

LIST OF POLICIES

Child Protection

- 1.1 Children's rights and entitlements
- 1.2 Safeguarding children and child protection
- 1.3 Looked after children
- 1.4 Uncollected child
- 1.5 Missing child
- 1.6 E-safety – including mobile phones and cameras
- 1.7 Babysitting
- 1.8 Child protection – whistleblowing
- 1.9 Social networks

Suitable People

- 2.1 Employment
- 2.2 Student placements
- 2.3 Adults without disclosure

Staff Qualifications, Training, Support and Skills

- 3.1 Induction of staff, volunteers and managers
- 3.2 First aid

Key Person

- 4.1 Role of the key person and settling-in

Staff: Child Ratios

- 5.1 Staffing

Health

- 6.1 Administering medicines
- 6.2 Managing children who are sick, infectious or with allergies
- 6.3 Recording and reporting of accidents and incidents

6.4 Nappy changing

6.5 Food and drink

6.6 Food hygiene

Lunch Club Guidance Notes

Managing Behaviour

7.1 Promoting positive behaviour

Safety and Suitability of Premises, Environment and Equipment

8.1 Health and safety general standards

8.2 Maintaining children's safety and security on premises

8.3 Supervision of children on outings and visits

8.4 Risk assessment

8.5 Fire safety and emergency evacuation

8.6 Animals in the setting

8.7 No-smoking

Equal Opportunities

9.1 Valuing diversity and promoting inclusion and equality

9.2 Supporting children with special educational needs

9.3 British values

Information and Records

10.1 Admissions

10.2 Parental involvement

10.3 Children's records

10.4 Provider records

10.5 Transfer of records to school

10.6 Confidentiality and client access to records

10.7 Information sharing

10.8 Working in partnership with other agencies

10.9 Making a complaint