**CONTENTS**

Introduction

1. **Safeguarding and promoting children’s welfare**

**Safeguarding children**

* 1. Children’s rights and entitlements (Cttee Mbr, May 2022, v5)
  2. Safeguarding children and child protection (Cttee Mbr: Jan 2023, v11)

(including managing allegations of abuse against a member of staff)

* Appendix 1 : Child Protection Process (flowchart) (Feb 2020)
* Appendix 2 : GSCB Escalation of professional concerns guidance (Feb 2019)
* Appendix 3 : MASH Education Process (Dec 2020)
* Appendix 4 : Operation Encompass School Pathway (Dec 2020)
  1. Children in Care (looked after children) (Cttee Mbr: May 2022, v4))
  2. Confidentiality (Cttee Mbr: May 2022 v6)
  3. Information sharing (Cttee Mbr: Mar 2022, v4)
  4. Uncollected child (Chair: Oct 2021, v4)

1.6.1 Child Non-attendance (Cttee Mbr: Aug 2022, v 4)

* 1. Missing child (Cttee Mbr: Mar 2022, v4)
  2. Supervision of children on outings and visits (Cttee Mbr: Jul 2021, v5)
  3. Maintaining children’s safety and security on premises (Cttee Mbr: May 2019, v3)

1.9.1 Password system (Cttee Mbr: Jan 2019, v3)

* 1. Making a complaint (Cttee Mbr: Jul 2021, v4)

1.10.1 Whistleblowing (Cttee Mbr: Jan 2023, v5)

* 1. Use of mobile phones, digital photography and recording devices (Cttee Mbr: Feb 2022, v4)
     1. Acceptable Use of Technologies (Chair: Oct 2021, v3)
  2. ….

1.12.1 E-Safety (Cttee Mbr: Nov 2022, v6)

1.12.2 Preventing Radicalisation (Cttee Mbr: Nov 2021, v4)

1.12.3 Social Networking (Cttee Mbr: Feb 2022, v4)

1.12.4 Critical Incident (CM: Sept 2019, v4)

**Equality of opportunity**

* 1. Valuing diversity and promoting equality (Cttee Mbr: Jul 2021, v4)

1.13.1 British Values (Cttee Mbr: Mar 2022, v3)

* Appendix 1 : EYFS and British Values Wheel
  1. Supporting children with special educational needs (Chair: Oct 2021, v6)
  2. Achieving positive behaviour (Chair: Jul 2021, v6)[[1]](#footnote-1)

**Promoting health and hygiene**

* 1. Animals in the setting (Cttee Mbr: May 2019, v3)
  2. Administering medicines (Cttee Mbr: Mar 22, v5)
  3. Managing children with allergies, or who are sick or infectious

(including reporting notifiable diseases) (Cttee Mbr: May 2022, v6)

* 1. Intimate Personal care (Cttee Mbr: Feb 2023, v6)
  2. No-smoking (Chair: Jul 2021, v4)
  3. Food and drink – Healthy Eating Policy (Cttee Mbr: May 2019, v3)
  4. First aid (Cttee Mbr: May 2022, v4)
  5. SunSmart Sun Protection (Cttee Mbr: Nov 2022, v1)
  6. Separated Families Policy (AGM: Jul 2019, v2)
  7. Safe Sleep Policy (Cttee Mbr, Feb 2023, v1)

1. **Suitable people**

**Employment**

* 1. Employment and staffing (Cttee Mbr: Mar 2023, v10)

(including pre-appointment, vetting, contingency plans, appraisals, training and development)

* + 1. Disciplinary (Chair: Jul 2021, v3)
    2. Grievance (Chair: Jul 2021, v3)
    3. Sickness and absence (including impact of industrial action) (Cttee Mbr: Mar 2023, v6)
    4. Pay Review (Cttee Mbr: Mar 2023, v3)
    5. Safer Recruitment (Cttee Mbr: Feb 2023, v5)
    6. Bereavement Leave (Cttee Mbr: Jan 2022, v1
    7. Capability (Cttee Mbr: May 2022, v1)
  1. Induction of staff and volunteers (Cttee Mbr: Jan 2019, v3)

2.2.1 Code of Conduct (Cttee Mbr: Nov 2022, v3)

* 1. Student placements (AGM: Jul 2019, v3)
  2. Supervision Policy (CM: Jul 2021, v3)
  3. Babysitting Policy (CM: May 2019, v3)
  4. Staff Wellbeing (AGM: Jul 2019, v2)
  5. Conflict of Interest (CM: Jul 2021, v2)
  6. Managing Volunteers (Chair: Oct 2021, v3)

1. **Suitable premises, environment and equipment**

**Health and Safety.**

* 1. Risk Assessment (Cttee Mbr: Apr 2021, v4)
  2. Health & safety general standards (Cttee Mbr: Jan 2023, v6)
  3. Health and safety risk assessment template (Cttee Mbr: Apr 2021, v4)
  4. Fire safety and emergency evacuation (Cttee Mbr: Jan 2023, v4)
  5. Fire safety risk assessment template (Cttee Mbr: Jan 2023, v4)
  6. Recording and reporting of accidents and incidents

(including procedure for reporting to HSE, RIDDOR) (AGM: Jul 2019, v3)

* 1. Food hygiene

(including procedure for reporting food poisoning) (AGM: Jul 2019, v3)

* 1. Basic kitchen opening and closing checks templates (AGM: Jul 2019, v3)
  2. Emergency/temporary closure policy (Cttee Mbr: Feb 2023, v4)

1. **Organisation**

**Administration**

* 1. Admissions (Cttee Mbr: Aug 22 v4)
  2. Enrolment form (updated Feb 2023)
  3. Parent pack (updated Jan 2023)

**Child care practice**

* 1. The role of the key person in the setting and settling in (Treasurer: Sept 2021 v4)
  2. Early years prospectus (Cttee Mbr: Jan 2020 v3)

**Partnership**

* 1. Parental involvement (Cttee Mbr: Apr 2021, v4)[[2]](#footnote-2)
  2. Working in partnership with other agencies (Cttee Mbr: Jan 2020 v3)
  3. Home/School agreement outlining communication with staff (Cttee Mbr: Nov 2022, v3)
  4. Open Door Policy (Cttee Mbr: May 2019, v2)

**Finance**

* 1. Payment of fees (Chair, Apr 2023, v14)

4.10.1 Reserves Policy (Cttee Mbr: Apr 2021, v2)

4.10.2 Financial controls (Chair: Apr 2023, v1)

4.10.3 Debt Procedure– (Chair, Apr 2023, v 2)

* 1. Petty Cash (Cttee Mbr: Mar 2023, v 5)

**Trustees**

* 1. Introductory Trustee guide (Cttee Mbr: Aug 2020, v4)
  2. Role Descriptions for Chair, Treasurer, Secretary, Fundraiser and General Committee Member (Cttee Mbr: Feb 2023, v6)

1. **Documentation**

**Record keeping**

* 1. Children’s records (Cttee Mbr: Jan 2020 v3)
  2. Provider records (Cttee Mbr: Jan 2020 v3)
  3. Transfer of records to school (Chair: Oct 2021, v5)
  4. Data Protection (Cttee Mbr: Apr 2021, v3)
  5. Data Subject Access Requests (Cttee Mbr: Feb 2023, v3)
  6. Data Breaches (Cttee Mbr: Feb 2023, v3)
  7. Retention Periods for Records (Chair: Jul 2021, v3)
  8. Version Control (Cttee Mbr: Nov 2022, v2)
  9. Cloud Computing Services (Cttee Mbr: Nov 2022, v2))

1. **▪ Early Years Foundation Stage statutory framework (EYFS)**

first published 31 March 2014, last updated: 3 September 2021

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

**▪ Development matters in the Early Years Foundation Stage (EYFS) (2012)** (The British Association for Early Childhood Education)

<https://foundationyears.org.uk/files/2012/03/Development-Matters-FINAL-PRINT-AMENDED.pdf>

1. **▪ Gloucestershire Safeguarding Children Partnership: Working Together Arrangements**

<https://www.gloucestershire.gov.uk/gscp/working-together-arrangements/>

**▪ What to do if you’re worried a child is being abused**

**– Advice for practitioners** (HM Government, 2015)

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

**▪ Working together to safeguard children** (HM Government, 2018; last updated 9 December 2020)

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

**▪ Keeping children safe in education** (HM Government, first published 26 March 2016, last updated 1 September 2022)

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

1. Includes an Anti-Bullying statement [↑](#footnote-ref-1)
2. Includes an Anti-Bullying statement [↑](#footnote-ref-2)