Policies and Procedures Register

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Register Updated: 14th January 2026

Doc ID	Document Title	NMS Reference(s)	Regulatory / Statutory References	Notes / What to include	Document Folder	Link to Folder	Author	Document Date	Revision Date	Status	Printed	Approved By	Website
P001	**Lost or Left Child**	NMS 22 (Missing / Uncollected child)	Child Minding & Day Care Regs; CIW guidance	Steps when a child is lost/uncollected, contacts, escalation, record keeping, police liaison.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	04-Mar-23	08-Oct-25	Live	Y	Lee Walsh	N
P002	Complaints Procedure	NMS 24	Reg 32 (Complaints); CIW complaints guidance	Stage process, timescales, CIW escalation route, record and review.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	04-Mar-23	08-Oct-25	Live	Y	Lee Walsh	N
P003	Behaviour	NMS 18 (Behaviour management)	Equality Act 2010; ALN Code (where relevant)	Positive behaviour strategies, restraint (if any), record keeping, parental involvement.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	04-Mar-23	08-Oct-25	Live	Y	Lee Walsh	N
P004	Equality Opportunities Policy	NMS 5 (Inclusion & equality)	Equality Act 2010; ALN Act	Anti-discrimination, access, reasonable adjustments, reporting.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	04-Mar-23	08-Oct-25	Live	Y	Lee Walsh	N
P005	Ill Child Policy	NMS 22 (Health & infection control)	Public Health / NHS guidance	Illness exclusions, notifying parents, returning after illness, infectious disease action.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	04-Mar-23	15-Oct-24	Live	Y	Lee Walsh	N
P006	Safeguarding& Child Protection	NMS 20–21 (Safeguarding)	Social Services & Well-being Act; Wales Safeguarding Procedures; Prevent duty	DSL role, reporting procedures, allegations against staff, training, safer recruitment link.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	04-Mar-23	08-Oct-25	Live	Y	Lee Walsh	N
P007	Health Hygiene and Safety	NMS 24 (Health & Safety)	H&S at Work Act; COSHH; HSE guidance	General H&S duties, responsibilities, contractors, COSHH, cleaning schedules.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	04-Mar-23	08-Oct-25	Live	Y	Lee Walsh	N
P008	Nappy Changing Policy and Procedure	NMS 15 (Intimate care / hygiene)	Infection control guidance	Hygiene, consent, dignity, recording, staff ratios, PPE use.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	04-Mar-23	25-Jul-24	Live	Y	Lee Walsh	N
P009	Additional Learning Needs	NMS 5 (Inclusion / ALN)	ALN Act; SEND Code	Identification, individual plans, multi-agency working, parental involvement.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	04-Mar-23	25-Jul-24	Live	Y	Lee Walsh	N
P010	**General Data Protection Regulations**	NMS 14 (Records & confidentiality)	UK GDPR; DPA 2018	Data handling, retention schedules, subject access, consent for photos.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	04-Mar-23	09-Oct-25	Live	Y	Lee Walsh	N
P011	Cultural Diversity	NMS 5	Equality Act 2010	Anti-bias practice, celebrating cultures, inclusive resources.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	04-Mar-23	15-Oct-24	Live	Y	Lee Walsh	N
P012	DBS	NMS 12 (Safer recruitment)	Disclosure & Barring requirements; Child Minding & Day Care Regs	DBS checks frequency, who requires check, recording and follow up.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	04-Mar-23	04-Mar-24	Live	Y	Lee Walsh	N
P013	**Modern Slavery and Child Trafficking**	NMS 20 (Safeguarding)	Modern Slavery Act; local safeguarding procedures	Signs, reporting, victim support, staff awareness.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	04-Mar-23	15-Oct-24	Live	Y	Lee Walsh	N
P014	The Use of Car Seats	NMS 24; Outings & transport guidance	Road traffic regulations; vehicle safety regs	Car-seat legal requirements, restraint use, consent for transport.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	04-Mar-23	04-Mar-24	Live	Y	Lee Walsh	N
P015	Visits and Outings	NMS 24 (Outings / trips)	Transport regulations; Consent rules	Risk assessments, ratios, transport safety, emergency info.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	04-Mar-23	15-Oct-24	Live	Y	Lee Walsh	N
P016	Confidentiality & Whisleblowing	NMS 14 & NMS 20	Public Interest Disclosure Act; GDPR	Confidentiality limits, whistleblowing routes, protection for whistleblowers.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	04-Mar-23	08-Oct-25	Live	Y	Lee Walsh	N
P017	Safe and Respectful Care	NMS 20; NMS 15	Safeguarding regs	Dignity, positive relationships, boundaries, intimate care links.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	04-Mar-23	04-Mar-24	Live	Y	Lee Walsh	N
P018	Special Consideration for Employees (Employment)	NMS 12/13 (Staffing)	Employment law; Equality Act	Reasonable adjustments, sick leave, contractual entitlements.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	04-Mar-23	04-Mar-24	Live	Y	Lee Walsh	N
P019	Redistribute Policiy Number	(administrative)	—	Clarify purpose — redistribution or renumbering records; include change control.	--	--	--	--	--	--	--	--	--
P020	Monitoring Staff Behaviour	NMS 13 (Supervision & appraisal); NMS 12	Safer recruitment regs	Supervision, disciplinary triggers, recording, performance management.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	04-Mar-23	04-Mar-24	Live	Y	Lee Walsh	N
P021	Health and Safety in the Office	NMS 24	H&S at Work Act	Office risk assessments, lone working, first aid, electrical safety.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	04-Mar-23	25-Jul-24	Live	Y	Lee Walsh	N
P022	Health and Safety	NMS 24	H&S at Work Act; HSE	Full H&S policy, responsibilities, fire, equipment checks.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	04-Mar-23	04-Mar-24	Live	Y	Lee Walsh	N
P023	Fire Information Pack	NMS 24 (Fire safety)	Fire Safety Order; local fire authority guidance	Evacuation plans, PEEP, drill records, assembly points.	Sharepoint Fire Safety	Fire Safety	Kate Walsh	04-Mar-23	04-Mar-24	Live	Y	Lee Walsh	N
P024	Document Retention Policy	NMS 14 (Records)	GDPR; DPA 2018	Retention periods for staff, children, financial and safeguarding records.	Sharepoint ICO	ICO	Kate Walsh	04-Mar-23	04-Mar-24	Live	Y	Lee Walsh	N
P025	CIW - Fire Assesment	NMS 24	CIW registration & inspection requirements; Fire authority	Evidence for CIW: risk assessments, maintenance records, certificates.	Sharepoint Fire Safety	Fire Safety	Kate Walsh	04-Mar-23	04-Mar-24	Live	Y	Lee Walsh	N
P026	Admissions	NMS 3 (Admissions)	Equality Act; Registration conditions	Criteria, waiting lists, information for parents, funded places.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	21-Jun-23	20-Jun-24	Live	Y	Lee Walsh	N
P027	Allergies and Allergic Reactions	NMS 22 (Health & medication)	Food Information Regs; NHS guidance	Individual allergy plans, epi-pen procedure, storage, staff training.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	21-Jun-23	25-Jul-24	Live	Y	Lee Walsh	N
P028	Healthy Snack	NMS 19 (Food & nutrition)	Food Hygiene Regulations; Allergy regs	Menus, healthy choices, allergy info, parental consent.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	21-Jun-23	20-Jun-24	Live	Y	Lee Walsh	N
P029	Nutrition and Mealtimes	NMS 19	Food hygiene; Nutritional guidance	Menus, supervision, utensils, cultural/medical needs.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	21-Jun-23	15-Oct-24	Live	Y	Lee Walsh	N
P030	On line Safety	NMS 24; NMS 14 (data)	UK Safer Internet Centre guidance; GDPR	E-safety for children, staff online conduct, photo policies, filtering.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	21-Jun-23	15-Oct-24	Live	Y	Lee Walsh	N
P031	Outdoor Play	NMS 7 / NMS 24 (Environment & safety)	Playwork / outdoor learning guidance	Supervision, equipment checks, risk/benefit assessments.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	21-Jun-23	20-Jun-24	Live	Y	Lee Walsh	N
P032	Road Safety	NMS 24	Local authority road safety guidance	Pedestrian training, crossings, outings protocols.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	21-Jun-23	20-Jun-24	Live	Y	Lee Walsh	N
P033	Settling In	NMS 10 (Key person / settling)	Inclusion guidance	Key person approach, induction plans for children & families.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	21-Jun-23	15-Oct-24	Live	Y	Lee Walsh	N
P034	Sleep	NMS 15 (Sleep & rest)	Safe sleep guidance (NHS)	Safe sleeping, monitoring, cot mattress checks, parental preferences.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	21-Jun-23	15-Oct-24	Live	Y	Lee Walsh	N
P035	Social Media	NMS 14 / NMS 24	GDPR; employment policy	Staff use, parental groups (WhatsApp), photo consent, moderation.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	21-Jun-23	15-Oct-24	Live	Y	Lee Walsh	N
P036	Sterilisation	NMS 22 (Infection control)	Infection control guidance	Sterilisation schedules, equipment, records.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	21-Jun-23	20-Jun-24	Live	Y	Lee Walsh	N
P037	Sun Safety	NMS 24	NHS / PH guidance	Sunscreen consent, shade policy, protective clothing, hydration.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	21-Jun-23	20-Jun-24	Live	Y	Lee Walsh	N
P038	The Use of Dummies	NMS 15	Safe sleep and health guidance	Hygiene, parental preference, weaning advice.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	21-Jun-23	15-Oct-24	Live	Y	Lee Walsh	N
P039	Prevent Duty and Radicalisation	NMS 20 (Safeguarding)	Counter-extremism guidance; Prevent duty (where applicable)	Staff training, referral routes, safeguarding response.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	21-Jun-23	15-Oct-24	Live	Y	Lee Walsh	N
P040	Domestic Abuse , Honour Based Abuse and Forced Marriage Policy	NMS 20	Wales safeguarding procedures; criminal law	Identification, referral, safety planning, multi-agency working.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	21-Jun-23	15-Oct-24	Live	Y	Lee Walsh	N
P041	Seperated Families	NMS 4 (Working with parents)	Court orders; data/confidentiality law	Consent, contact arrangements, information sharing.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	21-Jun-23	20-Jun-24	Live	Y	Lee Walsh	N
P042	Accidents and First Aid	NMS 24	RIDDOR; First aid regs	Recording, reporting, trained paediatric first aiders, notification to parents.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	21-Jun-23	26-Jul-24	Live	Y	Lee Walsh	N
P043	Arrivals and Departures	NMS 14 (Security & handover)	Safeguarding regs	Drop-off/collection procedures, authorised collectors, signing in/out.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	21-Jun-23	20-Jun-24	Live	Y	Lee Walsh	N
P044	Bereavement	NMS 20 (Safeguarding & well-being)	Emotional support guidance	Supporting children/families, memorials, staff support, confidentiality.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	21-Jun-23	20-Jun-24	Live	Y	Lee Walsh	N
P045	Caring for Babies and Toddlers	NMS 15; NMS 7 (environment)	Curriculum for Wales (where funded)	Age-appropriate care, ratios, sleep, feeding, key person.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	21-Jun-23	15-Oct-24	Live	Y	Lee Walsh	N
P046	Cleaning Body Fluids	NMS 22 (Infection control)	COSHH; infection control guidance	PPE, disposal, cleaning agents, staff training.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	21-Jun-23	20-Jun-24	Live	Y	Lee Walsh	N
P047	Conflict Resolution with Parents & Aggressive Behaviour	NMS 24; NMS 4	Workplace violence guidance; safeguarding	De-escalation, reporting, acceptable behaviour charter.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	21-Jun-23	05-Nov-24	Live	Y	Lee Walsh	N
P048	Early Years Opportunity	NMS 7–10 (Learning & development)	Curriculum for Wales	Curriculum approach, observations, planning and assessment.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	21-Jun-23	20-Jun-24	Live	Y	Lee Walsh	N
P049	Food and Drink	NMS 19	Food hygiene & allergen law	Menus, storage, feeding routines, allergies.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	21-Jun-23	20-Jun-24	Live	Y	Lee Walsh	N
P050	Food and Play	NMS 19; NMS 7	Food hygiene; safe materials	Messy play food rules, hygiene, safe materials.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	21-Jun-23	15-Oct-24	Live	Y	Lee Walsh	N
P051	Headlice	NMS 22 (Infection control)	Public Health guidance	Detection guidance, informing parents, treatments, confidentiality.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	21-Jun-23	20-Jun-24	Live	Y	Lee Walsh	N
P052	Multiple Birth Families	NMS 5 (Inclusion)	Equality Act	Additional support, staffing considerations, settling.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	21-Jun-23	20-Jun-24	Live	Y	Lee Walsh	N
P053	Parents, Carers and Partnership	NMS 4 (Working with parents)	Early years partnership guidance	Communication strategies, involvement, feedback.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	21-Jun-23	20-Jun-24	Live	Y	Lee Walsh	N
P054	Participation - Your Voice (Quality)	NMS 6 / NMS 24 (Quality & involvement)	CIW inspection; continuous improvement guidance	Child/parent feedback, quality improvement, action plans.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	21-Jun-23	20-Jun-24	Live	Y	Lee Walsh	N
P055	Toilet Training	NMS 15 (Intimate care)	Infection control guidance	Consent, dignity, routines, accidents procedure.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	21-Jun-23	20-Jun-24	Live	Y	Lee Walsh	N
P056	No Smoking	NMS 24	Smoke-free legislation	Smoke-free grounds, e-cigarettes, staff conduct.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	22-Jun-23	15-Oct-24	Live	Y	Lee Walsh	N
P057	Access and Storage of Information	NMS 14	GDPR; DPA 2018	Secure storage, who can access, retention/secure destruction.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	22-Jun-23	15-Oct-24	Live	Y	Lee Walsh	N
P058	Adverse Weather	NMS 24	Local authority closures guidance	Closure procedures, communication, staff safety.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	22-Jun-23	15-Oct-24	Live	Y	Lee Walsh	N
P059	Alchol and Substance Misuse	NMS 12/24	Employment law; safeguarding links	Staff substance policy, testing (if any), exclusion of intoxicated persons.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	22-Jun-23	21-Jun-24	Live	Y	Lee Walsh	N
P060	Animal Heath and Safety	NMS 24; NMS 7 (environment)	Animal welfare / public health guidance	Animal checks, hygiene, risk assessment, consent.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	22-Jun-23	21-Jun-24	Live	Y	Lee Walsh	N
P061	Major or Cirtical Incident	NMS 24	Emergency planning guidance	Business continuity, critical incident team, parent communication.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	22-Jun-23	05-Nov-24	Live	Y	Lee Walsh	N
P062	Environmental Sustainability	NMS 24 (optional good practice)	Local initiatives	Recycling, energy saving, curriculum links.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	22-Jun-23	15-Oct-24	Live	Y	Lee Walsh	N
P063	Equipment and Resources	NMS 24; NMS 7	Toy safety regs; procurement	Maintenance, age-appropriate, cleaning, storage.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	22-Jun-23	15-Oct-24	Live	Y	Lee Walsh	N
P064	Fire Safety	NMS 24 (Fire)	Fire Safety Order; Fire certificates	Evacuation, maintenance, fire drills, records.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	22-Jun-23	26-Jul-24	Live	Y	Lee Walsh	N
P065	Health and Safety	NMS 24	HSE; COSHH	(Duplicate of P022) Ensure alignment across documents.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	22-Jun-23	26-Jul-24	Live	Y	Lee Walsh	N
P066	Healthy Workplace	NMS 12/24	Employment law; H&S	Staff wellbeing, sickness, mental health support.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	22-Jun-23	21-Jun-24	Live	Y	Lee Walsh	N
P067	Building Lockdown	NMS 24	Local authority / police guidance	Lockdown trigger, communication, safeguarding.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	22-Jun-23	05-Nov-24	Live	Y	Lee Walsh	N
P068	Manual Handling (Lifting Children)	NMS 24	HSE manual handling regs	Safe technique, training, risk assessment.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	22-Jun-23	05-Nov-24	Live	Y	Lee Walsh	N
P069	Safety Checks	NMS 24	H&S; maintenance regs	Daily/weekly checks, playground inspections, electrical PAT.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	22-Jun-23	21-Jun-24	Live	Y	Lee Walsh	N
P070	Staff Handbook	NMS 12/13	Employment law; safer recruitment	Policies summary, conduct, reporting, training expectations.	Sharepoint Policies and Procedures	Forms (Temp	Kate Walsh	27-Jun-23	13-Jun-24	Live	Y	Lee Walsh	N
P071	Statement of Purpouse	NMS 1	Reg 7 (Statement of purpose)	Service aims, hours, staffing, premises, register details — must match CIW registration.	Sharepoint Policies and Procedures	Policies and	Lee Walsh	13-Jun-23	12-Aug-25	Live	Y	Kate Walsh	Y
P072	First Aid Policy (General)	NMS 24	First aid regs; RIDDOR	Paediatric first aid training, kit locations, incident recording.	Sharepoint Policies and Procedures	Policies and	Lee Walsh	13-Jun-23	26-Jul-24	Live	Y	Kate Walsh	N
P073	Disciplinary Policy	NMS 12	Employment law; Safer recruitment	Process, investigatory steps, fitness to practice considerations.	Sharepoint Policies and Procedures	Policies and	Kate Walsh	13-Jun-24	13-Jun-24	Live	Y	Lee Walsh	N
P074	Medication Policy & Storage	NMS 22	Medicine administration regs	Consent, storage, recording, emergency meds (EpiPen), fridge logs.	Sharepoint Policies and Procedures	Policies and	Lee Walsh	25-Jul-24	08-Oct-25	Live	Y	Lee Walsh	N
P075	Anti Bribery	NMS 24 (governance)	Bribery Act; company policies	Gifts register, conflict of interest, reporting.	Sharepoint Policies and Procedures	Policies and	Lee Walsh	05-Nov-24	05-Nov-25	Live	Y	Kate Walsh	N
P076	Biting	NMS 18 / NMS 24	Safeguarding guidance	Incident records, parental communication, behaviour strategies.	Sharepoint Policies and Procedures	Policies and	Lee Walsh	05-Nov-24	05-Nov-25	Live	Y	Kate Walsh	N
P077	CCTV	NMS 14; NMS 24	GDPR; ICO CCTV code	Purpose, signage, retention, camera placement, access controls.	Sharepoint Policies and Procedures	Policies and	Lee Walsh	05-Nov-24	05-Nov-25	Live	Y	Kate Walsh	N
P078	Immunisation	NMS 22	NHS immunisation guidance	Parental information, recording uptake, exclusion advice for outbreaks.	Sharepoint Policies and Procedures	Policies and	Lee Walsh	05-Nov-24	05-Nov-25	Live	Y	Kate Walsh	N
P079	Menopause	NMS 12 (staff welfare)	Employment equality law	Reasonable adjustments, staff support, sick leave.	Sharepoint Policies and Procedures	Policies and	Lee Walsh	05-Nov-24	05-Nov-25	Live	Y	Kate Walsh	N
P080	Transition	NMS 10 (Transitions / key person)	Curriculum for Wales (where applicable)	Moving rooms, school transition, records transfer.	Sharepoint Policies and Procedures	Policies and	Lee Walsh	05-Nov-24	05-Nov-25	Live	Y	Kate Walsh	N
P081	Staff Electrical Devices	NMS 24	PAT testing regs; H&S	Personal device policy, charging points, PAT schedules.	Sharepoint Policies and Procedures	Policies and	Lee Walsh	02-Jun-25	02-Jun-26	Live	Y	Kate Walsh	N
P082	Accident and Incident Procedure	NMS 24	RIDDOR; First aid regs	Reporting to CIW where required, trend analysis, recording.	Sharepoint Policies and Procedures	Policies and	Lee Walsh	14-Oct-25	14-Oct-26	Live	Y	Kate Walsh	N
P083	Risk Assesment General	NMS 24	H&S; HSE guidance	Generic and activity-specific risk assessments, review schedules.	Sharepoint Policies and Procedures	Policies and	Lee Walsh	14-Oct-25	14-Oct-26	Live	Y	Kate Walsh	N
P084	Flood Emergency Policy and Procedure	NMS 24	Local resilience forum guidance	Evacuation, continuity, parent contact.	Sharepoint Policies and Procedures	Policies and	Lee Walsh	14-Oct-25	14-Oct-26	Live	Y	Kate Walsh	N
P085	Safe Recruitment Policy	NMS 12	Reg 28; DBS requirements	Vetting, interviews, references, induction and probation.	Sharepoint Policies and Procedures	Policies and	Lee Walsh	21-Nov-25	21-Nov-26	Live	Y	Kate Walsh	N
P086	Parent Messaging and Social Media Policy	NMS 14 / NMS 4	GDPR	WhatsApp & parental groups, acceptable use, moderation and consent.	Sharepoint Policies and Procedures	Policies and	Lee Walsh	21-Nov-25	21-Nov-26	Live	Y	Kate Walsh	N
P087	Children Wellbeing	NMS 1; NMS 5; NMS 10; NMS 20	Well-being of Future Generations Act; Safeguarding guidance	Emotional support, key person role, mental wellbeing, behaviour links, trauma-informed practice.	Sharepoint Policies and Procedures	Policies and	Lee Walsh	23-Dec-25	23-Dec-26	Live	Y	Kate Walsh	N
P088	Attendance Policy	NMS 3; NMS 4; NMS 22	Registration regulations; CIW expectations	Recording attendance, late/non-attendance procedures, escalation, wellbeing checks, safeguarding lin	Sharepoint Policies and Procedures	Policies and	Lee Walsh	23-Dec-25	23-Dec-26	Live	Y	Kate Walsh	N
P089	Quality of Care Review Procedures	NMS 1, 4, 19, 23	Child Minding & Day Care (Wales) Regulations 2010 – Reg 16	Sets out how the annual Regulation 16 Quality of Care Review is completed, evidenced, reported and	Sharepoint Policies and Procedures	Policies and	Lee Walsh	23-Dec-25	23-Dec-26	Live	Y	Kate Walsh	N
P090	Staff Supervision & Appraisal Policy	NMS 1,9,15,19,23	Child Minding & Day Care (Wales) Regulations 2010 – Reg 15; Social Services and Well-being (Wales) Act 2014"	Defines structured supervision and appraisal arrangements to support staff wellbeing, safeguarding ac	Sharepoint Policies and Procedures	Policies and	Lee Walsh	23-Dec-25	23-Dec-26	Live	Y	Kate Walsh	N
P091	Supervision of Children	NMS 1, 3, 4, 9, 19,21	Child Minding & Day Care (Wales) Regulations 2010 – Regs 6 and 9	stablishes expectations for active, continuous supervision of children to ensure safety, wellbeing and e	Sharepoint Policies and Procedures	Policies and	Lee Walsh	23-Dec-25	23-Dec-26	Live	Y	Kate Walsh	N
P092	Staff Absence, Resignation & Fitness to Practise	NMS 1,8,15,19,21,23	Child Minding & Day Care (Wales) Regulations 2010 – Regs 15 and 23"	Sets out how staff absence, fitness to practise concerns and resignations are managed to maintain safe	Sharepoint Policies and Procedures	Policies and	Lee Walsh	23-Dec-25	23-Dec-26	Live	Y	Kate Walsh	N
P093					Sharepoint Policies and Procedures	Policies and	Lee Walsh	23-Dec-25	23-Dec-26	Live	Y	Kate Walsh	N
P094	Fees, Charging & Debt Management	NMS 2,18,21,23	Child Minding & Day Care (Wales) Regulations 2010 – Reg 19; Consumer Rights Act 2015	Explains how childcare fees are set, charged, collected and managed in line with signed parental contr	Sharepoint Policies and Procedures	Policies and	Lee Walsh	23-Dec-25	23-Dec-26	Live	Y	Kate Walsh	N
P095	Curriculum & Learning Approach	NMS 4, 10, 11,19	Child Minding & Day Care (Wales) Regulations 2010 – Regs 7 and 10; Curriculum for Wales	Describes the nursery's child-centred, play-based curriculum aligned to the Curriculum for Wales and	Sharepoint Policies and Procedures	Policies and	Lee Walsh	23-Dec-25	23-Dec-26	Live	Y	Kate Walsh	N