**St Andrews Pre-School Policies**

**Adapted June 2019**

**1.0 Child Protection**

* 1.1 Children’s rights and entitlements
* [1 2 Safeguarding children young people and vulnerable adults](https://shop.eyalliance.org.uk/downloads?file=polic13/1%202%20Safeguarding%20children%20young%20people%20and%20vulnerable%20adults%20December%202018.doc)
* [1 3 Looked After Children](https://shop.eyalliance.org.uk/downloads?file=polic13/1%203%20Looked%20After%20Children%20October%202018.doc)
* [1 4 Uncollected Child](https://shop.eyalliance.org.uk/downloads?file=polic13/1%204%20Uncollected%20Child%20January%202018.doc)
* [1.5 Missing Child](https://shop.eyalliance.org.uk/downloads?file=polic13/1%205%20Missing%20Child%20Updated%20October%202013.doc)
* [1.6 Online Safety](https://shop.eyalliance.org.uk/downloads?file=polic13/1%206%20Online%20Safety%20September%202015.doc)

**2.0 Suitable people**

* [2.1 Employment](https://shop.eyalliance.org.uk/downloads?file=polic13/2.1%20Employment.doc)
* [2.2 Student Placements](https://shop.eyalliance.org.uk/downloads?file=polic13/2.2%20Student%20Placements%20August%202016.docx)

**3.0 Staff Qualifications, Training, Support and Skills**

* [3.1 Induction of Employees and Volunteers](https://shop.eyalliance.org.uk/downloads?file=polic13/3%201%20Induction%20of%20Employees%20and%20Volunteers%20%20October%202013.doc)
* [3.2 First Aid](https://shop.eyalliance.org.uk/downloads?file=polic13/3.2%20First%20Aid%20April%202017.doc)

**4.0 Key Person**

* [4. 1 The Role of the Key Person and Settling In](https://shop.eyalliance.org.uk/downloads?file=polic13/4%201%20The%20Role%20of%20the%20Key%20Person%20and%20Settling%20In%20August%202016.doc)

**5.0 Staff:Child Ratios**

* [5.1 Staffing (group provision)](https://shop.eyalliance.org.uk/downloads?file=polic13/5%201%20Staffing%20(group%20provision)%20December%202018.docx)

**6.0 Health**

* [6.1 Administering Medicines](https://shop.eyalliance.org.uk/downloads?file=polic13/6%201%20Administering%20Medicines%20August%202016.doc)
* [6.2 Managing Children who are Sick, Infectious or with Allergies](https://shop.eyalliance.org.uk/downloads?file=polic13/6%202%20Managing%20Children%20who%20are%20Sick%20Infectious%20or%20with%20Allergies%20November%202015.doc)
* [6.3 Recording and Reporting of Accidents and Incidents](https://shop.eyalliance.org.uk/downloads?file=polic13/6%203%20Recording%20and%20Reporting%20of%20Accidents%20and%20Incidents%20October%202018.doc)
* [6.4 Nappy Changing](https://shop.eyalliance.org.uk/downloads?file=polic13/6%204%20Nappy%20Changing%20August%202016.doc)
* [6.5 Food and Drink](https://shop.eyalliance.org.uk/downloads?file=polic13/6%205%20Food%20and%20Drink%20October%202013.doc)
* [6.6 Food Hygiene](https://shop.eyalliance.org.uk/downloads?file=polic13/6%206%20Food%20Hygiene%20Updated%20October%202013.doc)
* [6.7 Basic Kitchen Opening and Closing Checks Template](https://shop.eyalliance.org.uk/downloads?file=polic13/6%207%20Basic%20Kitchen%20Opening%20and%20Closing%20Checks%20Template%20Updated%20October%202013.doc)
* [6.8 Individual Health Plan](https://shop.eyalliance.org.uk/downloads?file=polic13/6%208%20Individual%20Health%20Plan%20August%202014.docx)

**7.0 Managing Behaviour**

* [7.1 Promoting Positive Behaviour](https://shop.eyalliance.org.uk/downloads?file=polic13/7%201%20Promoting%20Positive%20Behaviour%20November%202018.doc)

**8.0 Safety and suitability of premises, environment and equipment**

* [8.1 Health and Safety General Standards](https://shop.eyalliance.org.uk/downloads?file=polic13/8%201%20Health%20and%20Safety%20General%20Standards%20October%202016.doc)
* [8.2 Maintaining Childrens Safety and Security on Premises](https://shop.eyalliance.org.uk/downloads?file=polic13/8%202%20Maintaining%20Childrens%20Safety%20and%20Security%20on%20Premises%20October%202013.doc)
* [8.3 Supervision of Children on Outings and Visits](https://shop.eyalliance.org.uk/downloads?file=polic13/8%203%20Supervision%20of%20Children%20on%20Outings%20August%202016.doc)
* [8.4 Risk Assessment](https://shop.eyalliance.org.uk/downloads?file=polic13/8%204%20Risk%20Assessment%20August%202016.doc)
* [8.5 Fire Safety and Emergency Evacuation](https://shop.eyalliance.org.uk/downloads?file=polic13/8%205%20Fire%20Safety%20and%20Emergency%20Evacuation%20October%202016.doc)
* [8.6 Animals in the Setting](https://shop.eyalliance.org.uk/downloads?file=polic13/8%206%20Animals%20in%20the%20Setting%20Updated%20October%202013.doc)
* [8.7 No Smoking](https://shop.eyalliance.org.uk/downloads?file=polic13/8%207%20No%20Smoking%20-%20February%202016.doc)
* [8.8 Health and Safety Risk Assessment Template](https://shop.eyalliance.org.uk/downloads?file=polic13/8%208%20Health%20and%20Safety%20Risk%20Assessment%20Template%20Updated%20October%202013.doc)
* [8.9 Fire Safety Risk Assessment Template](https://shop.eyalliance.org.uk/downloads?file=polic13/8%209%20Fire%20Safety%20Risk%20Assessment%20Template%20Updated%20October%202013.doc)
* [8.10 Staff Personal Safety including Home Visits](https://shop.eyalliance.org.uk/downloads?file=polic13/8%2010%20Staff%20Safety%20including%20Home%20Visits%20-%20February%202016.doc)

**9.0 Equal Opportunities**

* [9.1 Valuing Diversity and Promoting Inclusion and Equality](https://shop.eyalliance.org.uk/downloads?file=polic13/9%201%20Valuing%20Diversity%20and%20Promoting%20Inclusion%20and%20Equality%20August%202016.doc)
* [9.2 Supporting Children with SEN](https://shop.eyalliance.org.uk/downloads?file=polic13/9.2%20Supporting%20Children%20with%20SEN%20April%202017.doc)
* [9.3 Social Wellbeing Audit](https://shop.eyalliance.org.uk/downloads?file=polic13/9%203%20Social%20Wellbeing%20Audit%20Updated%20October%202013.doc)
* [9.4 Access Audit](https://shop.eyalliance.org.uk/downloads?file=polic13/9%204%20Access%20Audit%20August%202014.doc)
* [9.5 British Values](https://shop.eyalliance.org.uk/downloads?file=polic13/9%205%20British%20Values%20Sept%202015.doc)

**10.0 Information and records**

* [10 1 Early Years Prospectus](https://shop.eyalliance.org.uk/downloads?file=polic13/10%201%20Early%20Years%20Prospectus%20April%202018.doc)
* [10 1b Sample Privacy Notice](https://shop.eyalliance.org.uk/downloads?file=polic13/10%201b%20Sample%20Privacy%20Notice%20NEW%20April%202018.doc)
* [10.2 Admissions](https://shop.eyalliance.org.uk/downloads?file=polic13/10%202%20Admissions%20October%202013.doc)
* [10 3 Application to Join](https://shop.eyalliance.org.uk/downloads?file=polic13/10%203%20Application%20to%20Join%20April%202018.doc)
* [10.4 Registration Form](https://shop.eyalliance.org.uk/downloads?file=polic13/10%204%20Registration%20Form%20August%202016.doc)
* [10 5 Parental Involvement](https://shop.eyalliance.org.uk/downloads?file=polic13/10%205%20Parental%20Involvement%20April%202018.doc)
* [10 6 Childrens Records](https://shop.eyalliance.org.uk/downloads?file=polic13/10%206%20Childrens%20Records%20April%202018.doc)
* [10 7 Provider Records](https://shop.eyalliance.org.uk/downloads?file=polic13/10%207%20Provider%20Records%20April%202018.doc)
* [10 8 Transfer of Records to School](https://shop.eyalliance.org.uk/downloads?file=polic13/10%208%20Transfer%20of%20Records%20to%20School%20April%202018.doc)
* [10 9 Confidentiality and Client Access to Records](https://shop.eyalliance.org.uk/downloads?file=polic13/10%209%20Confidentiality%20and%20Client%20Access%20to%20Records%20May%202018.doc)
* [10 10 Information Sharing](https://shop.eyalliance.org.uk/downloads?file=polic13/10%2010%20Information%20Sharing%20April%202018.doc)
* [10 11 Working in Partnership with Other Agencies](https://shop.eyalliance.org.uk/downloads?file=polic13/10%2011%20Working%20in%20Partnership%20with%20Other%20Agencies%20April%202018.doc)
* [10 12 Making a Complaint](https://shop.eyalliance.org.uk/downloads?file=polic13/10%2012%20Making%20a%20Complaint%20March%202019.doc)
* [10 13 Childcare Terms and Conditions](https://shop.eyalliance.org.uk/downloads?file=polic13/10%2013%20Childcare%20Terms%20and%20Conditions%20April%202018.doc)
* [10.14 Notification of Leaving](https://shop.eyalliance.org.uk/downloads?file=polic13/10%2014%20Notification%20of%20Leaving%20Form%20New%20October%2013.doc)
* [10.15 Schedule of Fees](https://shop.eyalliance.org.uk/downloads?file=polic13/10.15%20Schedule%20of%20Fees%20New%20October%202013.docx)
* 10.16 General data protection regulations
* 10.17 Terms and Conditions

**11.0 Sample policy and procedure**

* [11 Policy and Procedure Template](https://shop.eyalliance.org.uk/downloads?file=polic13/11%20Policy%20and%20Procedure%20Template.doc)