



Begin the Journey with Us

Registered Charity 1021412

POLICIES AND PROCEDURES

The Policies and Procedures of St Francis Pre-School are informed by:

- Statutory Requirements of the Early Years Foundation Stage, Revised 2014
 - Surrey Early Years and Childcare
 - Pre-School Learning Alliance

When Ofsted must be notified

Risk Assessments and Pre-School Policies

Behaviour Management

Confidentiality

[Privacy notices – Data Protection Act 1998 (Induction Pack); Where information is recorded at St Francis Pre-School (Induction Pack); Information Commissioners Office – Data Protection Act Register Entry (original with Co-Ordinator for Committee (Trustees))]

Complaints Procedure (in parents Induction Pack)

Emergency Closure of Pre-School

Emotional Effects of, Dealing with the – of a Major Incident at Pre-School

Equality and Diversity

Equipment and Resources

Excluding a Child from Pre-School

Food and Drink

Human Influenza Pandemic, planning for

Health and Safety

Intimate Care

Late Collection of a Child

Lone Working at Pre-School etc. (given to Staff)

Medicines

Non-Collection of a Child – see also Child Protection (in parents Induction Pack)

Parental Involvement

Payment of Fees

Premises and Security

Pre-School Outings

Principles of Safe Working Practice (given to Staff, Volunteers and Students)-

Safeguarding Children – Child Protection

Safeguarding Children – Looked After Children

Safeguarding Children – Incapable Parents

Settling-In Children and the Role of the Key Person

Smoking at Work

Special Educational Needs and Disabilities (Additional needs)

Staff Appraisals and Supervisions

Staffing and Employment

Staffing and Employment – to Named Officers of the Committee (Trustees) only

Student Placements

Violence Towards Staff

All Staff have a full copy of the Policies and Procedures; there is a copy for all Volunteers and Students to read; one is a spare copy in the Incident Box; there is a copy on the Parents Table; the Named Officers of the Committee (Trustees) each have a full copy. The Co-Ordinator has the originals

StFPS/PDH/EYFS/R2014/250914