

Early Year's Policies and Procedures

Contents

Last reviewed

1.	Additional needs policy	Dec. 2008
2.	Admissions policy	April 2009
3.	Behaviour policy & guidelines	May 2008
4.	Child protection policy statement (HC Voluntary Sector policy)	May 2008
5.	Closure policy and emergency arrangements	Jan. 2008
6.	Children's participation policy	Dec. 2008
7.	Complaints procedure <ul style="list-style-type: none"> • totally managed centres • staff managed centres • committee managed centres 	April 2011
8.	Confidential reporting - whistle blowing policy	May 2011
9.	Confidentiality policy	Jan. 2008
10.	Continuity policy	March 2010
11.	Environmental policy & Statement	May 2011
12.	Equality and diversity policy with guidance notes	Jan. 2008
13.	Harassment & Bullying Policy (now Positive Working Environment Policy)	July 2011
14.	Health and safety policy including: <ul style="list-style-type: none"> • fire safety policy • smoke free policy • animals in the setting policy • kitchen hygiene policy 	Sept. 2011 Jan. 2008 " " " " " "
15.	Healthy eating policy	Dec. 2008
16.	ICT policy	Dec. 2009
17.	Incidence of violence policy (incorporating restraint policy)	Dec. 2008
18.	Media policy	April 2011
19.	Missing Child Policy	March 2009
20.	Missing from Early Education Service Procedures	Jan. 2008
21.	Open access policy	Jan. 2008
22.	Parental Involvement policy	Dec. 2008
23.	Restoring efficiency policy	Jan. 2008
24.	Restraint policy	Jan. 2008
25.	Risk assessment policy statement	Dec. 2008
26.	Risk in Play policy	March 2009

27.	Road safety policy	Jan. 2008
28.	Staff recruitment, selection and retention policy	Aug. 2008
29.	Staff supervision policy	Jan. 2008
30.	Transport & Outings policy	Nov. 2008
31.	Transport & Vehicle policy	Feb. 2011
32.	Training and development policy	Jan. 2008
33.	Toileting and nappy policy	Dec. 2008
34.	Volunteers, student and parental support policy	June 2011

Additional Guidance

Contents

1.	Abeyance procedures	May 2011(SCSWIS)
2.	Accident, incident and emergency procedures	Jan. 2008
3.	Accident/ incident record	Jan. 2008
4.	Additional materials for self-evaluation using the Child at the Centre 2	Feb. 2008
5.	CALA constitution	July 2011
6.	Children's questionnaires - four versions available	Jan & Dec. '08
7.	Cleaning guidelines	Jan. 2008
8.	Daily collection record	Jan. 2008
9.	Electrical equipment check	Jan. 2008
10.	Emergency evacuation procedures	Jan. 2008
11.	Enrolment form	Jan. 2008
12.	Fee paying procedures	Nov. 2010
13.	Farm Visits Guidance (HSE)	2011
	E. coli 0157 Guidance	Mar. 2011
14.	Fire drill record	Nov. 2010
15.	First aid poster	Jan. 2008
16.	First Aid Box contents	Feb. 2009
17.	Guidelines on farm visits	HSE 2002
18.	Hand washing guidance	Jan. 2008
19.	Health and safety generic daily checklist	Jan. 2008
20.	Illness or injury procedures	Jan. 2008
21.	Maintenance & Repair record	Nov. 2009

22.	Medication administration record	Dec. 2008
23.	Medication review sheet	Jan. 2008
24.	NHS infection control guidelines	Mar. 2011
25.	NHS Managing Head Lice Infestation	Dec. 2009
26.	Pandemic flu policy	2008
27.	Parent's questionnaire	July 2011
28.	Parent's questionnaire (GIRFEC)	Jan. 2009
29.	Reporting Children's Progress	Sept. 2010
30.	Safe lifting and handling / lifting & lowering	Jan. 2008
31.	Self declaration form	March 2011
32.	Self declaration form - guidance notes	March 2011
33.	Statutory instrument 2011 No. 210	April 2011
34.	Visits and Outings guidance	May 2011