

<b>Helping Children to be Healthy</b>	<b>Helping children to be safe</b>	<b>Helping children enjoy and achieve</b>	<b>Making a positive contribution</b>	<b>Organisation</b>
Health and hygiene/cleanliness policies	Plan of room layouts	Care, learning and play policy	Equal opportunities policy	Suitable person letter
Infectious and communicable disease policy	Child protection/safeguarding policy	Involving and consulting children policy	Parental/setting agreement	Recruitment and induction proc
Smoking, alcohol and drugs policy	Safety and security policy	Equipment policy	SEN policy	Student and volunteers policy
Medicine administration and forms	Risk assessment policy		Complaints procedures and records of complaints	Staff development/appraisals and training
Child record and emergency treatment/ parental consent	Fire safety and evacuation		Behaviour policy	Staff training plan/ certificates
Accident record	Lost/missing child		Incident recording	Registration certificate Insurance certificate
Record of child's dietary requirements	Uncollected child		Working in partnership with parents/carers policy	Confidentiality policy
Food and drink/healthy eating policy and/or menus	Visitor records/ signing in			Organisational chart
	Staff/ child signing in and registration policy			Staffing/ratios
	Staff and child attendance register			Admissions, registration and fee policies
				Documentation policy