Policies contents index

|  |  |  |
| --- | --- | --- |
| **Section** | **Page** | **Policy** |
| A situation which may cause the setting to be outside of child to staff ratio | 3 | 5.6 Critical Incident Policy |
| Absences due to illness or medical treatment | 3 | 1.10 Attendance |
| Access to the plan | 1 | 5.6 Critical Incident Policy |
| Action and support outside of the County council | 4 | 1.3 Protected Disclosures |
| Administering and storing medicines | 1 | 1.9 Promoting Health and Hygiene on the premises |
| Adverse Weather | 5 | 4.3 Time Off Work and flexible working Policy |
| After an emergency | 3 | 1.5 Physical Intervention |
| Aims | 1 | 2.2 Supporting children with additional needs |
| Aims | 1 | 5.5 Emergency Closure |
| Allegations against staff | 41 | 1.2 Safeguarding Children and child protection |
| Allergies, sick and infectious children | 2 | 1.9 Promoting Health and Hygiene on the premises |
| Animals | 4 | 1.9 Promoting Health and Hygiene on the premises |
| Appeal Process | 5 | 4.11 Suspension Policy |
| Appeals | 2 | 6.1 Admissions |
| Appeals process | 4 | 4.5 Disciplinary Procedure |
| Baby Sitting | 3 | 1.4 Staff Conduct and the community |
| Building collapse or Fire | 2 | 5.6 Critical Incident Policy |
| Bullying | 29 | 1.2 Safeguarding Children and child protection |
| Care for a dependant / carers leave | 2 | 4.3 Time Off Work and flexible working Policy |
| Change of committee | 8 | 3.1 Little Apples Committee |
| Changes in Provider | 3 | 4.7 Staff Working with Their Own Child / Close Relation |
| Changes to staff | 4 | 4.1 Employment and Staffing |
| Child criminal exploitation (including county lines) | 18 | 1.2 Safeguarding Children and child protection |
| Child Sexual Exploitation | 16 | 1.2 Safeguarding Children and child protection |
| Children missing from Education | 14 | 1.2 Safeguarding Children and child protection |
| Children missing from home or care | 15 | 1.2 Safeguarding Children and child protection |
| Children not resident in Hampshire | 40 | 1.2 Safeguarding Children and child protection |
| Children under 3 years | 3 | 2.3 Achieving positive behaviour |
| Children with family members in prison | 24 | 1.2 Safeguarding Children and child protection |
| Children with medical conditions in setting | 24 | 1.2 Safeguarding Children and child protection |
| Children with medical conditions out of setting | 24 | 1.2 Safeguarding Children and child protection |
| Collective agreement procedures | 2 | 4.6 Grievance and collective agreements Procedure |
| Committee roles and responsibilities | 2 | 3.1 Little Apples Committee |
| Compassionate Leave | 1 | 4.3 Time Off Work and flexible working Policy |
| Complaints | 4 | 1.5 Physical Intervention |
| Complaints | 5 | 6.6 Confidentiality and access to records Including GDPR 2018 compliance. |
| Confidentiality | 42 | 1.2 Safeguarding Children and child protection |
| Confidentiality | 5 | 4.10 Harassment |
| Confidentiality | 4 | 4.11 Suspension Policy |
| Confidentiality | 7 | 4.9 Sexual Harassment Policy |
| Confidentiality | 1 | 1.4 Staff Conduct and the community |
| Constitution | 8 | 3.1 Little Apples Committee |
| Contextual Safeguarding | 6 | 1.2 Safeguarding Children and child protection |
| Counselling | 3 | 5.6 Critical Incident Policy |
| CPI form | 17 | 1.2 Safeguarding Children and child protection |
| Curriculum | 42 | 1.2 Safeguarding Children and child protection |
| Curriculum | 2 | 2.1 Valuing diversity and promoting equality |
| Death or Serious Injury to a child or member of staff | 3 | 5.6 Critical Incident Policy |
| Definitions | 5 | 1.2 Safeguarding Children and child protection |
| Disciplinary action | 41 | 1.2 Safeguarding Children and child protection |
| Disciplinary proceedings | 3 | 4.5 Disciplinary Procedure |
| Disqualification under the childcare act | 39 | 1.2 Safeguarding Children and child protection |
| Domestic abuse | 11 | 1.2 Safeguarding Children and child protection |
| Duration of Suspension | 3 | 4.11 Suspension Policy |
| Duty to inform authorities | 2 | 5.6 Critical Incident Policy |
| Emergency Procedures | 2 | 5.3 Fire safety and emergency evacuation policy |
| Employment | 4 | 2.1 Valuing diversity and promoting equality |
| Enrolment | 2 | 4.7 Staff Working with Their Own Child / Close Relation |
| Equal Treatment | 2 | 4.7 Staff Working with Their Own Child / Close Relation |
| Evacuation in the event of terrorism, fire, building collapse, civil disorder, or other event at the Pre School | 2 | 5.6 Critical Incident Policy |
| Evacuation kit | 2 | 5.3 Fire safety and emergency evacuation policy |
| Exceptional Family support | 6 | 6.2 Funding, Fees and Payment policy |
| Exit interview | 12 | 4.1 Employment and staffing |
| Expectation | 1 | 1.7 Parental and Adult Behaviour Policy |
| EYE Funding Process | 3 | 6.2 Funding, Fees and Payment policy |
| EYPP Funding | 4 | 6.2 Funding, Fees and Payment policy |
| Fabricated or induced illness | 28 | 1.2 Safeguarding Children and child protection |
| Fact finding | 1 | 4.5 Disciplinary Procedure |
| Failure to follow this procedure | 4 | 1.3 Protected Disclosures |
| Faith abuse | 31 | 1.2 Safeguarding Children and child protection |
| Fees/Payments Process | 1 | 6.2 Funding, Fees and Payment policy |
| FGM | 8 | 1.2 Safeguarding Children and child protection |
| First Aid | 6 | 1.9 Promoting Health and Hygiene on the premises |
| First Aid | 38 | 1.2 Safeguarding Children and child protection |
| Flexible working | 5 | 4.3 Time Off Work and flexible working Policy |
| Flu Vaccine | 2 | 5.2 Health and safety general standards |
| Food and drink, including food hygiene | 7 | 1.9 Promoting Health and Hygiene on the premises |
| Forced Marriage | 9 | 1.2 Safeguarding Children and child protection |
| Formal complaints | 4 | 4.9 Sexual Harassment Policy |
| Gaming | 22 | 1.2 Safeguarding Children and child protection |
| Gender based violence / Violence against women and girls | 8 | 1.2 Safeguarding Children and child protection |
| General principles of the The United Nations Convention on the Rights of the Child | 1 | 1.1 Children's rights |
| Grooming | 23 | 1.2 Safeguarding Children and child protection |
| Grounds for Suspension | 2 | 4.11 Suspension Policy |
| Guidance | 3 | 6.3 Records |
| Guidelines | 2 | 1.7 Parental and Adult Behaviour Policy |
| Health and Safety | 33 | 1.2 Safeguarding Children and child protection |
| Holiday Pay | 4 | 4.8 Pro-Rata Salary Payment and Monthly Holiday Pay |
| Holiday, Sickness and Planned absence | 3 | 4.7 Staff Working with Their Own Child / Close Relation |
| Holidays (staff) | 3 | 4.3 Time Off Work and flexible working Policy |
| Homelessness | 23 | 1.2 Safeguarding Children and child protection |
| Honour based Violence | 10 | 1.2 Safeguarding Children and child protection |
| Hot weather policy | 9 | 1.9 Promoting Health and Hygiene on the premises |
| Identification process for SEN | 2 | 2.2 Supporting children with additional needs |
| If you are being sexually harassed: Informal steps | 3 | 4.9 Sexual Harassment Policy |
| Inclusion | 1 | 6.1 Admissions |
| Induction | 4 | 4.1 Employment and Staffing |
| Informing parents | 41 | 1.2 Safeguarding Children and child protection |
| Insurance cover | 1 | 5.2 Health and safety general standards |
| Intimate and personal care | 26 | 1.2 Safeguarding Children and child protection |
| Intruder and codeword | 34 | 1.2 Safeguarding Children and child protection |
| Jury service | 3 | 4.3 Time Off Work and flexible working Policy |
| Key Personnel | 6 | 1.2 Safeguarding Children and child protection |
| Legal Framework | 2 | 5.1 Risk assessment |
| Legal Framework | 7 | 5.2 Health and safety general standards |
| Legal Framework | 5 | 6.6 Confidentiality and access to records Including GDPR 2018 compliance. |
| Legal Framework | 3 | 5.3 Fire safety and emergency evacuation policy |
| Lone Working | 5 | 5.2 Health and safety general standards |
| Low Level concerns | 5 | 1.3 Protected Disclosures |
| Managing staff absences and contingency plans for emergencies | 2 | 4.1 Employment and Staffing |
| Maternity, Paternity, Adoption | 2 | 4.3 Time Off Work and flexible working Policy |
| Media | 3 | 5.6 Critical Incident Policy |
| Medical & Dental Appointments | 4 | 4.3 Time Off Work and flexible working Policy |
| Medicines | 1 | 1.9 Promoting Health and Hygiene on the premises |
| Meeting with Employee | 3 | 4.11 Suspension Policy |
| Mental health | 29 | 1.2 Safeguarding Children and child protection |
| Methods of payment | 3 | 6.2 Funding, Fees and Payment policy |
| Missing Child | 36 | 1.2 Safeguarding Children and child protection |
| Missing, exploited and Trafficked Children | 14 | 1.2 Safeguarding Children and child protection |
| Monitor and review | 5 | 2.2 Supporting children with additional needs |
| Monitoring | 4 | 1.5 Physical Intervention |
| Monitoring and reviewing | 4 | 2.1 Valuing diversity and promoting equality |
| Nappy changing | 10 | 1.9 Promoting Health and Hygiene on the premises |
| Online reputation | 23 | 1.2 Safeguarding Children and child protection |
| Online safety and Social media | 22 | 1.2 Safeguarding Children and child protection |
| Parental Mental Health | 13 | 1.2 Safeguarding Children and child protection |
| Parental Substance abuse | 13 | 1.2 Safeguarding Children and child protection |
| Parenting | 32 | 1.2 Safeguarding Children and child protection |
| Parents as partners | 4 | 2.2 Supporting children with additional needs |
| Pay Adjustment | 3 | 4.8 Pro-Rata Salary Payment and Monthly Holiday Pay |
| Pay During Suspension | 3 | 4.11 Suspension Policy |
| Payment of fees and wages | 3 | 5.5 Emergency Closure |
| Physical Intervention | 38 | 1.2 Safeguarding Children and child protection |
| Physical Intervention | 2 | 1.5 Physical Intervention |
| Planning | 42 | 1.2 Safeguarding Children and child protection |
| Planning | 3 | 2.2 Supporting children with additional needs |
| Policies and Procedures | 8 | 3.1 Little Apples Committee |
| Policies and Procedures Guidelines | 3 | 4.7 Staff Working with Their Own Child / Close Relation |
| Policy Statement | 1 | 4.5 Disciplinary Procedure |
| Positive Handling | 2 | 1.5 Physical Intervention |
| Precautionary procedures | 1 | 5.3 Fire safety and emergency evacuation policy |
| Prejudice based abuse | 29 | 1.2 Safeguarding Children and child protection |
| Preventing radicalisation and extremism | 7 | 1.2 Safeguarding Children and child protection |
| Principles | 2 | 6.6 Confidentiality and access to records Including GDPR 2018 compliance. |
| Priorities for admission | 1 | 6.1 Admissions |
| Private Fostering | 32 | 1.2 Safeguarding Children and child protection |
| Procedure | 3 | 1.7 Parental and Adult Behaviour Policy |
| Procedure | 2 | 1.10 Attendance |
| Procedure for late payment of fees | 1 | 6.2 Fee and Payment policy - Appendix |
| Procedures | 2 | 1.6 Looked after children |
| Procedures | 1 | 1.8 Supervision of children on outings and visits |
| Procedures | 1 | 2.3 Achieving positive behaviour |
| Procedures | 1 | 3.2 Parental Involvement |
| Procedures | 1 | 3.3 Working in partnership with other agencies. |
| Procedures | 1 | 3.4 Making a complaint |
| Procedures | 1 | 4.2 Work Place Pension Policy |
| Procedures | 1 | 4.4 Redundancy Policy |
| Procedures | 1 | 4.6 Grievance and collective agreements Procedure |
| Procedures | 1 | 5.1 Risk assessment |
| Procedures | 1 | 5.2 Health and safety general standards |
| Procedures | 1 | 5.4 Recording and reporting of accidents and incidents |
| Procedures | 2 | 5.5 Emergency Closure |
| Procedures | 1 | 6.4 Reserve Fund Policy |
| Procedures | 2 | 6.6 Confidentiality and access to records Including GDPR 2018 compliance. |
| Procedures | 1 | 6.7 Meeting statutory Insurance requirements |
| Procedures | 2 | 2.4 The role of the Key Person |
| Procedures – children’s records | 2 | 6.3 Records |
| Procedures – provider records | 1 | 6.3 Records |
| Process for Suspension | 2 | 4.11 Suspension Policy |
| Professional Conduct | 2 | 4.7 Staff Working with Their Own Child / Close Relation |
| Pro-Rata Payment | 2 | 4.8 Pro-Rata Salary Payment and Monthly Holiday Pay |
| Protection and support | 6 | 4.9 Sexual Harassment Policy |
| Protection from retaliation | 5 | 4.10 Harassment |
| Providing Employment references | 9 | 4.1 Employment and Staffing |
| Raising a concern | 2 | 1.3 Protected Disclosures |
| Rational | 1 | 1.10 Attendance |
| Ratios and staffing procedure | 2 | 4.1 Employment and Staffing |
| Record retention | 3 | 6.3 Records |
| Recording and reporting of concerns | 39 | 1.2 Safeguarding Children and child protection |
| Records | 3 | 3.4 Making a complaint |
| Records retention Appendix 1 | 4 | 6.3 Records |
| Recycling | 2 | 3.5 Environmental Responsibilites |
| Referral Process | 40 | 1.2 Safeguarding Children and child protection |
| Reporting and complaints procedures | 4 | 4.10 Harassment |
| Resource Fund | 1 | 6.5 Resource Fund Policy |
| Resourcing | 3 | 2.2 Supporting children with additional needs |
| Responsibilities | 3 | 4.10 Harassment |
| Restrictive Physical Intervention | 2 | 1.5 Physical Intervention |
| Resulting action | 3 | 1.3 Protected Disclosures |
| Return to Work | 4 | 4.11 Suspension Policy |
| Review and Amendments | 3 | 4.7 Staff Working with Their Own Child / Close Relation |
| Review of Suspension | 4 | 4.11 Suspension Policy |
| Risk assessment | 1 | 5.3 Fire safety and emergency evacuation policy |
| Rough and tumble play, hurtful behaviour and bullying | 4 | 2.3 Achieving positive behaviour |
| Safer recruitment | 33 | 1.2 Safeguarding Children and child protection |
| Safer recruitment | 2 | 4.1 Employment and Staffing |
| SENCO | 2 | 2.2 Supporting children with additional needs |
| Serious violence | 19 | 1.2 Safeguarding Children and child protection |
| Settling in | 2 | 2.4 The role of the Key Person |
| Sick Pay | 3 | 4.3 Time Off Work and flexible working Policy |
| Site security | 33 | 1.2 Safeguarding Children and child protection |
| situation which may cause the setting to be outside of child to staff ratio | 4 | 5.6 Critical Incident Policy |
| Smoking/Vaping | 11 | 1.9 Promoting Health and Hygiene on the premises |
| Social Media | 4 | 1.4 Staff Conduct and the community |
| Social Media | 3 | 4.10 Harassment |
| Special educational needs and disabilities | 25 | 1.2 Safeguarding Children and child protection |
| Special Leave | 5 | 4.3 Time Off Work and flexible working Policy |
| Staff deployment | 2 | 4.1 Employment and Staffing |
| Staff discount | 3 | 4.7 Staff Working with Their Own Child / Close Relation |
| Staff induction | 33 | 1.2 Safeguarding Children and child protection |
| Staff resignation process | 11 | 4.1 Employment and staffing |
| Strategies with children who engage in inconsiderate behaviour | 2 | 2.3 Achieving positive behaviour |
| Strong, resilient, listened to | 2 | 1.1 Children's rights |
| Student Placements | 8 | 4.1 Employment and Staffing |
| Supervision | 4 | 4.1 Employment and Staffing |
| Supervision Arrangements | 5 | 1.3 Protected Disclosures |
| Support available to the committee | 9 | 3.1 Little Apples Committee |
| Support During Suspension | 4 | 4.11 Suspension Policy |
| Support to families | 43 | 1.2 Safeguarding Children and child protection |
| Supporting staff welfare | 7 | 4.1 Employment and Staffing |
| Sustainability planning and Climate Change lead | 1 | 3.5 Environmental Responsibilities |
| Taking and the use and storage of images | 38 | 1.2 Safeguarding Children and child protection |
| Taking the matter further | 3 | 1.3 Protected Disclosures |
| Technology | 22 | 1.2 Safeguarding Children and child protection |
| The role of the local authority and PEPs | 2 | 1.6 Looked after children |
| The role of the Ofsted, SfYC and the Local Safeguarding Children Partnership | 3 | 3.4 Making a complaint |
| Third party harassment | 3 | 4.9 Sexual Harassment Policy |
| Trade union duties and activities | 3 | 4.3 Time Off Work and flexible working Policy |
| Trafficked children and modern slavery | 19 | 1.2 Safeguarding Children and child protection |
| Training | 42 | 1.2 Safeguarding Children and child protection |
| Training and staff development | 7 | 4.1 Employment and Staffing |
| Transition to school | 3 | 1.6 Looked after children |
| Trigger Trio | 11 | 1.2 Safeguarding Children and child protection |
| Uncollected Child | 38 | 1.2 Safeguarding Children and child protection |
| Valuing diversity in families | 4 | 2.1 Valuing diversity and promoting equality |
| Vetting and staff selection | 3 | 4.1 Employment and Staffing |
| Victimisation | 3 | 4.9 Sexual Harassment Policy |
| Virtual School Hampshire (VSH) | 4 | 1.6 Looked after children |
| What is sexual harassment | 2 | 4.9 Sexual Harassment Policy |
| Working with parents and families | 2 | 1.10 Attendance |
| Zero tolerance Conclusion | 4 | 1.7 Parental and Adult Behaviour Policy |
|  |  |  |