

## **Busy Bees Nursery School and Kids' Clubs** **Policies and Procedures**

Accident Procedure (Procedure to be followed in the event of an accident)  
Administering Medicine Policy  
Admissions Policy  
Allergies Policy  
Alcohol and substance Policy  
Ambulance Policy (telephoning for an ambulance)  
Animals (Policy for animals on the premises)  
Anti Radicalisation and Extremism Policy  
Appraisals and supervisions (Policy on staff appraisals and supervisions)  
Anti-bullying Policy  
Arrival and Departure Policy  
Asthma Policy  
Attendance Policy  
Behaviour Policy  
Biting Policy  
Camera and Recording Device Policy  
Changing Room Policy (using the changing rooms whilst swimming)  
Complaints Policy  
Confidentiality Policy  
Contracting Parents Policy  
Cooking, Cooling and Storage of Food  
Covid - 19 Policy  
Covid - 19 Returning to Nursery Policy  
Data Protection Policy  
Disciplinary Procedure (staff)  
Early Years Foundation Stage Policy  
Emergency Action Plan (EAP - Relating to the swimming pool)  
Epi pen Policy (Policy of children who have anaphylaxis and require the use of Auto Injections in relation to anaphylaxis)  
E Safety Policy (11.2.16)  
Events Policy  
Equality and Diversity Policy  
Fee Charging Policy  
Fire Safety Policy and Procedures  
Food and Drink Policy (Children)  
Food and Drinks Policy (Staff and Volunteers)  
Forest School Policy  
Freedom of Information Policy  
Hazard Analysis and Critical Points Policy (food safety)  
Hazards (recommendations relating to potential hazards)  
Health and Safety Policy  
Health and Safety for Making Food Safely  
Head Lice (procedure to be followed if you suspect a child has head lice)  
Illness and Injuries Policy  
Information Sharing Policy  
Lifting a Child Policy

Lone Working Policy  
Manual Handling Policy  
Medicine (procedure for taking medicine)  
Mobile Phone Policy  
Nappy Changing and Potty Training Policy and Procedure  
Noise Policy  
Normal Operating Policy (NOP) for swimming pool  
Ofsted Notification Policy  
Outings and Transport Policy  
Parent Information Policy  
Partnerships with Parents Policy  
Play Policy  
Photograph Policy  
Pool Operating Policy (POP) for swimming pool  
Premises and Security  
Privacy Policy  
Probationary Period Policy  
Recruitment and Induction Policy and Procedure  
Recruiting New Staff Procedure  
Register and Headcount Policy and Procedure  
Safeguarding Children Policy  
Safeguarding Children Procedure  
Safe Recruitment Policy  
Self Esteem Policy  
Settling in Policy  
Sickness Policy  
Smoking Policy  
Social Networking Policy  
Special Educational Needs Policy  
Spiritual, Moral, Social and Cultural Policy  
Staff Development and Training  
Staff Numbers Policy  
Sunscreen Policy  
Swimming Policy  
Toilet Policy (taking children to the toilet)  
Transition Policy  
Uncollected or Lost Children Policy  
Unplanned Closure Policy  
Whistle Blowing Policy  
Work Experience Policy  
Working Together and Showing Respect for Staff and Children