

CONTENTS

Introduction

1. Safeguarding and promoting children's welfare

Safeguarding children

- 1.1. Children's rights and entitlements (May 2024, v6)
- 1.2. Safeguarding children and child protection (Jan 2025, v16)
(including managing allegations of abuse against a member of staff)
 - Appendix 1 : Child Protection Process (flowchart) (Feb 2020)
 - Appendix 2 : GSCB Escalation of professional concerns guidance (Feb 2019)
 - Appendix 3 : MASH Education Process (Dec 2020)
 - Appendix 4 : Operation Encompass School Pathway (Dec 2020)
- 1.3. Children in Care (looked after children) (July 2024, v8)
- 1.4. Confidentiality (May 2024 v7)
- 1.5. Information sharing (Feb 2024, v6)
- 1.6. Uncollected child (Jan 2025, v6)
 - 1.6.1 Child attendance (Jan 2025, v7)
- 1.7. Missing child (April 2024, v5)
- 1.8. Supervision of children on outings and visits (June 2025, v8)
- 1.9. Maintaining children's safety and security on premises (Jan 2024, v5)
 - 1.9.1 Password system (Jan 2025, v5)
- 1.10. Making a complaint (Dec 2023, v5)
 - 1.10.1 Whistleblowing (Jan 2025, v6)
- 1.11. Use of mobile phones, digital photography and recording devices (Jan 2024, v6)
 - 1.11.1 Acceptable Use of Technologies (Jan 2024, v5)
- 1.12.
 - 1.12.1 E-Safety (Jan 2024, v8)
 - 1.12.2 Preventing Radicalisation (Jan 2025, v7)
 - 1.12.3 Social Media (Oct 2023, v5)
 - 1.12.4 Critical Incident (Chair: May 2023, v5)

Equality of opportunity

- 1.13. Valuing diversity and promoting equality (Jan 2024, v5)
 - 1.13.1 British Values (Mar 2024, v4)
 - Appendix 1 : EYFS and British Values Wheel
- 1.14. Supporting children with special educational needs (July 2024, v8)
- 1.15. Achieving positive behaviour (July 2024, v8)¹

Promoting health and hygiene

- 1.16. Animals in the setting (June 2025, v5)
- 1.17. Administering medicines (Mar 2025, v8)
- 1.18. Managing children with allergies, or who are sick or infectious
(including reporting notifiable diseases) (May 2024, v7)
- 1.19. Intimate Personal care (Jan 2025, v7)
- 1.20. No-smoking (Dec 2023, v5)
- 1.21. Food and drink – Healthy Eating Policy (May 2025, v6)

¹ Includes an Anti-Bullying statement

- Appendix 1: St Joseph's Pre-school – snack ideas (within 1.21 document)
- 1.21.1 Physical Active and Nutrition Co-ordinator (PANCo) (May 2025, v1)
- 1.22. First aid (May 2024, v5)
- 1.23. SunSmart Sun Protection (Jun 2024, v2)
- 1.24. Separated Families Policy (Feb 2025, v4)
- 1.25. Safe Sleep Policy (Feb 2025, v2)

2. Suitable people

Employment

- 2.1. Employment and staffing (Dec 2024, v14)
(including pre-appointment, vetting, contingency plans, appraisals, training and development)
 - 2.1.1. Disciplinary (Dec 2024, v5)
 - 2.1.2. Grievance (Dec 2024, v5)
 - 2.1.3. Sickness and absence (including impact of industrial action) (May 2025, v8)
 - 2.1.4. Pay Review (Feb 2025, v4)
 - 2.1.5. Safer Recruitment (Feb 2025, v7)
 - 2.1.6. Bereavement Leave (May 2025, v3)
 - 2.1.7. Capability (June 2024, v2)
 - 2.1.8. Flexible Working (Jun 2024, v1)
 - 2.1.9. Neonatal Care (Leave and Pay) May 2025, v1)
- 2.2. Induction of staff and volunteers (Mar 2025, v5)
 - 2.2.1 Code of Conduct (Dec 2024, v5)
- 2.3. Student placements (Mar 2025, v5)
- 2.4. Supervision Policy (Jan 2024, v4)
- 2.5. Babysitting Policy (Mar 2025, v5)
- 2.6. Staff Wellbeing (July 2024, v3)
 - 2.6.1 Menopause (June 2024, v1)
- 2.7. Conflict of Interest (Feb 2024, v3)
- 2.8. Managing Volunteers (Feb 2024, v4)

3. Suitable premises, environment and equipment

Health and Safety.

- 3.1. Risk Assessment (Feb 2024, v5)
- 3.2. Health & safety general standards (May 2024, v9)
- 3.3. Health and safety risk assessment template (May 2024, v6)
- 3.4. Fire safety and emergency evacuation (June 2025, v6)
- 3.5. Fire safety risk assessment template (Mar 2025, v5)
- 3.6. Recording and reporting of accidents and incidents
(including procedure for reporting to HSE, RIDDOR) (Mar 2025, v5)
- 3.7. Food hygiene
(including procedure for reporting food poisoning) (Mar 2025, v5)
- 3.8. Basic kitchen opening and closing checks templates (Apr 2025, v5)
- 3.9. Emergency/temporary closure policy (Mar 2025, v5)

4. Organisation

Administration

- 4.1. Admissions (May 2024 v6)
- 4.2. Enrolment form (updated Sept 2023)

4.3. Parent pack (updated Jan 2024)

Child care practice

- 4.4. The role of the key person in the setting and settling in (Jan 2024 v5)
- 4.5. Early years prospectus (May 2024, v5)
- 4.5.1 Curriculum Planning (Sept 2024, v1)

Partnership

- 4.6. Parental involvement (April 2025, v6)²
- 4.7. Working in partnership with other agencies (April 2025, v5)
- 4.8. Home/School agreement outlining communication with staff (June 2024, v4)
- 4.8.1 Parent/Carer, visitor & professionals Code of Conduct (Jan 2025, v1)
- 4.9. Open Door Policy (May 2025, v4)

Finance

- 4.10. Payment of fees (Mar 2025, v21)
- 4.10.1 Reserves Policy (Sept 2023, v4)
- 4.10.2 Financial controls (June 2025, v3)
- 4.10.3 Debt Procedure (July 2024, v 3)
- 4.10.4 Fundraising (June 2024, v2)
- 4.10.5 Anti-Fraud (May 2025, v2)
- 4.11. Petty Cash (Mar 2023, v 5)

Trustees

- 4.12. Introductory Trustee guide (May 2025, v6)
- 4.13. Role Descriptions for Chair, Treasurer, Secretary, Fundraiser and General Committee Member (Oct 2024, v9)
- 4.14. Meetings Protocol (Jan 2025, v1) **signed off by Committee, awaiting PATA to update Governance Document.**

5. Documentation

Record keeping

- 5.1. Children's records (June 2025, v5)
- 5.2. Provider records (June 2025, v5)
- 5.3. Transfer of records to school (Dec 2023, v6)
- 5.4. Data Protection (July 2024, v8)
- 5.5. Data Subject Access Requests (Nov 2023, v5)
- 5.6. Data Breaches (Feb 2023, v3)
- 5.7. Retention Periods for Records (Nov 2023, v4)
- 5.8. Version Control (June 2024, v3)
- 5.9. Cloud Computing Services (June 2024, v3)

6. ■ Early Years Foundation Stage statutory framework (EYFS) (latest version) [https://www.gov.uk/government/publications/early-years-foundation-stage-frame- work--2](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2)

² Includes an Anti-Bullying statement

▪ **Development matters in the Early Years Foundation Stage (EYFS) (2012)**
(The British Association for Early Childhood Education)
<https://foundationyears.org.uk/files/2012/03/Development-Matters-FINAL-PRINT-AMENDED.pdf>

7. ▪ **Gloucestershire Safeguarding Children Partnership: Working Together Arrangements**
<https://www.gloucestershire.gov.uk/gscp/working-together-arrangements/>
- **What to do if you're worried a child is being abused**
– **Advice for practitioners** (HM Government, 2015)
<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>
- **Working together to safeguard children** (HM Government, latest version)
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- **Keeping children safe in education** (HM Government, latest version)
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- **Information Sharing: Advice for safeguarding practitioners** (HM Government, latest version)
[Information sharing advice for safeguarding practitioners - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/information-sharing-advice-for-safeguarding-practitioners)