



School Documents

All the following school documents are available at the administration office upon request :

Policy #	Description
	Safeguarding
1.1	Children's Rights and Entitlements
1.2	Safeguarding Children and Child Protection
1.3	Confidentiality and Client Access to Records
1.4	Information Sharing
1.5	Uncollected Child
1.6	Missing Child
1.7	Supervision of Children on Outings and Visits
1.8	Maintaining Children's Safety and Security on Premises
1.9	Making a Complaint
	Equality of opportunity
1.10	Valuing Diversity and Promoting Equality
1.11	Supporting children with special educational needs
1.12	Achieving Positive Behaviour
1.13	Anti bullying
	Promoting health and hygiene
1.14	Administering medicines
1.15	Managing children with allergies, or who are sick or infectious
1.16	Nappy changing
1.17	No smoking
1.18	Food and drink
1.19	First aid





Employment

- 2.1 Employment and staffing
 - 2.2 Induction of staff and volunteers
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Health and Safety

- 3.1 Risk assessment
 - 3.2 General standards
 - 3.3 Fire safety and emergency evacuation
 - 3.4 Security Risk assessment
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Administration

- 4.1 Admissions
 - 4.2 Parental involvement
 - 4.3 Working in partnership with other agencies
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Record keeping

- 5.1 Children's record
 - 5.2 Provider's record
 - 5.3 Transfer of records to school
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