

**Policies and Procedures**

All Early Years Providers must keep policies and procedures which set out how they comply with the general and specific legal requirements and statutory guidance of the New Early Years Foundation Stage which came into force in September 2014.

* A policy is a written statement about how you will work in one area of your practice
* A procedure is the actions that will be taken to carry out the policy

The following policies and procedures are held:

* Administration of Medication
* Admissions
* Arrivals and Departures
* Behaviour Management
* Biting
* Complaints
* Confidentiality
* Critical Incident
* Equal Opportunities
* Fees and Non-Payment of Fees
* Food & Drink
* Health & Hygiene
* Health & Safety
* Inclusion including Special Educational Needs
* Learning & Development
* Lost Child
* No Smoking, No Alcohol, No Drugs
* Non-Attendance
* Safeguarding Children & Child Protection
* Settling into Nursery
* Staffing & Employment
* Non-Collection of Children
* Working in Partnership with Parents

I am aware that all The Betchworth & Buckland Children’s Nursery’s policies and procedures are held in files on the Nursery Office Computer. I understand that I can request to see copies of these policies and procedures and a paper copy will be printed or alternatively the policies/procedures will be e-mailed to me. Policies are also available on our website.

Parents Signature ...................................................... Date: .........................................

Please sign and return a copy of this information to the Nursery Office.