

# HAMBLE VILLAGE PLAYSCHOOL

## POLICY INDEX

### Introduction

#### **Safeguarding and Welfare Requirements: Child Protection**

- Children's Rights and Entitlements
- Safeguarding Children and Child Protection
- Looked After Children
- Uncollected Child
- Missing Child
- Online Safety (including mobile phone and cameras)

#### **Safeguarding and Welfare Requirements: Suitable People**

- Employment
- Student Placements

#### **Safeguarding and Welfare Requirements: Staff Qualifications, Training, Support and Skills**

- Induction of Employees and Volunteers
- First Aid

#### **Safeguarding and Welfare Requirements: Key Person**

- The Role of the Key Person and Settling In

#### **Safeguarding and Welfare Requirements: Child Ratios**

- Staffing

#### **Safeguarding and Welfare Requirements: Health**

- Administering Medicines
- Managing Children who are Sick, Infectious or with Allergies
- Recording and Reporting of Accidents and Incidents
- Nappy Changing
- Food and Drink
- Food Hygiene

**Safeguarding and Welfare Requirements: Managing Behaviour**

- Promoting Positive Behaviour

**Safeguarding and Welfare Requirements: Safety and Suitability of Premises, Environment and Equipment**

- Health and Safety General Standards
- Maintaining Children's Safety and Security on Premises
- Supervision of Children on Outings and Visits
- Risk Assessment
- Fire Safety and Emergency Evacuation
- Animals in the Setting
- No Smoking
- Valuing Diversity and Promoting Equality
- British Values

**Safeguarding and Welfare Requirements: Equal Opportunities**

- Supporting Children with Special Educational Needs

**Safeguarding and Welfare Requirements: Information and Records**

- Admissions
- Parental Involvement
- Children's Records
- Provider Records
- Transfer of Records to School
- Confidentiality and Client Access to Records
- Information Sharing
- Working in Partnership with other Agencies
- Making a Complaint

**Miscellaneous:**

- BP Oil
- Drugs and Alcohol
- Emergency Closure Procedure
- Intruder Policy
- Recruitment of Ex-Offenders
- Sun Protection
- Whistle Blowing