

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
CCTV Policy
Changing Room Policy (using the changing rooms whilst swimming)
Complaints Policy
Confidentiality Policy
Contracting Parents Policy
Cooking, Cooling and Storage of Food
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)
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
Immunisation Policy
Information Sharing Policy
Lifting a Child Policy
Lock Down Policy and Procedure

Lone Working Policy
Manual Handling Policy
Medicine (procedure for taking medicine)
Menopause Policy
Mobile Phone Policy
Nappy Changing and Potty Training Policy and Procedure
Noise Policy
Normal Operating Policy (NOP) for swimming pool
Ofsted Notification Policy
Onsite Events 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 and Vaping 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
Well - Being Policy
Whistle Blowing Policy
Work Experience Policy
Working Together and Showing Respect for Staff and Children

