



For the benefit of this policy Laura Green Trust – which is the governing body of Greenshoots Pre-school and Wraparound care is hereafter referred to as Greenshoots.

Parents/Carers Policies and Procedures Index 2020/2021

No.	Policy Name
1	Child Protection / Safeguarding Policy
2	Online Safety Policies <ul style="list-style-type: none">• Acceptable Use Policy• Internet Policy• Camera and Image Policy• Mobile Phone Policy• ICT Misuse Policy• Tapestry Policy
3	The Role of the Key Person
4	Sick Child (Illness and Sickness) Policy
5	Administering Medicines Policy
6	Administering Infant Oral Paracetamol Suspension in an Emergency Policy - policy currently suspended due to Covid-19
7	Food and Drink Policy
8	Accident & Incidents Policy
9	Positive Behaviour Management Policy
10	Anti-Bullying Policy
11	Health and Safety Policy
12	Jewellery Policy
13	No Smoking Policy
14	Intimate Care Policy
15	Security Policy
16	Emergency Procedures Information / Lock Down Procedures - Statement only

Updated 5/2/21

17	Outings Policy - policy currently suspended due to Covid-19
18	School Drop Off and Collections Procedure
19	Sun Safety Policy
20	Special Educational Needs and Disabilities (SEND) Policy
21	Equal Opportunities Policy
22	Uncollected Child Policy
23	Lost Child Policy
24	Confidentiality and Client Access to Records Policy
25	Information Sharing Policy
26	Complaints and Compliments Policy
27	Admissions Policy
28	Settling In Policy
29	Fee Policy
30	Severe Weather Protocols
31	Policy for Dealing with Covid-19
32	Lone Working Policy
33	Parent Conduct Policy