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| Policies and procedures list | | | |
| **Section** | **Policy/ procedure** | **Section** | **Policy/ procedure** |
| 1 | Designated Officer reference guide | 19 | ICT policy |
| 2 | A child within our setting policy | 20 | Inclusion policy |
| 3 | Achieving positive behaviour policy | 21 | Internet policy |
| 4 | Admissions policy | 22 | Key person policy |
| 5 | Anti-bullying policy | 23 | **Learning and development policy** |
| 6 | Attendance policy |  | Communication & language curriculum policy |
| 7 | Babysitting policy |  | Literacy curriculum policy |
| 8 | Charging policy |  | Mathematics curriculum policy |
| 9 | Complaints procedure and log |  | Outdoor play curriculum policy |
| 10 | **Confidentiality policy** |  | Personal, social and emotional development curriculum policy |
|  | Access to information policy |  | Physical development curriculum policy |
|  | Camera and images policy |  | Understanding the world curriculum policy |
|  | Mobile phone policy | 24 | Managing medicines policy |
|  | Photography and video policy | 25 | No smoking policy |
|  | Sharing information policy | 26 | Parent partnership policy |
| 11 | Drugs and substances policy | 27 | **Recruitment & retention policy** |
| 12 | **Emergency plan** |  | Staff and volunteer induction policy |
|  | Accident and incident policy |  | Staffing and employment policy |
|  | Contingency plans policy | 28 | **Risk assessment policy** |
|  | **Emergency evacuation procedure** |  | Latest completed risk assessment |
|  | Fire policy | 29 | Safe word policy |
|  | Illness, accident & hospital medical attention policy | 30 | **Safeguarding policy** |
|  | Incident policy | 31 | Settling in policy |
|  | Lost child procedure (outings) | 32 | Special educational needs and disability policy |
|  | Missing child procedure | 33 | Student policy |
| 13 | Equal opportunity policy | 34 | Toileting and intimate care policy |
| 14 | Exclusion for illness or communicable disease policy | 35 | Uncollected child policy |
| 15 | Food and drink management policy | 36 | Visitors policy |
| 16 | Health and hygiene policy | 37 | Visits and outings policy |
| 17 | Health and safety policy | 38 | Whistle blowing policy |
| 18 | Healthy practices policy | 39 | **Holbeton Pre School Constitution** |