

We provide all our parents / families with a Parent Guidance when registering their child at Little Buds. The guidance includes and covers some aspects of our policies and procedures. However if you require further information, copies of Little Buds Policies and Procedures are available in more depth, if you would like a copy please contact the manager who will be happy to provide you with a copy.

Little Buds Childcare – Policies and Procedures

- Admission Policy
- Complaints procedure
- Key person Roles and responsibilities
- Learning and Development Policy
- Transition Policy
- Parent Partnership Policy
- Confidentiality Policy

- **Safeguarding Children**
 - Information for Parents
 - Information – Sefton Local Safeguarding Children Board
 - Role Staff
 - Definitions of abuse
 - Procedures for staff to follow if concerned about a child's welfare
 - Allegations - Procedure for allegation being made about a member of staff/manager.
 - Prevent Duty
 - Missing child
 - Safeguarding contacts
 - Procedure for allegation being made about a member of staff/manager.
 - Lydiat Primary School Policy for Safeguarding Children

- Whistle Blowing Policy
- Failing to Collect Child Policy
- Recruitment and Vetting /Developing Effective Staff
- Staff Code of Conduct
- Acceptable Use Policy
- Equal Opportunities Policy/ Inclusion /Special educational Needs

- Behaviour Policy

- Good Practice in Influencing Behaviour
- Good Practice in Managing Unwanted Behaviour
- Bullying Policy
- Biting Policy

- Outdoor Play Procedure
- Outings Policy
- Sun Protection Policy

- Risk Assessment Policy
- Risk Assessment Procedure
- Contingency Plans in an emergency
- Health and Safety Law

- Fire Policy
- Emergency Evacuation Procedure

- Premises and Security Policy
- Visitors Policy
- Children and Parents Procedure for Arrival and Departure
- Arrival and Departure Routines
- Missing Child, When in the care of Little Buds - Procedure

- Medication Policy
- Medication Administration Procedure
- Medication Form
- Exclusion Policy for Illness

- Children's Illness Procedure
- Minor Accident Procedure
- Accident and Emergency Procedure
- Incident Procedures
- Asthma Policy and Procedure

- Food Hygiene Policy
- Food Policy
- Healthy Eating
- Drink Policy
- Allergy and Food Intolerance Policy

- Hygiene Policy - Aim
- Hygiene Policy - Staff, Children and Visitors

- Sleep and rest policy
- Nappy Changing and Intimate Care Policy