



Bell House Nursery

Quality Childcare

Policies and Procedures - Review Dates

Policy / Procedure	Last Reviewed	Next Review Date	Who by	Next Review Date	Who by
Health & Safety Policy	March 2016	March 2017	Clare Hayes/ Tracy Cox		
Allergy Procedure	April 2016	April 2017	Clare Hayes/ Tracy Cox		
Administration of Medicines	September 2016	September 2017	Clare Hayes/ Tracy Cox		
Behaviour Management Policy	September 2016	September 2017	Clare Hayes/ Tracy Cox		
Concerns and Complaints From Parents/Carers	September 2016	September 2017	Clare Hayes/ Tracy Cox		
Emergency Evacuation Procedure	September 2016	September 2017	Clare Hayes/ Tracy Cox		
Inclusion and Special Needs Policy (SEND)	September 2016	September 2017	Clare Hayes/ Tracy Cox		
Missing Child Procedure	September 2016	September 2017	Clare Hayes/ Tracy Cox		
Safeguarding and Child Protection Policy	September 2016	September 2017	Clare Hayes/ Tracy Cox		
Uncollected Procedure	September 2016	September 2017	Clare Hayes/ Tracy Cox		
Admission & Registration	September 2016	September 2017	Clare Hayes/ Tracy Cox		
Confidentiality	September 2016	September 2017	Clare Hayes/ Tracy Cox		
Data Protection Policy	September 2016	September 2017	Clare Hayes/ Tracy Cox		



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Emergency Closure Procedure	September 2016	September 2017	Clare Hayes/ Tracy Cox		
Equal Opportunities Policy	September 2016	September 2017	Clare Hayes/ Tracy Cox		
Fire Policy & procedure	September 2016	September 2017	Clare Hayes/ Tracy Cox		
First Aid Policy & Procedure	September 2016	September 2017	Clare Hayes/ Tracy Cox		
Food Safety Policy	September 2016	September 2017	Clare Hayes/ Tracy Cox		
Key Person Policy	September 2016	September 2017	Clare Hayes/ Tracy Cox		
Parent Partnership Policy	September 2016	September 2017	Clare Hayes/ Tracy Cox		
Physical Environment & Equipment	September 2016	September 2017	Clare Hayes/ Tracy Cox		
Procedure for Sick Children and Infection Control	September 2016	September 2017	Clare Hayes/ Tracy Cox		
Safer Recruitment, Selection & Vetting	September 2016	September 2017	Clare Hayes/ Tracy Cox		
Staff Policy	September 2016	September 2017	Clare Hayes/ Tracy Cox		
Trips and Outings Policy & Procedure	September 2016	September 2017	Clare Hayes/ Tracy Cox		
Visitors Identity	September 2016	September 2017	Clare Hayes/ Tracy Cox		