# NOTLEY GREEN COMMUNITY ASSOCIATION

Registered Charity No 1058443

# **NGCA Ducklings Pre-School**

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# <u>Ducklings Policies and Procedures</u> <u>Table of Contents</u> <u>Updated 27<sup>th</sup> March 2023</u>

#### **SECTION 1: Child Protection**

- 1. Children's rights and entitlements
- 2. Safeguarding children, young people and vulnerable adults
- 3. Attendance
- 4. Looked after children
- 5. Uncollected child
- 6. Missing child
- 7. Online safety (inc. mobile phones and cameras)
- 8. Whistle blowing

# **SECTION 2: Suitable People**

- 9. Employment
- 10. Student placements

# **SECTION 3: Staff qualifications, Training, Support and Skills**

- 11. Induction of employees and volunteers
- 12. First aid

#### **SECTION 4: Key Person**

13. The role of the key person and settling-in

**SECTION 5: Staff: Child Ratios** 

14. Staffing

#### **SECTION 6: Health**

- 15. Administering medicines
- 16. Managing children who are sick, infectious, or with allergies.
- 17. Asthma policy
- 18. Recording and reporting of accidents and incidents
- 19. Nappy changing
- 20. Food and drink
- 21. Food hygiene

# **SECTION 7: Managing Behaviour**

# 22. Promoting positive behaviour

## **SECTION 8: Safety and Suitability of Premises, Environment and Equipment**

- 23. Health and safety general standards
- 24. Maintaining children's safety and security on premises
- 25. Supervision of children on outings and visits
- 26. Risk assessment
- 27. Fire safety and emergency evacuation
- 28. Animals in the setting
- 29. No smoking
- 30. Staff personal safety including home visits

# **SECTION 9: Equal Opportunities**

- 31. Valuing diversity and promoting inclusion and equality
- 32. Supporting children with special educational needs and disabilities
- 33. British Values

## **SECTION 10: Information and Records**

- 34. Admissions
- 35. Privacy notice
- 36. Parental involvement
- 37. Children's records
- 38. Provider records
- 39. Transfer of records to school
- 40. Confidentiality and client access to records
- 41. Information sharing
- 42. Working in partnership with other agencies
- 43. Making a complaint