



List of all Policies and Procedures

1.0 Child Protection

- [1.1 Children's rights and entitlements](#)
- [1.2 Safeguarding children young people and vulnerable adults December 2018](#)
- [1.3 Looked After Children October 2018](#)
- [1.4 Uncollected Child January 2018](#)
- [1.5 Missing Child](#)
- [1.6 Online Safety September 2015](#)

2.0 Suitable people

- [2.1 Employment](#)
- [2.2 Student Placements August 2016](#)

3.0 Staff Qualifications, Training, Support and Skills

- [3.1 Induction of Employees and Volunteers](#)
- [3.2 First Aid April 2017](#)
- [3.3 Supervision Policy](#)

4.0 Key Person

- [4.1 The Role of the Key Person and Settling In August 2016](#)

5.0 Staff:Child Ratios

- [5.1 Staffing \(group provision\) December 2018](#)
- [5.2 Staff Grievance](#)
- [5.3 Staff Absence](#)
- [5.4 Whistleblowing](#)

6.0 Health

- [6.1 Administering Medicines - August 2016](#)
- [6.2 Managing Children who are Sick, Infectious or with Allergies November 2015](#)
- [6.3 Recording and Reporting of Accidents and Incidents October 2018](#)
- [6.4 Nappy Changing August 2016](#)
- [6.5 Food and Drink](#)
- [6.6 Food Hygiene](#)
- [6.7 Basic Kitchen Opening and Closing Checks Template](#)
- [6.8 Individual Health Plan August 2014](#)

7.0 Managing Behaviour

- [7.1 Promoting Positive Behaviour November 2018](#)

8.0 Safety and suitability of premises, environment and equipment

- [8.1 Health and Safety General Standards October 2016](#)
- [8.2 Maintaining Childrens Safety and Security on Premises](#)
- [8.3 Supervision of Children on Outings and Visits - August 2016](#)
- [8.4 Risk Assessment August 2016](#)
- [8.5 Fire Safety and Emergency Evacuation October 2016](#)
- [8.5.1 Fire and Evacuation Procedures](#)
- [8.5.2 Emergency Plan](#)
- [8.6 Preventing and Controlling Ill Health From Animal contact](#)



- [8.7 No Smoking February 2016](#)
- [8.8 Staff Personal Safety including Home Visits February 2016](#)
- [8.9 Forest School](#)
- **9.0 Equal Opportunities**
- [9.1 Valuing Diversity and Promoting Inclusion and Equality August 2016](#)
- [9.2 Supporting Children with SEN April 2017](#)
- [9.3 Social Wellbeing Audit](#)
- [9.4 Access Audit August 2014](#)
- [9.5 British Values Sept 2015](#)
- **10.0 Information and records**
- [10.1 Organisation Policy](#)
- [10.1b Privacy Notice](#)
- [10.2 Admissions](#)
- [10.2.b Admission Procedure](#)
- [10.3 Parental Involvement April 2018](#)
- [10.3.b Separated Parent Policy](#)
- [10.4 Children's Records April 2018](#)
- [10.5 Provider Records April 2018](#)
- [10.6 Transfer of Records to School April 2018](#)
- [10.7 Confidentiality and Client Access to Records May 2018](#)
- [10.8 Information Sharing April 2018](#)
- [10.9 Working in Partnership with Other Agencies April 2018](#)
- [10.10 Making a Complaint March 2019](#)
- [10.11 Notification of Leaving](#)
- **11.0 Fact Sheets**
- [11.1 Young Carers](#)
- [11.2 Female Genital Mutilation](#)
- [11.3 Prevent](#)

Should you wish to see any of these policies please do not hesitate to contact our secretary, Emma Brown, on 01608 730143 or email a request to emma@willowonthefarm.co.uk.