**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**

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| 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  |
| 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  |
| 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  |