



# 01. Policies – A Guide for Staff and Committee

The policies are held in electronic format by the Committee Secretary and it is the Committee Secretary's responsibility to ensure that these Master documents are the accurate and up to date versions. The policies must not be split up and kept by different members of the Committee as this will lead to confusion. All policies contain the same ending paragraph concerning the adaptation of the policy to situations that may arise within the Pre-School.

The full set of policies is held in the following places:

- Pre-School Leader's file – MASTER COPY and Reference file
- Committee Chairperson Copy (Electronic)
- Committee Secretary Copy (Electronic)
- Parent Copy (On Website). If parents require a hard copy they can request one from the Committee Secretary or Pre-School Leader. This information is detailed in the Starter booklet.

The Committee Chairperson, Committee Secretary and all staff need to be familiar with all the policies.

All staff need to read all the policies, and will be given their own electronic copy of the key policies listed below.

4. Code of Conduct Policy
  6. Emergency Policy – Closure of Pre-School Procedure
  7. Emergency Policy – Evacuation of Premises Procedure
  8. Emergency Policy – Lockdown of Premises Procedure
  9. Equality of Opportunity Policy – Achieving Positive Behaviour
  10. Equality of Opportunity Policy – Valuing Diversity and Promoting Equality
  11. Equality of Opportunity Policy – Supporting Children with Special Educational Needs and Disabilities (SEND)
  14. Food and Drink Policy and Practice
  15. Health and Safety Policy
  19. Record Keeping Policy – Data Protection
  20. Record Keeping Policy – Privacy
  22. Safeguarding Children Policy – Child Protection
  23. Safeguarding Children Policy – Collection and Non-Collection of Children
  24. Safeguarding Children Policy – Complaints Procedure
  25. Safeguarding Children Policy – Confidentiality and Parent Access to Records
  26. Safeguarding Children Policy – Information Sharing
  27. Safeguarding Children Policy – Looked After Children
  28. Safeguarding Children Policy – Maintaining Children's Safety and Security on Premises
  29. Safeguarding Children Policy – Missing Child
  30. Safeguarding Children Policy – Outings and Visits
  32. Staffing and Employment Policy – Approach to Staffing and Employment
  33. Staffing and Employment Policy – Disciplinary Procedure
  34. Staffing and Employment Policy – Grievance Procedure
  35. Staffing and Employment Policy – Staff Capability Procedure
  39. Whistleblowing Policy
- 2018 – 2019 Operational Plan

The Admissions and Administration Manager also needs to have copies of the 'Admissions Policy' (Policy 2) and the 'Children Under the Age of 2.5 Policy' (Policy 3) and to be familiar with the contents.

The Committee should read the following policies, and sign the confirmation or receipt and review document to confirm they have read them and will adhere to them.

1. Policies – A Guide for Staff and Committee
4. Code of Conduct Policy
6. Emergency Policy – Closure of Pre-School Procedure
7. Emergency Policy – Evacuation of Premises Procedure
8. Emergency Policy – Lockdown of Premises Procedure
14. Food and Drink Policy and Practice
15. Health and Safety Policy
19. Record Keeping Policy – Data Protection
20. Record Keeping Policy – Privacy
25. Safeguarding Children Policy - Confidentiality and Parent Access to Records
38. Volunteers Policy
39. Whistleblowing Policy

The Index of Policies is available within the electronic file.

## Future Updates

It has been agreed that there should be a general policy review once each academic year usually during the summer term. The Pre-School Leader will keep any items that require review with the MASTER copy until the relevant time. The Operational Plan will also be reviewed for the purposes of inserting new Committee details and updating as required.

As with all the policies for Seer Green Pre-School, the Operational Plan should be referred to for the specific details of day to day operations of the Pre-School. In addition, any issues which arise in the course of a child's time with the Pre-School and that are related to a child's health and wellbeing, parent's or staff's concern, or the overall care and safety of our children, staff, parents and equipment will be dealt with in a professional and confidential manner in order to arrive at an appropriate outcome.

This policy was adopted on (date) \_\_\_\_\_

Signed on behalf of Seer Green Pre-School (Committee Chairperson) \_\_\_\_\_

This policy was reviewed as indicated below:

*2009 created*

*2010, 2011, 2012, 2013, 2014, 2015, 2016 reviewed and updated as required*

*July-Nov 2017 reviewed and updated*

*June-July 2018 reviewed and updated*