



Northumberland Street  
Alnwick  
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## **POLICIES AND PROCEDURES**

### **MISSION STATEMENT**

- **ACCIDENTS, ALLERGIES, ILLNESS, MEDICATION AND EMERGENCIES**
- **INCLUSION POLICY (INCLUDING SPECIAL EDUCATIONAL NEEDS, DISABILITIES, ENGLISH AS AN ADDITIONAL LANGUAGE AND OVER/UNDER ACHIEVERS)**
- **ADMISSIONS, BOOKINGS AND FEES**
- **BEHAVIOUR MANAGEMENT**
- **MAKING A COMPLAINT**
- **CRISIS/ DISASTER MANAGEMENT**
- **EQUALITY AND DIVERSITY**
- **FOOD AND DRINK**
- **GRIEVANCE**
- **HEALTH AND SAFETY**
- **INFORMATION SHARING/CONFIDENTIALITY/ACCESS TO RECORDS**
- **LEARNING AND DEVELOPMENT (INC EYFS)**
- **LATE COLLECTION/UNCOLLECTED**
- **MANUAL HANDLING**
- **MISSING CHILDREN**
- **OUTINGS AND VISITS**
- **PROVIDER RECORDS**
- **SAFEGUARDING AND CHILD PROTECTION**
- **SCHOOL ESCORT**
- **SPECIAL CONSIDERATION FOR EMPLOYEES AND ENTITLEMENTS**
- **STAFF CPD AND QUALIFICATIONS**
- **SUITABLE PEOPLE**
- **TRANSITIONS**

## **RISK ASSESSMENTS:**

- **INDOORS**
- **OUTDOORS**
- **FIRE PIT**
- **WOODWORK**
- **WATER PLAY**
- **TRIPS AND OUTINGS**
- **SERVICES, SAFETY AND EVACUATION**
- **KITCHEN/FOOD STORAGE**
- **MOVING AND HANDLING**
- **YOUNG WORKERS**

It is the responsibility of all adults to make themselves aware of the policies and procedures and risk assessments of our setting. Policies will be available on our website, paper copies are available on request.

All adults must comply with the policies, procedures and risk assessments at all times or face having their contract revoked.