

## Required Policies, Procedures and Records

Five EYFS welfare requirements

Safeguarding and promoting childrens Welfare	tick	Suitable Person	tick	Suitable premises and environment	tick	Organisation	tick	Documentation
Safeguarding Children Policy		Suitable Person Policy		Health and Safety Policy		Key worker Policy and Procedure		Child Records
Admission Policy		Recruitment Policy		<b>Annual Risk Assessments</b>		Observation Records		<b>All Risk Assessments</b>
<b>Complaints Policy</b>		Induction Training Policy		<b>Daily Risk Assessments</b>		Planning Records		<b>Complaints Record</b>
Procedure for uncollected children		Training Policy		<b>Risk Assessments for Outings/ routine and non routine</b>				Evacuation Plan of Premises
Procedure for a lost child		Training and Development Plan		Evacuation Procedures				<b>Consent to seek emergency treatment</b>
Procedure for partnership working/parents and others								General Parental Consents
Attendance records, staff, visitors, children and parents								
Outings Policy								
Health and Safety policy								
Equal Opportunities Policy								
Administering Medicine Policy								
Sick Children Policy								
Healthy Eating Policy								
Behaviour Management Policy								
Special Needs Policy								
<i>Consider:</i>								
<i>Road Safety Policy and Procedure</i>								
<i>Accidents and Emergency Policy</i>								

**Please note not every policy is relevant for childminders**  
**++++**  
**Bold type indicates frequent recommendations from Ofsted**

**General consents/permission forms required:**  
 To take photos, to apply suncream, to travel in vehicle, to go on routine outings, seek emergency treatment, to conduct observations.