

## Personal Care & Changing

At Pre-school we support and encourage all the children to develop their self-care skills, whilst promoting a general awareness of hygiene. The policy explains the principles to which we adhere to.

## Health & Safety

This is a fairly extensive policy it sets out how Health & Safety issues are managed within the setting, it is our commitment to planning and management as this is the key to achieving an acceptable environment and preventing accidents & incidents of ill health.

## Safeguarding

All members of staff are aware of their duty to safeguard and promote the welfare of children. The protection of children is of paramount importance. This policy is our code of conduct for our practises and methods.

## Notifying Ofsted

The policy states that we will adhere to the guidance outlined in the Statutory Framework for the Early Years Foundation Stage (2008) regarding notifying Ofsted of certain events and occurrences related to the Pre-school.

## Allegations Against Staff or Volunteers

This policy sets out the guidelines for the procedures & process we follow in the unfortunate event that an allegation against a member of staff or volunteer is made.

## Emergency Evacuation & Fire Safety

Our aim is to ensure that the children and adults within the setting are kept safe and secure from harm in the event of an emergency, this policy clarifies our processes for dealing with this.

## Payment of Fees

The Pre-school relies on the prompt payment of fees, this policy is the guidelines as to how the setting, parents & carers are expected to conduct themselves financially.

## Complaints

Our Complaints Policy combined with our Complaints Procedure is the protocols for the actions that we must take in order to deal with a complaint efficiently & appropriately.

## Achieving Positive Behaviour

This policy details our code of conduct for managing behaviour, supporting personal, social and emotional development.

## Risk

### Assessment

Risk Assessments are an essential part of the smooth running of the Pre-school this policy describes in length our methods of how we carry out Risk Assessments.

## Looked After Children (or Children in Care)

We are committed to providing quality provision based on equality of opportunity for all, enabling 'looked after children' to achieve and reach their full potential. This policy is our practices for the treatment of 'looked after children'.

## ADMISSIONS

The Admissions policy ensures that our setting is accessible to children and families from all sections of the local community, through open, fair and clearly communicated procedures.

## Valuing Diversity & Promoting Equality

This policy describes the procedures we use to promote equality of opportunity for children in our care, including support for children with special educational needs or disabilities.

## Healthy Food & Drink

It is our intention to create an ethos of 'thinking healthy' for children and adults, working in partnership with parents & carers, this policy establishes how we put this into practise.

## INCLUSION

This policy specifies the practises which we work to at Pre-school. We recognise that inclusion is about creating a secure, accepting, collaborating and stimulating setting in which everyone is valued; this is the foundation for the highest achievement for all children.

## Critical Incident

In this policy we describe any occurrence which constitutes a major disruption arising with little or no warning on a scale beyond the coping capacity of the setting operating under normal circumstances.

## WHISTLEBLOWING

Whistleblowing is the term used for an employee raising concerns about practices and procedures in their work place. This policy is our code of conduct in the event of whistleblowing.

## Mobile Phones, Cameras & Social Networking

This policy clarifies the effective procedures to protect children, young people and vulnerable adults from the unacceptable use of mobile phones, cameras & Social Networking.

## Illness, Allergies, Medication & First Aid

We endeavour to promote the good health of the children, take necessary steps to prevent the spread of infection, and take appropriate action when they are ill. This policy demonstrates our strategies for implementing this.

## Uncollected Child

The welfare and safety of the children who attend Pre-school is our primary consideration. In the event that a child is not collected by an authorised adult at the end of a session, we will follow certain procedures and protocols explained in this policy.

*Key Person* - The key person approach ensures the opportunity to build a personal relationship with each child, and their parents & carers, in order to meet individual needs. This policy provides information of our Key Person methods.

## HIV & Aids

Our aim is to promote inclusive practice, continuously minimise the risk of cross infection and providing clear facts to prevent incidences of prejudice and fear; thus promoting equal opportunities for all. Our guiding principles are set out clearly in this policy.

## Smoking & Alcohol

This policy is our ethos and practise regarding smoking & alcohol. We believe that the health and safety of all the children who attend our Pre-school is of paramount importance. We aim to provide a safe and healthy environment for children and adults.

## Transition & Continuity

This policy is the guidance of how we will support a child who is experiencing any sort of transition. We care for the child to ensure they retain previously gained self-confidence and self-esteem.

## Missing Child

The safety of the children at St Eval Pre-school is of primary consideration at all times. This policy outlines our practises in the unlikely event of a missing child.

## Fair Processing & Data Protection

This policy describes how we maintain records, policies and procedures required for the safe and efficient management of the setting.

## Confidentiality

It is our intention at St Eval Pre-school to respect and value the privacy of children and their parents & cares, our Confidentiality Policy is the principles of how we put this into practice.

## Special Education Needs (SEN)

The purpose of this policy is primarily to ensure that the needs of the children in the setting are met and adheres to the SEN Code of Practise. It provides specific instruction and frameworks of best practise.

## Partnership with Parents & Carers

At Pre-school we acknowledge parents & carers as a child's first and most enduring educators. In this policy it is outlined how we enable good and effective partnership.

## Supervision of Children on Outings

Children must be kept safe whilst on outings. This policy explains our practises by which we ensure safety of all the children whilst on an outing.

## Employment, Staffing & Training

This policy defines in depth the stringent processes we follow regarding the recruitment of staff, vetting of staff & staff training.



St Eval Pre-school

# A Rough Guide to St Eval Pre-school POLICIES

St Eval Pre-school is a registered Charity – Charity No: 1064642  
OFSTED reference number: 102862  
Member of the Pre-school Learning Alliance

We currently have 31 policies in place at St Eval Pre-school. These Policies are the core principles by which we run the Pre-school; they define our practises, protocols, code of conduct & ethos. At all times we adhere to our policies. Each policy has been adopted by the Committee, and are reviewed yearly on a rolling programme. Please see the Parents & Carers Notice Board for further information.