

MARDEN PLAY SCHEME

Policies and Procedures

Index

- 1: Staffing
- 2: Staff Development and Meetings
- 3: Staff Disciplinary and Grievance Procedures
- 4: Mission Statement
- 5: Settling In
- 6: Arrivals and Departures
- 7: Care, Learning and Play
- 8: Physical Environment
- 9: Equipment
- 10: Health and Safety
- 11: Risk Assessment
- 12: Site Security
- 13: Fire Safety
- 14: Health, Illness and Emergency
- 15: Hygiene
- 16: Infectious and Communicable Diseases
- 17: Smoking, Alcohol and Drugs
- 18: Food and Drink
- 19: Inclusive and Accessible Admissions (Equal Opportunities)
- 20: Dealing with Racial Harassment
- 21: Special Needs
- 22: Behaviour Management
- 23: Bullying
- 24: Suspensions and Exclusions
- 25: Partnership with Parents and Carers
- 26: Uncollected Children
- 27: Missing Children
- 28: Complaints Procedure
- 29: Child Protection/Safeguarding Children
- 30: Documentation and Information
- 31: Visits and Outings
- 32: Recruitment of Ex-offenders – Policy Statement
- 33: Information Security
- 34: Funded Places
- 35: Registration
- 36: Payment

MARDEN PLAY SCHEME
Policies and Procedures
Appendices

- Appendix 1: Administering Medication Form
- Appendix 2: Parent/Carer Information
- Appendix 3: Complaints Form
- Appendix 4: Emergency Evacuation of the Building
- Appendix 5: Incidents of Racial Harassment and
Discrimination
- Appendix 6: Parental Feedback Form
- Appendix 7: Staff Registration Form
- Appendix 8: Accident Report Form
- Appendix 9: Visitors Form
- Appendix 10: Non-Medical Incidents Reporting Form