



Safeguarding and Child Protection

1. Safeguarding and Child Protection Policy
2. Missing Child Policy (*Burgh Wood Montessori*)
3. Missing Child Policy (*The Orchard*)
4. Non-Attendance and Non-Collection Policy

Employment

5. Recruitment and Disclosure and Barring Service Policy
6. Employees Alcohol and Drugs Policy

Admissions, Settling-In and Ongoing Childcare

7. Admissions and Settling-In Policy
8. Key Worker Policy
9. Inclusion and Diversity Policy
10. Behaviour Management and Anti-Bullying Policy

Health and Safety

11. Health and Safety Policy (*including risk assessment procedures*)
12. First Aid and Medical Treatment Policy (*including administering medicines procedures*)
13. Accident and Incident Policy
14. Emergency Closure Policy
15. Fire and Evacuation Policy [Requirement for separate policy for The Orchard]
16. Nappy Changing and Intimate Care Policy
17. Nursery School Outings Policy

Other

18. Confidentiality Policy
19. Complaints Policy
20. Confidential Reporting Policy