Index of policies and procedures

Sep 2026 changes and updates in policies

Please sign each policy once you have read and understood each one.

Section	Policy	Changes	Staff signature
Safeguarding	Safeguarding children and child protection policy	If a child has not arrived at nursery by 10am or 2.30pm , the parents will be contacted to ensure the child is safe and healthy. If the parents are not contactable then the emergency contacts numbers listed will be used to ensure all parties are safe. Staff will work their way down the emergency contact list until contact is established and we are made aware that all is well with the child and family. We encourage families to communicate if their child is absent and to know the reason why. We monitor absences daily and monthly to check for any patterns. Not accept open references e.g. to whom it may	

		concern. • Not rely on applicants to obtain their reference. • Ensure any references are from the applicant's current employer, training provider or education setting and have been completed by a senior person with appropriate authority. • Not accept references from a family member. • Obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed. • Secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children). If the applicant has never worked with children, then ensure a reference is from their current employer, training provider or education setting. • Ensure electronic references originate from a legitimate	

		source. • Contact referees to clarify content where information is vague or insufficient information is provided. • Compare the information on the application form with that in the reference and take up any discrepancies with the applicant.	
	Online Safety Policy	No change	
	Whistle Blowing	No change	
	Supervisions	No Change	
	Emergency Lock Down Procedure	No Change	
	Looked After Children	Changed name to Emma and removed Sarah	
	Late Collection and Non collection	No change	
	Recruitment, selection and suitability of staff	New starters must not begin work until these checks have been received. DBS Back and returned Staff will be given a suitability disclosure form on the pre induction to complete in line with Salfords format.	
	Supervision of Visitors	No change	
	Supervision of Children	No Change	

	Arrivals and Departures Policy	Children must be awake at all arrival and departures to be able to assess that the child is well.	
Data and GDPR	Data Protection and confidentiality	No Change	
	Access, Storage and retention of records	No Change	
	GDPR Employee Policy	No change	
ICT	CCTV	No change	
	Acceptable Internet Use Policy	No Change	
	Social Network	Staff can now share social media posts	
	Mobile Phone and Electronic Device Use	No Change	
Staff	Staff Conduct Policy	No change	
	Personnel	No Change	
	Staff Well Being Policy	Staff names changed to well being officers	
	Staff Development and Training	No change	
	Staff Working with their own children/close Relation	No Change	
	Students	Volunteers and students are never left unsupervised with children. They may only be included in ratios (in limited circumstances) where: -They are suitable,	

		competent and responsible. -They hold a valid paediatric first aid qualification. -They are working at a level below their level of study.	
	Young Worker Policy	No Change	
	Volunteers	Volunteers and students are never left unsupervised with children. They may only be included in ratios (in limited circumstances) where: -They are suitable, competent and responsible. -They hold a valid paediatric first aid qualification. -They are working at a level below their level of study.	
	Anti-Bribery Policy	No Change	
	Alcohol and substance Misuse	No Change	
	Smoking and Vaping	No Change	
	Menopause Policy	No Change	
	Special Consideration for Employees Policy	No Change	
	Disciplinary Procedure	No Change	
	Bereavement	No Change	
	Lone working Policy	No Change	
	Absence Managment Procedure	Added in how we use the Bradford factor memo	

Health and Safety	Healthy Workplace Policy	No Change	
	Manual Handling	No Change	
	Safety Checks	No Change	
	Fire Safety	No Change	
	Working with Display screen equipment	No Change	
	Overall Approach to Risk Assessment	No Change	
	Health and Safety	No Change	
	Allergies and Allergic Reactions	No Change	
	Immunization's	No Change	
	Accidents and First Aid	No Change	
	Medication	We may need to temporarily stop a child's place should we feel our team need training to support a child's needs	
	Infection Control	No Change	
	Sickness and Illness	No Change	
	Equipment and Resources	No Change	
	Animal Safety Policy	No Change	
	Visits and Outings Policy	No Change	
	Lost Child from Outings	No Change	
	Lost child from Nursery	No Change	
SEND and Inclusion	Early Learning Opportunities Statement	No change	

	Dealing with Discriminatory Behavior	No change	
	Inclusion and Equality Policy	No change	
	Special Educational Needs and Disabilities	Sarah removed	
	Multiple Birth Families Policy	No change	
Behavior	Promoting Positive Behavior	Sarah removed	
	More able and talented Children Policy	No Change	
	Gun and superhero play Policy	No change	
	Children's Well-being in the nursery	No change	
	Biting	No change	
Care routines	Sleep	Full policy change	
	Use Of Dummies in Nursery	No change	
	Nutrition and Mealtimes	No change	
	Food Play	No Change	
	Settling In	No change	
	Transitions	No change	
	Outdoor Play	Added in legal requirement to go outside daily	
	Quality Provision Policy	No change	
	Caring for Babies and Toddlers	No change	
	Nappy Changing Policy	No change but remind staff key person nappy changes for the core ones	

	Respectful Intimate Care Policy	No change	
Parents	Parents and Carers as Partners Policy	No Change	
	Conflict Resolution with Parents and Aggressive Behavior Policy	No Change	
	Separated Family	No change	
	Complaints and compliments	No Change	
Building Operations	Critical Incident	Fees still payable if out of our control	
	Admissions Policy	No change	
	Environmental Sustainability Policy	No change	
	Managing Extreme Weather Policy	No change	