**In brief - Checklist of policies, procedures and records required**

|  |  |  |
| --- | --- | --- |
| **Child protection** | Safeguarding Policy and procedure |  |
| Intimate care policy |  |
| Mobile phone policy |  |
| **Suitable People** | Safe recruitment and selection policy and procedures |  |
| Alcohol, drug, and medication policy |  |
| **Staff qualification, training, support and skills** | Staff induction and development policy |  |
| Paediatric first aid |  |
| **Key Person** | Key person policy |  |
| **Health** | Illness and accidents policy |  |
| Accident/incident log |  |
| Administer medicine policy |  |
| Medication |  |
| Food and Drink policy |  |
| **Managing behaviour** | Behaviour management policy |  |
| **Safety and suitability of premises, environment and equipment** | Site security policy |  |
| Health and safety policy |  |
| Emergency evacuation policy |  |
| Fire drill log |  |
| No smoking policy |  |
| Public liability Insurance |  |
| Risk assessments |  |
| **Equal opportunities** | Equal opportunities policy |  |
| **Information and Records** | Information about the child  Information for parents/carers  Information about the provider/staff |  |
| Complaints policy and procedure |  |
| Written complaints log |  |
| Client confidentiality and access to information policy |  |
| Uncollected child policy |  |
| Missing child policy |  |

\*This list is not exhaustive and there are a number of additional polices & procedures you may want to consider.