

## **Nursery Policies - An Overview**

As part of the transition of CMBC services under North Halifax Partnership all nursery policies were revised early in 2015.

All policies and working practices relating to staff are kept in: <T:\Surestart\Shared\Group Information\Policies & Procedures>

Nursery Policies are aimed at parents although it is made clear to all Early Years staff as part of their induction that they are responsible for following these at all times.

The list of nursery policies is below. They are found at: <T:\Surestart\Shared\Group Information\Policies & Procedures\New Day Care Policies>

### **Agreed List of Nursery Policies**

- Accident Illness and Medications
- Admissions
- Arrivals and Departures
- Child Lost at Nursery
- Complaints Procedure (incorporates Catch the Comment, Raise a Concern and formal complaints)
- Confidentiality
- Early Education Funding Attendance policy (Inc. Appendix from CMBC)
- Emergency Closure
- Food
- Home Visit
- How Will Your Child Learn ( Inc. Outdoor Play)
- Key Person and Intimate Care (Inc. Sleep)
- Payment
- Parent Partnership
- Positive Behaviour
- Safeguarding – the policy used is the same as for NHP staff and is found at <T:\Surestart\Shared\Group Information\Policies & Procedures\New Day Care Policies NHP Current Policies and Procedures>
- Safety and Security
- Safety on Outings
- Settling In
- Smoking
- SEND
- Transition

### **Each nursery is expected to have locally**

- Relevant health information e.g. head lice
- Procedure for staff and children to phone in if ill
- What to do if a parent phones and asks for a day care place