy
- ◆ Babysitting Disclaimer – Parents
- ◆ Babysitting Disclaimer - Staff
- ◆ Behaviour Management Policy
- ◆ Bullying Policy
- ◆ Cleaning of Body Fluids Procedure
- ◆ Complaints Policy and Procedure
- ◆ Confidentiality Policy
- ◆ Critical Incident Policy
- ◆ Dealing with a Sick Child Procedure
- ◆ Early Years Attendance, Punctuality and Absence Policy
- ◆ Equality and Diversity Policy
- ◆ Equipment and Resources Policy
- ◆ Ethical Research Policy and Consent Form
- ◆ Food and Nutrition Policy
- ◆ GDPR Policy
- ◆ Grievance and Disciplinary Policy and Procedure
- ◆ Health & Hygiene Policy
- ◆ Healthy Eating Policy
- ◆ Keyperson Policy
- ◆ Lunchtime Policy and Procedure
- ◆ Maternity, Paternity and Parental Leave Policy and Pregnancy Risk Assessment
- ◆ Missing Child Policy and Procedure
- ◆ Nappy Changing Procedure
- ◆ No Smoking and Vaping Policy
- ◆ Non-Collection of Children Policy and Procedure
- ◆ Oral Health and Dental Health Policy
- ◆ Outings Policy and Procedure
- ◆ Parental Involvement Policy
- ◆ Payment of Fees Policy
- ◆ Physical Handling Policy
- ◆ Professional Conduct Agreement
- ◆ Recording Existing Injuries Procedure
- ◆ Recruitment of Ex-Offenders Policy

- ◆ Retention of Records Policy
- ◆ Risk Assessment Procedure
- ◆ Safeguarding Children Policy
- ◆ Appendix to the Safeguarding Children Policy – Disclosure Policy
- ◆ Appendix to the Safeguarding Children Policy – ESafety
- ◆ Appendix to the Safeguarding Children Policy – Mobile Phone and Camera Policy
- ◆ Appendix to the Safeguarding Policy – The Prevent Duty and Promoting British Values
- ◆ Safer Recruitment Policy
- ◆ Safety Policy
- ◆ Appendix to the Safety Policy - Procedure for Collecting Children
- ◆ Appendix to the Safety Policy - Procedure for Dealing with an Escaped Child
- ◆ Appendix to the Safety Policy – Procedure for Evacuating the Hall in the Event of Fire
- ◆ Secure storage, handling, use, retention and disposal of disclosures and disclosure information Policy
- ◆ Settling In Policy
- ◆ Sick Pay Policy
- ◆ Appendix to the Sick Pay Policy – Return to Work Procedure
- ◆ Sleep Policy
- ◆ Social Networking Policy
- ◆ Special Educational Needs/Disability Policy
- ◆ Staff Code of Conduct
- ◆ Staff Relationship Policy
- ◆ Staffing and Employment Policy
- ◆ Statement of Fire Procedure
- ◆ Student Placement Policy
- ◆ Sun-screen Policy
- ◆ Supervision Policy
- ◆ Sustainability and Climate Change Policy
- ◆ Term Time Holiday Policy and Procedure
- ◆ Weapons and Superhero Play Policy
- ◆ Whistleblowing Policy and Procedure

If you have any questions or queries or would like further information then please speak to Sara