

**Policies and Procedures – Contents**

**Safeguarding Children**

1. Safeguarding Policy
2. The Prevent Duty – DfE document June 2015
3. Children’s Rights and Entitlements
4. Looked After Children
5. E-safety policy
6. Apsley Lock Pre-School Constitution document
7. Safeguarding Children – Introduction to Child Protection (Recognise, Respond, Refer flowchart – HfL – Sept 2013)
8. Safeguarding Children Toolkit – Young in Herts – Sept 2008
9. What to do if you are worried a child is being abused DfE – March 2015
10. Accident report form
11. LADO referral form
12. Hertfordshire Child Protection Referral Form
13. Confidentiality and Client Access to Records
14. Information Sharing
15. Seven Golden Rules for Information Sharing (HM Government)
16. ALPS Arrival Procedure
17. ALPS Departure Procedure
18. Uncollected Child
19. Missing Child
20. Supervision of Children on Outings and Visits
21. Maintaining Children’s Safety and Security on the premises
22. Making a Complaint
23. Record of Complaint form
24. How to complete the complaints record

**Equality of Opportunity**

1. Valuing Diversity and Promoting Equality
2. Supporting Children with Special Educational Needs
3. ALPS Local Offer for Children with Special Educational Needs and Disabilities
4. Achieving Positive Behaviour
5. Behaviour Policy steps

**Promoting Health and Hygiene**

1. Animals in the setting
2. Administering medicines
3. Form 3B – Parental agreement for school/setting to administer medicine
4. Managing children with allergies, or who are sick or infectious