

Kennford Playbox

Policies and Procedures

#	Name	Ver	First adopted	Last updated	Last adopted	Review date
1.1	Children's Rights and Entitlement	1.0	Jun-09	Jan-15	Mar-15	Mar-17
1.3	Looked After Children	1.0	Sep-09	Jan-15	Mar-15	Mar-17
1.4	Whistleblowing	1.0	Feb-11	Feb-15	Mar-15	Mar-17
1.5	Missing Child	1.0	Jun-09	Jan-15	Mar-15	Mar-17
1.6	Use of Mobile Phones and Cameras	1.0	Mar-15	Jan-15	Mar-15	Mar-17
1.7	Uncollected Child	1.0	Jan-09	Jan-15	Mar-15	Mar-17
1.8	Child Protection	1.0	Jan-09	Jan-15	Mar-15	Mar-17
2.1	Employment	1.0	Jan-13	Jan-15	Mar-15	Mar-17
2.2	Student Placements	1.0	Jan-09	Jan-15	Mar-15	Mar-17
2.3	Visitor Policy	1.0	Jan-14	Jan-15	Mar-15	Mar-17
3.1	Induction of Employees and Volunteers	1.0	Jan-09	Jan-15	Mar-15	Mar-17
3.2	First Aid	1.0	Jan-09	Jan-15	Mar-15	Mar-17
4.1	The Role of the Key Person and Settling In	1.0	Jun-09	Jan-15	Mar-15	Mar-17
5.1	Staffing (Group Provision) Adult:Child Ratios	1.0	Jan-15	Jan-15	Mar-15	Mar-17
6.1	Administering Medicines	1.0	May-13	Jan-15	Mar-15	Mar-17
6.10	Infection control Policy	1.0	Jun-13	Jan-15	Mar-15	Mar-17
6.2	Managing Children who are Sick Infectious or with Allergies	1.0	Jan-15	Jan-15	Mar-15	Mar-17
6.3	Recording and Reporting of Accidents and Incidents	1.0	Jan-15	Jan-15	Mar-15	Mar-17
6.4	Nappy Changing	1.0	Jun-09	Jan-15	Mar-15	Mar-17
6.5	Food and Drink	1.0	Jun-09	Jan-15	Mar-15	Mar-17
6.6	Food Hygiene	1.0		Jan-15	Mar-15	Mar-17
6.7	Basic Kitchen Opening and Closing Checks Template	1.0		Jan-15	Mar-15	Mar-17
6.8	Individual Health Plan	1.0		Jan-15	Mar-15	Mar-17
6.9	Healthy Mealtime Procedures	1.0	Aug-13	Jan-15	Mar-15	Mar-17
7.1	Promoting Positive Behaviour	1.0	Jan-12	Jan-15	Mar-15	Mar-17
8.1	Health and Safety General Standards	1.0	Jan-09	Jan-15	Mar-15	Mar-17
8.2	Maintaining Childrens Safety and Security on Premises	1.0	Jan-09	Jan-15	Mar-15	Mar-17
8.3	Supervision of Children on Outings	1.0	Jan-13	Jan-15	Mar-15	Mar-17
8.4	Risk Assessment	1.0	May-13	Jan-15	Mar-15	Mar-17
8.5	Fire Safety and Emergency Evacuation	1.0	Jun-09	Jan-15	Mar-15	Mar-17
8.6	Animals in the Setting	1.0	Jun-09	Jan-15	Mar-15	Mar-17
8.7	No Smoking	1.0	Jun-09	Jan-15	Mar-15	Mar-17
8.8	Health and Safety Risk Assessment Template	1.0		Jan-15	Mar-15	Mar-17
8.9	Fire Safety Risk Assessment Template	1.0		Jan-15	Mar-15	Mar-17
9.1	Valuing Diversity and Promoting Equality	1.0	May-13	Jan-15	Mar-15	Mar-17
9.2	Supporting Children with SEN	1.0		Jan-15	Mar-15	Mar-17
9.3	Social Wellbeing Audit	1.0		Jan-15	Mar-15	Mar-17
9.4	Access Audit	1.0		Jan-15	Mar-15	Mar-17
9.5	Accessibillity Plan	1.0	Aug-08	Jan-15	Mar-15	Mar-17
11.1	Constitution	1.0		Jan-15	Mar-15	Mar-17

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#	Name	Ver	First adopted	Last updated	Last adopted	Review date
11.2	Reserves Policy	1.0		Jan-15	Mar-15	Mar-17
11.3	Document Management	1.0		Jan-15	Mar-15	Mar-17
11.4	Committee Signup	1.0		Jan-15	Mar-15	Mar-17
11.5	Policy Acceptance	1.0		Jan-15	Mar-15	Mar-17
11.6	Policy Adoption	1.0		Jan-15	Mar-15	Mar-17
10.1	<i>Early Years Prospectus</i>					
10.2	Admissions	1.0		Jan-15	Mar-15	Mar-17
10.3	<i>Application to Join</i>					
10.4	<i>Registration Form</i>					
10.5	Parental Involvement	1.0		Jan-15	Mar-15	Mar-17
10.6	Childrens Records	1.0	Sep-09	Jan-15	Mar-15	Mar-17
10.7	Providers Records	1.0		Jan-15	Mar-15	Mar-17
10.8	Transfer of Records to School	1.0	May-13	Jan-15	Mar-15	Mar-17
10.9	Confidentiality and Client Access to Records	1.0	Jan-10	Jan-15	Mar-15	Mar-17
10.10	Information Sharing	1.0	Jun-09	Jan-15	Mar-15	Mar-17
10.11	Working in Partnership with Other Agencies	1.0	Sep-09	Jan-15	Mar-15	Mar-17
10.12	Making a Complaint	1.0	Jan-04	Jan-15	Mar-15	Mar-17
10.13	<i>Childcare Terms and Conditions</i>					
10.14	<i>Notification of Leaving Form</i>					