



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	Last Review Date
1.1	Children's Rights and Entitlements	6	09/03/09
1.2	Safeguarding Children and Child Protection	6	09/03/09
1.3	Looked after children	7	09/03/09
1.4	Confidentiality and Client Access to Records	6	09/03/09
1.5	Information Sharing	6	09/03/09
1.6	Uncollected Child	6	09/03/09
1.7	Missing Child	6	09/03/09
1.8	Supervision of Children on Outings and Visits	6	09/03/09
1.9	Maintaining Children's Safety and Security on Premises	6	09/03/09
1.10	Making a Complaint	6	09/03/09
1.11	Valuing Diversity and Promoting Equality	6	09/03/09
1.12	Supporting Children with SEN	6	09/03/09
1.13	Achieving Positive Behaviour	6	09/03/09
1.14	Animals in the Setting	6	09/03/09
1.15	Administering Medicines	6	09/03/09
1.16	Managing Children with Allergies or Who Are Sick or Infectious	6	09/03/09
1.17	Nappy Changing	6	09/03/09
1.18	No Smoking	6	09/03/09
1.19	Food and Drink	6	09/03/09
1.20	First Aid	6	09/03/09
1.21	Physical Handling	0	09/03/09
2.1	Employment and Staffing	6	09/03/09
2.2	Induction of Staff Volunteers and Managers	6	09/03/09
2.3	Student Placements	6	09/03/09
3.1	Risk Assessment	6	09/03/09
3.2	Health and Safety General Standards	6	09/03/09
3.3	Health and Safety Risk Assessment	6	09/03/09
3.4	Fire Safety and Emergency Evacuation	6	09/03/09
3.5	Fire Safety Risk Assessment	6	09/03/09
3.6	Recording and reporting of Accidents and Incidents	6	09/03/09
3.7	Food Hygiene	6	09/03/09
3.8	Basic Kitchen Opening and Closing Checks	6	09/03/09
4.1	Admissions	6	09/03/09
4.2	Application to Join	1	13/05/09
4.3	Registration Form	7	09/03/09
4.4	The Role of the Key Person in the Setting and Settling In	6	09/03/09
4.5	Early Years Prospectus	7	25/06/09
4.6	Parental Involvement	6	09/03/09
4.7	Working in Partnership With Other Agencies	6	09/03/09
5.1	Children's Records	6	09/03/09
5.2	Provider Records	0	09/03/09

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:

Name of signatory: Helen Hunt

Role of signatory: Chair

Date	Change (Policy Number - Description)	New Rev
13/5/09	42 - Added Allergies/Medical Condition request	1
13/5/09	4.3 - Reformatted pages and added "allergies" to special needs	7
25/6/09	4.5 - Added Julie Wilson, Updated First Aid & Amended Alison Rhodes job title	7