

NDNA's Policy and Procedure Templates – free for NDNA members

Nurseries come in all shapes and sizes, providing care that reflects the diverse community in which we live. A set of well-developed policies and procedures should be central to high-quality provision.

The development of appropriate policies and procedures will underpin your legal responsibility to ensure the welfare of children, staff and parents. Nurseries should ensure that all policies and procedures fully incorporate equal opportunities within their setting.

A carefully formulated set of policies and procedures will be constantly evolving. The policies in this publication help providers to meet the requirements set out in curriculum of each nation. Members can download versions for England, Scotland and Wales.

What are policies and procedures?

A policy is a collectively agreed statement of beliefs. It is a course of action recommended or adopted by an organisation. Policies inform procedures.

A procedure is a way of doing something; a written method or course of action to be taken in particular circumstances.

A comprehensive set of policies and procedures should demonstrate a professional approach to processes and practice as well as, where applicable, compliance with the requirements of law. It is essential to have robust and clear policies and procedures which staff can understand, follow and implement to ensure high-quality provision.

The templates are intended for use as a resource to develop policies specifically for your nursery. Every nursery's policies and procedures will be unique to their setting. It is important to read every policy and procedure first and adapt it for use in your setting. This pack will form a springboard for developing your own documents and enabling you to review and update your current practices.

Please see the list of pre-written templates below, which you can download for free as a member of NDNA

Safeguarding Children and Child Protection Policy	Nappy Changing Policy
Absence Management Procedure	No Smoking/Vaping Policy
Acceptable Internet Use Policy	Nursery Operational Plan
Access and Storage of Information Policy	Nutrition and Mealtimes Policy
Accidents and First Aid Policy	Online Safety Policy
Admissions Policy	Outdoor Play Policy
Adverse Weather Policy	Overall Approach to Risk Assessment

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Alcohol and Substance Misuse Policy	Parents as Partners Policy
Allergies and Allergic Reactions Policy	Personnel Policy
Animal Health and Safety Policy	Promoting Positive Behaviour Policy
Anti-Bribery Policy	Quality Provision Policy
Arrivals and Departures Policy	Record Retention Policy
Bereavement Policy	Safe and Respectful Care Policy
Biting Policy	Safer Recruitment of Staff Policy
Caring for Babies and Toddlers Policy	Safety Checks
CCTV Policy	School Collection Policy
Children's Well-being in the Nursery Policy	Separated Family Policy
Complaints and Compliments Policy	Settling In Policy
Conflict Resolution with Parents and Aggressive Behaviour Policy	Sickness and Illness Policy
Critical Incident Policy	Sleep Policy
Data Protection and Confidentiality Policy	Social Networking Policy
Dealing with Discriminatory Behaviour Policy	Special Consideration for Employees Policy
Disciplinary Procedure	Special Educational Needs and Disabilities (SEND) Policy
Early Learning Opportunities Statement	Staff Code of Conduct
Environmental Sustainability Policy	Staff Development and Training Policy
Equipment and Resources Policy	Staff Well-being Policy
Family Friendly Policy	Staff Working with Their Own Children/Close Relation Policy
Fire Safety Policy	Student Policy
Food Play Policy	Suitability of Staff Policy
GDPR Privacy Notice	Sun Care Policy
Grievance Procedure	Supervision of Children Policy
Gun and Superhero Play Policy	Supervision of Visitors Policy
Health and Safety – General Policy	Supervision Policy
Healthy Workplace Policy	Transitions Policy
Immunisation Policy	Use of Dummies in Nursery Policy
Inclusion and Equality Policy	Visits and Outings Policy
Infection Control Policy	Volunteers Policy
Intimate Care Policy	Whistleblowing Policy
Late Collection and Non-Collection of Children Policy	Working with Display Screen Equipment Policy
Lock Down Policy	Young Worker Policy
Lone Working Policy	Accident forms
Looked After Children Policy	CCTV Monitoring Log (template)
Manual Handling Policy	Child Registration Form
Medication Policy	Incident Form
Menopause Policy	Medication Form



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Missing Child from Nursery Procedure	Parent Contract and Terms and Conditions
Missing Child from Outings Procedure	Permission Forms
Mobile Phone and Electronic Device Use Policy	Referral Form
More Able and Talented Children Policy	Single Central Record (SCR)
Multiple Birth Families Policy	Visits and Outings Planning
	Volunteer Agreement

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