

BOLNEY UNDER FIVES PRE-SCHOOL

Bolney Wine Estate, Foxhole Lane, Bolney, West Sussex, RH17 5NB
Tel: 07922 092259

12.3 Bolney Under Fives Policies and Procedures Information for all Parents and Carers

Bolney Under Fives are required by law to have a set of Policies and Procedures in place and to make these available to all it's members. These documents ensure that there is a balanced approach within the group and that everyone is treated the same regardless of status. Copies of the below listed policies and procedures are available to read in the letter rack in the classroom and online at www.bolneyunderfives.co.uk

As well as listing all our policies and procedures we have attached our *core policies and selective procedures for your information.

Safeguarding children

- * Children's rights and entitlements
- * Safeguarding children and child protection
 - Looked after Children
- *Confidentiality and client access to records
 - Information Sharing
- *Uncollected Children
 - Missing Children
 - Supervision of children on outings and visits
 - Maintaining children's safety and security on premises

Equality of opportunity

- *Valuing diversity and promoting equality
 - Supporting children with special educational needs
- *Achieving positive behaviour

Promoting health and hygiene

- Animals in the setting
- *Administering medicines
- *Managing children with allergies, or who are sick or infectious
 - Nappy changing
 - Food and Drink
- *First Aid
- No - Smoking

Health and safety

- Health and safety general standards
- Risk assessment
- Fire safety and emergency evacuation
- Recording and reporting of accidents and incidents
- Food hygiene

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Employment

Induction of staff, volunteers and managers
Employment and staffing
Student placements

Administration

Admissions

Child care practice

* The role of the key person and settling-in

Partnership

Parental involvement
Working in partnership with other agencies