



Our Policies Folder

This document provides an overview of the policy framework used at Hillside Gems Nursery & Preschool. The framework ensures that safeguarding, children's wellbeing, operational safety and professional practice are supported through clear policies and procedures.

The policy structure has been designed to ensure that staff can easily understand their responsibilities while maintaining compliance with statutory guidance including the **Early Years Foundation Stage (EYFS)** and **Working Together to Safeguard Children**.

Policies are organised into five key areas.

Contents List

A) Safeguarding and Child Protection

These policies ensure that children are protected from harm and that staff understand their safeguarding responsibilities.

- A1. Safeguarding and Child Protection Policy
 - A2. Specific Safeguarding Risks Policy (Prevent Duty, FGM, CSE)
 - A3. Safer Recruitment Policy
 - A4. Staff Code of Conduct and Professional Behaviour Policy
 - A5. Whistleblowing Policy
 - A6. Information Sharing Policy
 - A7. Absence and Missing Child Policy
 - A8. Looked After Children Policy
 - A9. Safer Handling (Positive Handling) Policy
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B) Learning and Child Development

These policies explain how the nursery supports children's learning, development and emotional wellbeing. They are supported by the Gemstones Guiding Practices Handbook, which outlines the nursery's educational philosophy and daily teaching practices.

B1. Learning and Development Policy

B2. Behaviour and Relationships Policy

B3. SEND (Special Educational Needs and Disabilities) Policy

B4. Key Person Policy

B5. Observation, Assessment & Planning Policy

B6. 2-Year Review Policy

C) Health, Safety and Care

These policies ensure that children's health, wellbeing and care needs are supported safely within the nursery.

C1. Health and Safety Policy

C2. First Aid, Medication and Sun Protection Policy

C3. Food Safety and Nutrition Policy

C4. Sleep and Rest Policy

C5. Infection Control and Illness Policy

C6. Intimate Care Policy

C7. Fire Safety & Emergency Evacuation Policy

C8. Critical Incident & Lockdown Policy

C9. Packed Lunch & Guidance Policy

D) Operational Safety and Information Security

These policies explain how the nursery operates safely and protects both physical and digital environments.

D1. Operational Risk Assessment Policy

D2. Visitors, Site Security and Safe Access Policy

D3. Arrival, Departure and Collection of Children Policy

- D4. Online Safety and Use of Technology Policy
 - D5. Data Protection, Information Sharing and Digital Media Policy
 - D6. Adverse Weather Policy
 - D7. Lone Working Procedure Policy
 - D8. Photography & Video Policy
 - D9. Removal of Nursery Mobile Phones from Premises
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E) Staff and Workplace

These policies support professional practice and staff wellbeing within the nursery.

- E1. Staff Supervision and Professional Development Policy
 - E2. Staff Wellbeing and Fitness to Work Policy
 - E3. Staff Grievance Policy
 - E4. Parent Complaints and Concerns Policy
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F) Admissions, Funding & Fees Policy

Policy Monitoring and Review

All policies are reviewed regularly to ensure they remain aligned with current legislation and best practice.

The Nursery Manager is responsible for ensuring that:

- policies are reviewed annually or when guidance changes
 - staff are aware of relevant policies
 - procedures are implemented consistently within the nursery
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Supporting Documents

The following documents support the policy framework:

- **Gemstones Guiding Practices Handbook**
- **Staff Handbook**
- **Parent Handbook**

Policy Lead:

Susie Tsui-Lucas

Review by: May 2027