



POLICIES AND PROCEDURES

**These policies & procedures remain the property of
David & Ann Sheppard**

**JADELA JUNIORS
Jadela House
9 Peak Lane
Fareham
Hampshire
PO14 1RP**

<https://www.jadelajunior.co.uk/>

Last reviewed/updated 05 August 2024

Table of Contents

POLICIES AND PROCEDURES	1
Our policies support the following requirements and standards.....	6
Information and records	6
External Links Disclaimer	6
Written / Electronic / PDF Records	7
What’s New?.....	9
ACCIDENT AND EMERGENCY POLICY	10
Accidents to minded children, childminder’s own grandchildren, or the childminder	10
Procedure (how we will put the statement into practice).....	10
Accidents off site:	11
Other emergencies:	11
Recording:.....	11
* ADMINISTERING MEDICINES POLICY.....	12
Additional guidance for the Childcare Register.....	13
ADMISSIONS AND FEES POLICY	14
Admissions.....	14
Waiting List	14
Fees	14
ARRIVAL & DEPARTURE POLICY.....	16
Escorting the children between School and Jadela House.....	16
Arrivals	17
Departures	17
Absences	18
Transport.....	18
* BEHAVIOUR MANAGEMENT POLICY	19
Behaviour.....	19
Procedure (how we, and any one we employ, put the statement into practice).....	19
BLOOD BORNE VIRUSES POLICY	21
Blood Borne Viruses.....	21
References and Contact Details:	22
BULLYING POLICY	23
Cyber Bullying.....	23
Targeted Bullying	23
Preventing Bullying Behaviour.....	23

Dealing with Bullying Behaviour	24
CARING FOR SICK CHILDREN POLICY.....	25
Illness and infectious diseases	25
Sick children	25
Notifiable disease.....	25
Exclusion through illness.....	25
COVID-19 Pandemic 2020.....	26
* CHILD NOT COLLECTED POLICY	28
Procedure if a child is not collected at the expected departure time.....	28
* COMPLAINTS POLICY.....	29
Procedure (how we will put the statement into practice).....	29
CONFIDENTIALITY AND DATA PROTECTION POLICY	31
Procedure (how we put the statement into practice).....	31
* EMERGENCY EVACUATION PROCEDURE.....	33
EMERGENCY EVACUATION PROCEDURE.....	34
FOOD, DRINK & HYGIENE POLICY.....	35
HEALTHY EATING.....	35
DRINKS.....	35
CULTURAL AND RELIGIOUS DIVERSITY	36
FOOD HYGIENE.....	36
Level 2 Food Safety and Hygiene for Catering Training	37
HEALTH AND SAFETY POLICY	38
Health and Safety.....	38
Safety and suitability of premises, environment, and equipment	38
Health and Hygiene.....	38
* INCLUSION & EQUAL OPPORTUNITIES POLICY	40
Procedure (how we put the statement into practice).....	40
Discrimination, in any form, is unacceptable within this childcare setting.	41
INVOLVING AND CONSULTING CHILDREN POLICY	42
* LOST OR MISSING CHILDREN POLICY	43
Procedure if a child is lost or goes missing.....	43
PERSONAL HYGIENE POLICY.....	44
Personal hygiene	44
GENERAL HYGIENE	45
DEALING WITH SPILLAGES	45
ANIMALS	45
* PHYSICAL INTERVENTION POLICY	46

RISK ASSESSMENT POLICY	47
Our Setting	47
The Car.....	50
Out Walking.....	51
Outings.....	52
Public Transport.....	53
* SAFEGUARDING CHILDREN POLICY	54
Procedure (how we put the statement into practice).....	54
The use of electronic devices, mobile phones and cameras.....	56
Useful telephone numbers / contact details	57
Meeting the Early Years Foundation Stage	58
Safeguarding and promoting children’s welfare.....	58
Prevention of Terrorism (The Prevent Duty).....	58
Female Genital Mutilation FGM	59
Forced Marriage.....	59
Child Exploitation.....	59
Up skirting	59
Cyber Bullying.....	60
Extremism and Radicalisation	60
County Lines and Organised Crime.....	60
Fundamental British Values (FBV)	60
Whistleblowing.....	63
SMOKE ALARM REPLACEMENT LOG.....	64
Date of next sensor replacement	64
SMOKING, DRUGS & ALCOHOL POLICY.....	65
Alcohol/Drugs.....	65
Smoking/Vaping	65
SEND POLICY.....	67
TRIP OUT POLICY	68
WORKING WITH PARENTS POLICY.....	70
Policy Statement	70
Procedure (how we put this statement into practice).....	70
Contracts and records.....	70
Communication with parents	70
Ofsted inspections.....	71
Policy and Procedure Review	72
Policy and Procedure Statement	72