



Policy Documents

Medstead Pre-School & Nursery bases its policies on the guidance given by the various agencies involved in childcare. We try to ensure that we always adopt the best practice and we regularly review our policies.

The following is the master control record for the policies:

Doc. No.	Title	Rev	Date
1.1	Children's Rights and Entitlements	6	12/05/11
1.2	Safeguarding Children and Child Protection	9	30/01/17
1.3	Looked after children	7	12/05/11
1.4	Confidentiality and Client Access to Records	8	21/10/12
1.5	Information Sharing	6	12/05/11
1.6	Uncollected Child	7	30/01/17
1.7	Missing Child	6	12/05/11
1.8	Supervision of Children on Outings and Visits	6	12/05/11
1.9	Maintaining Children's Safety and Security on Premises	6	12/05/11
1.10	Making a Complaint	7	30/01/17
1.11	Valuing Diversity and Promoting Equality	6	12/05/11
1.12	Supporting Children with SEN	9	06/03/17
1.13	Achieving Positive Behaviour	8	30/01/17
1.14	Animals in the Setting	6	12/05/11
1.15	Administering Medicines	7	30/01/17
1.16	Managing Children with Allergies or Who Are Sick or Infectious	7	30/01/17
1.17	Nappy Changing	7	30/01/17
1.18	No Smoking	0	12/05/11
1.19	Food and Drink	6	12/05/11
1.20	First Aid	6	12/05/11
1.21	Physical Handling	0	12/05/11
1.22	Mobile Telephones	1	12/05/11
1.23	Whistle Blowing	0	09/12/13
2.1	Employment and Staffing	8	22/01/17
2.2	Induction of Staff Volunteers and Managers	6	12/05/11
2.3	Student Placements	6	12/05/11
2.6	Health & Safety Risk Assessment	1	17/05/11
3.1	Risk Assessment	6	12/05/11
3.2	Health and Safety General Standards	8	30/01/17
3.3	Health and Safety Risk Assessment	6	12/05/11
3.4	Fire Safety and Emergency Evacuation	7	12/05/11
3.5	Fire Safety Risk Assessment	6	12/05/11
3.6	Recording and reporting of Accidents and Incidents	8	30/01/17
3.7	Food Hygiene	8	30/01/17
3.8	Basic Kitchen Opening and Closing Checks	6	12/05/11
4.1	Admissions	7	04/11/17
4.2	Application to Join	1	12/05/11
4.3	Registration Form	10	14/10/15
4.4	The Role of the Key Person in the Setting and Settling In	7	12/05/11
4.5	Early Years Prospectus	13	04/04/17
4.6	Parental Involvement	6	12/05/11
4.7	Working in Partnership With Other Agencies	6	12/05/11
5.1	Children's Records	6	12/05/11
5.2	Provider Records	0	12/05/11

Date	Change (Policy Number - Description)	New Rev
26/01/2017	Annual Review of all policies	N/A
26/01/2017	1.2 Additional requirements	9
26/01/2017	1.6 Telephone Number Changes	7
26/01/2017	1.10 Telephone Number Changes	7
26/01/2017	1.13 Name Change	8
26/01/2017	1.15 General revision	7
26/01/2017	1.16 General revision	7
26/01/2017	1.17 Correction	7
26/01/2017	3.2 Additional safety requirements.	8
26/01/2017	3.6 Name change	8
26/01/2017	3.7 Name Change	8
26/01/2017	4.5 Update Staff Qualifications	12
06/03/2017	1.12 Name change	9
04/04/2017	4.1 Admissions Policy defined	7
04/04/2017	4.5 Name Change	13

These policies were adopted/reviewed at a meeting of Medstead Pre-School & Nursery on the dates shown above. Each policy must be reviewed within 12 months of it's last review date.

Signed on behalf of the management committee: (Signed copy on file at Medstead Pre-school)

Date:

Signed::

Role of signatory: Chair