** Butterfly Nursery School**

**Church Road**

**Horne**

**Surrey**

**RH6 9LA**

**01342 843655**

**Policy and procedure list**

1. Safeguarding Policy
2. Accidents and First Aid
3. Medication
4. Medication Form
5. Immunisation
6. Sickness and Illness
7. Infection Control
8. Allergies and Allergic Reactions
9. Sun Care
10. Inclusion and Equality
11. Looked after children
12. Dealing with Discriminatory Behaviour
13. Promoting Positive Behaviour
14. Biting
15. Early learning opportunities statement
16. Special Educational Needs (SEN)
17. Settling in
18. Transitions
19. Separated families
20. Intimate care
21. Safe care and practice
22. Outdoor play
23. Babies and Toddlers
24. Use of dummies in nursery
25. Sleep
26. Bereavement
27. Nutrition and mealtimes
28. Parents and carers as partners
29. Abusive parents
30. Complaints and compliments
31. Access and storage of information
32. Late collection and non- collection
33. Admissions
34. Arrivals and Departures
35. Camera, mobile phones and recording device use
36. Personnel
37. Staff Development and training
38. Supervisions
39. Confidentiality
40. Special consideration for employees
41. Safe recruitment of staff
42. Supervision of staff
43. Mobile phone and social networking
44. Staff working with their own children/ close relation
45. Students
46. Volunteers
47. Whistleblowing
48. Absence management procedure
49. Health and safety – general policy
50. Health and safety in the office
51. Fire safety
52. Safety Checks
53. Manual handling
54. Healthy workplace
55. Animal health and safety
56. Waste management
57. Visits and outings
58. Lost child procedure from nursery
59. Lost child procedure from outings
60. No smoking policy
61. Equipment and resources
62. Critical incident
63. Adverse weather
64. Supervision of children
65. Supervision of visitors