

SAFEGUARDING DOCUMENT REFERENCE LIST

All of these documents can found in BØRN MANAGER

Area	Form Number	Documents
SG1 Accidents	SG1.0	Accident & Emergency Procedure
	SG1.1	Accident Report Form
	SG1.2	Accident Report Child Tracker
	SG1.3	Record of Reported Hazards
	SG1.5	Looking After A Child with A Head Injury
SG2 Safeguarding Children	SG2.0	Safeguarding Children Policy & Child Protection Procedure
	SG2.0a	Safeguarding Audit
	SG2.0b	Safeguarding Poster
	SG2.1	Child Protection Information Record Keeping
	SG2.2	Key Points for Child Protection and Record Keeping
	SG2.2a	Guidance Notes for Chronologies
	SG2.2b	Standard Safeguarding Children Process
	SG2.2c	Child Protection Referral Flowchart
	SG2.2d	Chronology Form
	SG2.2e	Marks or Injuries on Arrival
	SG2.2f	Child Protection Communication Notes
	SG2.2g	Child Welfare Protection Report Form
	SG2.2h	Child Protection Referral Form
	SG2.3	Sun Protection Policy
	SG2.3a	Letter to Parents SPP
	SG2.3b	Sun Cream Consent Form
	SG2.3c	Sun Advice Poster
	SG2.3d	Summer Hat Poster
	SG2.3e	Sun Cream Label
	SG2.4	Dummy/Pacifier Policy
	SG2.5	Whistleblowing Policy
	SG2.6	Infant Sleeping Policy
	SG2.6a	Sleep Chart
	SG2.7	Procedure in event of SIDS
	SG2.8	Safeguarding Incident Form
	SG2.9	Babysitting Policy
	SG2.10	What to do if you are worried a child is being abused – Advice for Practitioners March 2015
	SG2.11	Children's Attendance Policy
	SG2.12	Disclaimer
	SG2.13	Zero Tolerance Poster
	SG2.14	Conflict of Interest Policy & Guidelines
	SG2.14a	Declaration of Conflict of Interest
	SG2.15	Lone Working Policy
SG2.15a	Risk Assessment Lone Working	
SG2.16	Responding to Emergencies 'Lockdown' Policy	
SG2.17	E-Safety & Screen Time Information	
SG3 Fire & Electrical	SG3.0	Arson Policy
	SG3.1	Fire Procedures
	SG3.1a	Building Plan



Area	Form Number	Documents
SG3E Electrical	SG3.1b	Evacuation Routes
	SG3.2	Baby Room Fire Drill
	SG3.3	Toddlers Fire Drill
	SG3.4	Pre-School Fire Drill
	SG3.5	Out of School Club Fire Drill
	SG3.6	Fire Drill Record
	SG3.7	Fire Alarm Testing Check Sheet (Weekly)
	SG3.8	Fire Extinguisher Test Record (Weekly, Annually)
	SG3.9	Routine Inspection of Means of Escape Routes (2 monthly)
	SG3.10	Record of False Alarms
	SG3.11	Fire Drill Assessments
	SG3.12	Fire Extinguisher Identification Chart
	SG3.13	Fire Training & Instruction Record
	SG3.E1	Portable Appliance Testing (PAT) Checklist
	SG3.E2	Electric Socket Covers Policy
	SG3.E3	Emergency Lighting System Check Sheet (1, 6 & 12 monthly)
SG4 First Aid	SG4.0	First Aid at Work
	SG4.1	Basic Advice on First Aid Leaflet
	SG4.2	First Aid Box Contents List
	SG4.2a	First Aid Box Contents List for Box
	SG4.3	First Aid Box Monthly Check List
	SG4.4	Portable First Aid Kit Monthly Checklist
	SG4.5	Dealing with an Emergency Poster
SG5 Health & Safety	SG5.0	Health & Safety Policy
	SG5.1	Health & Safety Training Information
	SG5.2	Health & Safety Awareness Questionnaire
SSG6 Food & Hygiene	SG6.0	Nappy Changing Routine Poster
	SG6.0	Nappy Changing Routine
	SG6.1	Nappy Chart
	SG6.2	Nappy Changing Information Chart
	SG6.3	Bathroom Cleaning Procedure Poster
	SG6.3	Bathroom Cleaning Procedure
	SG6.4	Bathroom Checklist
	SG6.5	Housekeeping Routine
	SG6.6	Lunchtime Kitchen Daily Routine
	SG6.6a	Rules of the Kitchen
	SG6.7	Lunch Numbers
	SG6.8	Kitchen/Housekeeping Routine Poster
	SG6.8	Kitchen/Housekeeping Routine
	SG6.8a	Kitchen Daily Clean Checklist
	SG6.8b	Room Cleaning Checklist
	SG6.8c	Club Cleaning Check List
	SG6.8d	Bathroom Cleaning Checklist
	SG6.8e	Shared Areas Cleaning Checklist
	SG6.9	Diluting Cleaning Solutions
	SG6.10	Colour Coding for Cleaning Poster
SG6.11	Out of School Club Daily Cleaning	
SG6.12	Cleaning Rota	
SG6.13	Food and Drink Policy	



Area	Form Number	Documents
	SG6.14	Fridge & Freezer Temperature Control Guidelines Poster
	SG6.14	Fridge & Freezer Temperature Control Guidelines
	SG6.15	Fridge & Freezer Temperature Record
	SG6.15a	Temperature Labels
	SG6.15b	Cleaning of Fridge Every Friday / Rota
	SG6.16	Food Probing Guidelines Poster
	SG6.16a	Food Probing Guidelines
	SG6.16b	Microwave Guidelines Poster
	SG6.16b	Microwave Guidelines
	SG6.16c	Babies Feeding Needs
	SG6.16d	Sterilizer Guidelines
	SG6.16e	Food & Drink Procedure
	SG6.16f	Baby Led Weaning Leaflet Handout
	SG6.16f	Weaning & Baby Led Weaning Policy
	SG6.16g	Allergy & Special Dietary Requirements
	SG6.16h	Cooking & Recording of Food Cooked On Site
	SG6.17	Catered Food Temperature Record
	SG6.17a	Own Food Temperature Records
	SG6.17b	Cooked Food Temperature Record
	SG7.18	Monthly Probe Thermometer Check
	SG6.19	Snack Menu
	SG6.20	Sand Play & Cleaning Procedure
	SG6.21	Basic Hand Washing Hygiene
	SG6.22	Head Lice Information Sheet
	SG6.23	A Guide To Your Dyson
	SG6.24	Shoes Off Policy & Procedure Poster
	SG6.24	Shoes Off Policy & Procedure
	SG6.25	Baby Suite Hand Washing Routine Procedure
	SG6.26	Guidance for the Safe Preparation of Milk Feeds
	SG6.27	Parents Guidance for the Safe Preparation of Bottles
	SG6.28	Healthy Eating Booklet
	SG6.29	Eat Well Plate
	SG6.30	Drinking Cups Advice
	SG6.31	Food for Play Policy
	SG6.31a	Risk Assessment Food Play
	SG6.32	Allergy Policy
	SG6.33	Child Alert Cards - Dietary
	SG6.34	Toilet Training Guidance
SG7 Medicines & Illness	SG7.0	Medication Policy
	SG7.1	Medication Form
	SG7.1a	Medication Storage Form
	SG7.2	Long Term Medication forms
	SG7.3	Parent Guidance to the Bright Kids Medication Policy
	SG7.4	Illness Policy Document
	SG7.4a	PHE Guidance - The Spotty Book 2021
	SG7.4b	PHA Poster (Northern Ireland)
	SG7.5	CMV Information Sheet
	SG7.6	Chicken Pox Poster
	SG7.7	German Measles Poster
	SG7.8	Hand, Foot & Mouth Poster
	SG7.9	Meningitis Poster



Area	Form Number	Documents
	SG7.10	Measles Poster
	SG7.11	Slapped Cheek Poster
	SG7.12	Swine Flu Poster
	SG7.13	Impetigo Poster
	SG7.14	Diarrhoea & Vomiting Poster
	SG7.15	Conjunctivitis Poster
	SG7.16	Shingles Poster
	SG7.17	Scarlet Fever Poster
	SG7.18	Headlice Poster
	SG7.19	Child Alert Card - Medical
SG8 Premises & Transport	SG8.0	Building Maintenance & Safety Policy
	SG8.0a	Equipment Maintenance Schedule
	SG8.0b	General Building Maintenance Checks
	SG8.1	Maintenance Request Procedure
	SG8.1a	Emergency Repair Contact Numbers
	SG8.2	Maintenance Request Form
	SG8.3	Maintenance Request Job Sheet
	SG8.3a	General Repairs & Maintenance Sheet
	SG8.3a	Daily Job sheet
	SG8.3b	Maintenance Project Sheet
	SG8.4	Managing Access Policy
	SG8.4a	Staff & Visitor Register
	SG8.5	Visitors Book
	SG8.6	Arrival & Departure Routine
	SG8.7	Failure to Collect Procedure
	SG8.7a	Failure to Collect Children from School Procedure
	SG8.7b	Out of School Club Contact Flow Chart
	SG8.8	Company Vehicle Policy
	SG8.8a	Drivers Annual Questionnaire
	SG8.9	Vehicle Checks Procedure
	SG8.10	Vehicle Defect Report
	SG8.11	Mileage & Passenger Expense Claim Form
	SG8.12	Snow & Ice on Premises Procedure
	SG8.12a	Snow Clothes Poster
	SG8.12b	Snow Poster
	SG8.13	Environment Policy
	SG8.14	Outings & Special Events Policy
	SG8.14a	Outings Procedure
	SG8.14b	Outing Request Form
	SG8.14c	Outings Deployment Sheet
	SG8.15	Sub-Contractors Handbook
	SG8.15a	Contractors Agreement
SG8.16	CCTV Policy	
SG9 Risk Assessment	SG9.0	Risk Assessment Policy
	SG9.0a	Risk Assessment Procedure
	SG9.1	Risk Assessment Sheet
	SG9.1a	Pregnancy Risk Assessment - Nursery/Club)
	SG9.1b	Pregnancy Risk Assessment - Office based
	SG9.1c	Fire Risk Assessment - Electrical Fire
	SG9.1d	Fire Risk Assessment - Kitchen Fire
SG9.1e	Quarterly Risk Assessment Checklist	



Area	Form Number	Documents	
	SG9.5	New & Expectant Mothers Policy	
	SG9.6	Display Screen Equipment Policy	
	SG9.7	Manual Handling - Reducing the Risks	
	SG9.8	Snow & Ice Risk Assessment	
	SG9.9	Daily Health & Safety Check	
	SG9.10	Room Daily Health & Safety Checks	
	SG9.11	Outdoor Play Area Daily Checklist	
	SG9.12a	Risk Assessment Nursery Floor	
	SG9.12b	Risk Assessment Outside Play Area	
	SG9.13	Risk Assessment T4Kids	
	SG9.14	Fire Risk Assessment	
	SG10 COSHH	SG10.0	COSHH Policy
		SG10.0a	COSHH Procedure
		SG10.1	Product Information
SG10.3a		Purchase Order Cleaning Products	
SG10.5		Diluting Cleaning Solutions	
SG10.7		COSHH Sheet 1	
SG10.7a		Cleaning Products Risk Assessment	
SG10.10a		Freshaloo Data Sheet	
SG10.10b		5 in 1 Dishwasher Tablets Data Sheet	
SG10.10c		Antibacterial Surface Cleanser Data Sheet	
SG10.10d		Savona D1 Washing up Liquid Data Sheet	
SG10.10e		Pine Scented Disinfectant Data Sheet	
SG10.10f		Apple Fresh Disinfectant Data Sheet	
SG10.10g		Fairy Non-Biological Powder Data Sheet	
SG10.10h		Toilet Cleaner Data Sheet	
SG10.10i		Washing up Liquid Data Sheet	
SG10.10j		Shield Cleaner Disinfectant Concentrate Data Sheet	
SG11 Coronavirus	SG11.0	Fact Sheet Covid-19	
	SG11.1	Coronavirus - Staff Policy & Procedure	
	SG11.2	Poster HS1 A4	
	SG11.3	Poster KTC1 A4	
	SG11.4	Poster KTC2 A4	
	SG11.5	Poster Social Distancing A3	
	SG11.6	Poster WYH A4	
	SG11.7	Door Poster	
	SG11.8	Coronavirus Record Sheet	
	SG11.9	Coronavirus Cleaning Checklist	
	SG11.10	Coronavirus Site Hygiene Procedure	
	SG11.11	Coronavirus Handover Sheet	
	SG11.12	Return to Nursery Covid-19 Policy	
	SG11.13	Temperature Recording Log	
SG11.14	Covid-19 Fees Policy		