

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 (June 2025, v17)
(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 (July 2025, v7)
- 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 (Jul 2025, v6)
 - 1.10.1 Whistleblowing (Sept 2025, v7)
- 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 (Nov 2024, v9)
 - 1.12.2 Preventing Radicalisation (Jan 2025, v7)
 - 1.12.3 Social Media (Nov 2024, v6)
 - 1.12.4 Critical Incident (Chair: May 2023, v5) **in the process of being updated**

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

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 (July 2025, v7)
- 1.23. SunSmart Sun Protection (Jul 2025, v3)
- 1.24. Separated Families Policy (Feb 2025, v4)
- 1.25. Safe Sleep Policy (July 2025, v4)

2. Suitable people

Employment

- 2.1. Employment and staffing (Sept 2024, v15)
(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) (Jul 2025, v9)
 - 2.1.4. Pay Review (Feb 2025, v4)
 - 2.1.5. Safer Recruitment (Sept 2025, v10)
 - 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 (July 2025, v6)
- 2.4. Supervision Policy (Jan 2024, v4)
- 2.5. Babysitting Policy (Mar 2025, v5)
- 2.6. Staff Wellbeing (July 2025, v4)
 - 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 (July 2025, v6)
- 3.6. Recording and reporting of accidents and incidents
(including procedure for reporting to HSE, RIDDOR) (July 2025, v6)
- 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 (Jul 2025, v6)
- 3.10. Sustainability and Climate Change policy (NEW – being written)

4. Organisation

Administration

- 4.1. Admissions (Jul 2025, v7)
- 4.2. Enrolment form (updated July 2025)
- 4.3. Parent pack (updated July 2025)

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 (Sept 2025, v23)
- 4.10.1 Reserves Policy (July 2025, v5)
- 4.10.2 Financial controls (June 2025, v3)
- 4.10.3 Debt Procedure (July 2024, v3)
- 4.10.4 Fundraising (June 2024, v2)
- 4.10.5 Anti-Fraud (May 2025, v2)
- 4.11. Petty Cash (May 2025, v6)

Trustees

- 4.12. Introductory Trustee guide (May 2025, v6)
- 4.13. Role Descriptions for Chair, Treasurer, Secretary, Fundraiser and General Committee Member (Sept 2025, v1-)
- 4.14. Meetings Protocol (Jan 2025, v1) **signed off by Committee, Governance Document updated by PATA – adoption to be voted on at AGM (6 Oct 25)**

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) – **review in progress**
- 5.4. Data Protection (July 2024, v8)
- 5.5. Data Subject Access Requests (June 2025, v6)
- 5.6. Data Breaches (June 2025, v4)
- 5.7. Retention Periods for Records (Jan 2024, v5)
- 5.8. Version Control (June 2024, v3)
- 5.9. Cloud Computing Services (June 2024, v3)

² Includes an Anti-Bullying statement

6.
 - **Early Years Foundation Stage statutory framework (EYFS)** (latest version)
<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>
 - **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)

 - **Disabled Children & the Equality Act 2010: What Early Years providers need to know and do** (Council for Disabled Children, July 2025)
<https://councilfordisabledchildren.org.uk>

 - **Special Educational Needs and Disability Code of Practice: 0 to 25 years**
(HM Government, latest version)
<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

8.
 - **Statutory Guidance: Early Education and Childcare**
(Department of Education, latest version) As from 1 April 2025
[Early education and childcare - GOV.UK](https://www.gov.uk/government/publications/early-education-and-childcare)

 - **Simpler Recycling: workplace recycling in England**
(Department for Environment, food and rural affairs, latest version) As from 31 March 2025
[Simpler recycling: workplace recycling in England - GOV.UK](https://www.gov.uk/government/publications/simpler-recycling-workplace-recycling-in-england)