

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.

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

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

*Brighter thinking for early years



Anti-Bribery Policy Anti-B	Alcohol and Substance Misuse Policy	Parents as Partners Policy
Anti-Bribery Policy Arrivals and Departures Policy Bereavement Policy Safe and Respectful Care Policy Safer Recruitment of Staff Policy School Collection Policy School Collection Policy Separated Family Policy Special Consideration for Employees Policy Special Educational Needs and Disabilities (SEND) Policy Staff Code of Conduct Staff Working with Their Own Children/Close Relation Policy Staff Working with Their Own Children/Close Relation Policy Staff Working with Their Own Children/Close Relation Policy Supervision of Children Policy Supervision of Children Policy Supervision of Visitors Policy Supervision of Visitors Policy Supervision Policy Supervision of Visitors Policy Supervision Policy Supervision Policy Working Working Policy Working With Display Screen Equipment Policy Supervision Policy Supervision Policy Morking Policy Supervision Policy Morking Policy Cone Working Policy Cone Working Policy Cone Working Policy Cone Working Policy Medication Policy Me	Allergies and Allergic Reactions Policy	Personnel Policy
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Medication Policy Incident Form	Looked After Children Policy	CCTV Monitoring Log (template)
	Manual Handling Policy	Child Registration 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