

DOCUMENT REFERENCE LIST BOOKLET



BØRN MANAGER

NURSERY OPERATIONS HANDBOOK



SAFEGUARDING



STAFF
DEVELOPMENT



NURSERY
ADMINISTRATION



FINANCIAL
OPERATIONS



CUSTOMER
CARE



CURRICULUM
PROGRAMME

SAFEGUARDING DOCUMENT REFERENCE LIST

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
	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)

Area	Form Number	Documents
SG3E Electrical	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
	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

Area	Form Number	Documents
	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
	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

Area	Form Number	Documents
	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
	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

Area	Form Number	Documents
	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

STAFF DEVELOPMENT DOCUMENT REFERENCE LIST

Area	Form Number	Documents
SD1 Recruitment of Staff	SD0	Human Resources Strategy
	SD1.0	Safer Recruitment & Selection Policy
	SD1.0a	7 Stages of Recruitment
	SD1.1	Recruitment Procedure
	SD1.1a	Job Advert House Style
	SD1.1b	Job Advert Information Template
	SD1.2a	Nursery Nurse Job Description
	SD1.2b	Nursery Assistant Job Description
	SD1.2c	Play Worker Job Description
	SD1.2d	Cook & Housekeeping Job Description
	SD1.2e	Senior Nursery Nurse (Over 2's) Job Description
	SD1.2e	Senior Nursery Nurse (Under 2's) Job Description
	SD1.2f	Deputy Manager Job Description
	SD1.2g	Manager Job Description
	SD1.2h	Club Co-ordinator Job Description
	SD1.2i	Deputy Club Co-ordinator Job Description
	SD1.2j	Estates Maintenance Job Description
	SD1.2k	Office & HR Administrator Job Description
	SD1.2l	Business Administration Support
	SD1.2m	Accounts Administrator
	SD1.2n	Compliance Manager
	SD1.2o	Minibus Driver Job Description
	SD1.2p	Cleaner Job Description
	SD1.2q	Room Leader Job Description
	SD1.2r	Learning & Development Co-ordinator
	SD1.2s	Head of Operations Job Overview

Area	Form Number	Documents
	SD1.4	Job Application Form
	SD1.5	Job Application Letter
	SD1.6	Initial Contact Recruitment Applicant Sheet
	SD1.7	Short Listing Person Specification Sheet
	SD1.7a	Scoring System for Short Listing Person Specification Sheet
	SD1.7a	Short Listing Person Specification Sheet - Administration Role
	SD1.7b	All Candidate Short Listing Sheet
	SD1.7c	Short Listing Person Specification Sheet - Accounts Role
	SD1.8	General Interview Offer Letter
	SD1.8a	Prospective Employee Leaflet
	SD1.9	Interview Record Sheet
	SD1.9a	Interview Weight & Score Template
	SD1.9b	Score System for Interview Questions
	SD1.9kQ	Interview Questions (QUALIFIED)
	SD1.9kU	Interview Questions (UNQUALIFIED)
	SD1.9X	Interview Questions (Accounts)
	SD1.9X	Interview Questions (Cleaner)
	SD1.9X	Interview Questions (Club Co-ordinator)
	SD1.9X	Interview Questions (Deputy Club Co-ordinator)
	SD1.9X	Interview Questions (Deputy Manager)
	SD1.9X	Interview Questions (Driver)
	SD1.9X	Interview Questions (Estates Maintenance)
	SD1.9X	Interview Questions (Manager)
	SD1.9X	Interview Questions (Playworker)
	SD1.9X	Interview Questions (Senior & Room Leader)
	SD1.10	No Thank You - Keep on File Letter
	SD1.11	Interview Update Letter
	SD1.12	Interview House Style
	SD1.13	Conditional General Job Offer Letter
	SD1.13a	Conditional General Job Offer Letter FTC
	SD1.13b	Conditional Bank Staff Offer Letter
	SD1.14	New Employee Checklist
	SD1.14a	New Employee Payroll Checklist
	SD1.14a	Leavers Payroll Checklist
	SD1.14b	Employee Attendance Record 2022 Full Time 5 Days
	SD1.14b	Employee Attendance Record 2022 Sickness Absence
	SD1.14c	Staff Annual Leave Card Full Time
	SD1.14c	Staff Annual Leave Card - Reverse
	SD1.14d	Employee Salary Calculator
	SD1.15	Unsuccessful Interview - No Job Offer Letter
	SD1.16	General Reference Request Letter
	SD1.16a	Reference Failure Letter
	SD1.17	General Contract of Employment
	SD1.17a	Fixed Term Contract of Employment
	SD1.17c	Extension to Fixed Term Contract of Employment
	SD1.17c	Extension to Fixed Term Contract of Employment and Role Changes
	SD1.18	Employee Contract Amendment Procedure
	SD1.18a	Contract of Employment - Amendment Notice
	SD1.18b	Managers Contract Amendment Request
	SD1.19	Staff Personal Details Amendment Procedure
	SD1.19a	Staff Personal Details Amendment Form
	SD1.20	Leavers Procedure
	SD1.20a	Leavers Checklist
	SD1.20b	Leavers Letter
	SD1.20c	Leavers Interview Sheet
	SD1.20d	Fixed term Contract Leavers Letter

Area	Form Number	Documents
	SD1.21	One Year Celebratory Letter
	SD1.22	General Vacancy Enquiry Response Letter
	SD1.23	Right to Work Checklist
	SD1.24	Health Declaration Booklet for Managers
	SD1.25	Confirmation Start Date Letter
	SD1.26	Single Central Record Template
SD2 Induction	SD2.0	Induction Guidelines & Overview
	SD2.1	Staff Inductors Notes
	SD2.1a	Staff Induction Printing Packs Process
	SD2.2	Staff Induction Checklist
	SD2.2a	Staff Induction Document Printing Checklist
	SD2.3	Staff Handbook
	SD2.4	Employee Information Form
	SD2.5	Training Agreement
	SD2.6	Salary Deductions Agreement
	SD2.7	DBS Agreement Deduction
	SD2.8	Hepatitis B Waiver
	SD2.9	Pregnancy Risk Assessment for New & Expectant Mothers
	SD2.10	Room Induction Guidelines
	SD2.11	Room Induction Checklist
	SD2.12	Security of personal items
	SD2.13	Uniform Policy & Guidelines
SDPD3 Performance Descriptors	SDPD3.0	Performance Descriptor Guidance - General
	SDPD3.0	Performance Descriptor Guidance - Seniors
	SDPD3.1	Performance Descriptors RAG Self Assessment
	SDPD3.2	EYP Performance Descriptors
	SDPD3.3	Deputy & Senior Performance Descriptors
	SDPD3.4	Manager Performance Descriptors
	SDPD3.5	Compliance Manager Performance Descriptors
	SDPD3.6	Group Operations Manager Performance Descriptors
	SDPD3.7	Head of Operations Performance Descriptors
	SDPD3.9	Playworker Performance Descriptors
SDPR3 Probation	SDPR3.7	Probationary Process Flow Chart
	SDPR3.7a	Probationary Period Procedure
	SDPR3.7b	Probationary Review Form
	SDPR3.7c	Improvement Action Plan
	SDPR3.7d	Probationary Period Confirmation Letter
	SDPR3.7e	Probationary Period Dismissal Letter
	SDPR3.7f	Probationary Period Extension Letter
	SDPR3.7g	Notification of Probationary Capability Meeting
	SDPR3.7h	Outcome of Probationary Capability Meeting
	SDPR3.7i	Probationary Appeal Notice Letter
	SDPR3.7j	Probationary Appeal Outcome Letter
SDS3 Supervision	SDS3.0	Supervision Strategy
	SDS3.1	Supervision Chronology
	SDS3.2	Individual Supervisions Contract
	SDS3.3	Catch Up
	SDS3.4	Safe & Well
	SDS3.5	How's the Children
	SDS3.6	What Next
	SDS3.7	Let's Chat
	SDS3.8	Supervision for Leaders & Managers

Area	Form Number	Documents
	SDS3.9	Sign off Sheet
	SDSs.10	Continuation Sheet
	SDS3.11	Supervisions Monitoring Schedule
SDPO3 Peer Observations	SDPO3.1	The 5 Minute Method
	SDPO3.2	Peer Observations Matrix – A Manual
	SDPO3.3	Peer Observations Individual Analysis
	SDPO3.4	Peer Observations Matrix
	SDPO3.5	Peer Observations Form
SDCM3 Capability Management	SDCM3.0	Capability Policy & Procedure
	SDCM3.0b	Capability Process Flowchart
	SDCM3.1	Capability Management Informal Improvement Notice
	SDCM3.2	Notification of Capability Management Meeting
	SDCM3.3	First Written Capability Warning
	SDCM3.4	Final Written Capability Warning
	SDCM3.5	Notification of Potential Dismissal for Poor Performance
	SDCM3.6	Letter of Dismissal for Poor Performance
	SDCM3.7	Notification of Appeal Hearing
	SDCM3.8	Capability Action Plan Meeting Minutes
SD4 Coaching Support	SD4.0	EYFS Practice Guidelines
	SD4.2	Out of School Practice Guidelines
	SD4.3	Characteristics of a Nursery Worker
	SD4.4	Coaching Questions
SD5 Policies & Procedures		All Policies and Procedures in Alphabetic Order
	SD5.0	Policy Checklist for Employees
	SD5.1	Policy Checklist for Students
	SD5.2	Policy & Procedures Updates Form
	SD5.3	Staff Policy Reading Checklist
	SD5.4	Complete List of Main Policies & Procedures
	SD5.6	Policy Updates Procedure
	SD5.7	Main Policy Review Dates
SD6 Staff Discipline	SD6.0	Disciplinary Procedure
	SD6.0a	Grievance Procedure
	SD6.1	HR Advice Record
	SD6.2	Notification of Disciplinary Meeting
	SD6.3	No Further Disciplinary Action
	SD6.4	First Written Warning
	SD6.5	Verbal Warning
	SD6.7	Notification Of Grievance Meeting
	SD6.8	Suspension from Work Policy & Procedure
	SD6.9	Suspension from Work Letter
	SD6.10	Completion of Disciplinary Sanction Letter
SD7 Training	SD7.0	Staff Training & Development Policy
	SD7.0a	Practitioner Training Flowchart
	SD7.1	General Training Agreement
	SD7.2	Assessor Agreement
	SD7.3	Meeting Individual Training & Development Needs
	SD7.3a	Meeting Individual Training & Development Needs (Example)
	SD7.4	Room Training Log
SD8 Qualifications	SD8.0	Qualification Overview

Area	Form Number	Documents
	SD8.1	Qualifications Checker
SD9 Succession Planning	SD9.0	Succession Planning Strategy
	SD9.1	Staff Work Life Balance Consultation
SD10 Work-Life Balance	SD10.0	Flexible Working Policy & Procedure
	SD10.1	Application Form for Flexible Working
	SD10.2	Flexible Working Checklist
	SD10.3	Flexible Working Factsheet Template
	SD10.4	Flexible Working Letter Approved
	SD10.5	Flexible Working Letter Not Approved
	SD10.6	Flexible Working Review Meeting Record
SD10M Maternity, Paternity & Adoption	SD10M.0	Maternity, Paternity & Adoption Policy
	SD10M.0	New & Expectant Mothers Policy
	SD10M.1	Maternity Leave Plan
	SD10M.1a	Pregnancy Risk Assessment (Nursery)
	SD10M.1b	Pregnancy Risk Assessment (Office Based)
	SD10M.2	Maternity Checklist
	SD10M.3	Maternity Leave Notification Letter
	SD10M.3a	Maternity Leave Notification Letter NO SMP
	SD10M.3b	Maternity Leave Start Date Change Letter
	SD10M.4	Maternity Letter for Flexible Working
	SD10M.5	Maternity Returnee's Payroll Checklist
	SD10M.5a	Example Poster – Congratulations New Baby
	SD10M.6	Parental Leave Form
	SD10M.7	Paternity Leave Form
	SD10M.8	Breastfeeding & Returning to Work Policy
	SD10M.9	Maternity Leaver Payroll Checklist
SD11 Staff Meetings	SD11.0	Schedule of Meetings Guidance & Example
	SD11.1	Rocks
	SD11.2	Level 10 Quarterly Meeting Guidance
	SD11.3	Level 10 Quarterly Meeting Agenda
	SD11.4	Quarterly Rocks
	SD11.5	The Issues Solving Track (IDS)
	SD11.6	Level 10 Weekly Meeting Guidance
	SD11.7	Level 10 Weekly Meeting Agenda
	SD11.8	Level 10 Weekly Meeting To Do Sheet
	SD11.9	Managers Team Meeting Sheet
	SD11.10	Room Meeting Sheet
	SD11.11	Site Schedule for Meetings
SD12 Students	SD12.0	Student Placement Policy
	SD12.1	Student Induction Guidelines & Overview
	SD12.1a	Student Induction-Inductor Notes
	SD12.2	Student Induction Checklist
	SD12.2a	Student Induction Pack Checklist
	SD12.2B	Student Induction Printing Pack Process
	SD12.3	Student Handbook
	SD12.4	Student Information Form
	SD12.5	Student Uniform Agreement
	SD12.6	Student Information Chart
SD13 Well-Being	SD13.0	Well-Being Strategy
	SD13.1	Feeling Good & Keeping Healthy Policy

Area	Form Number	Documents
	SD13.2	Sick Leave & Attendance Policy
	SD13.2a	Formal Request for Medical Consent
	SD13.2b	Formal Request for Medical Report
	SD13.2c	Employee Letter confirming no medical report to them
	SD13.2d	Back to Work Interview
	SD13.2e	Staff Sickness Chronology
	SD13.3	Birthday Holiday Policy
	SD13.4	Holiday & Absence Policy
	SD13.5	Smoking Alcohol Drugs Policy
	SD13.6	Mobile Phone Policy
	SD13.6a	Mobile Phone Signing In & Out Book
	SD13.7	Mileage Expenses Policy
	SD13.8	Professional Code of Conduct
	SD13.8a	Professional Code of Conduct Questionnaire
	SD13.9	Employee Policy Agreement Form
	SD13.10	Job Support
	SD13.11	Unauthorised Absence Letter (Stage 1)
	SD13.12	Unauthorised Absence Letter (Stage 2)
	SD13.13	Attendance Bonus
SD14 Redundancy	SD14.0	Redundancy Policy
	SD14.1	First Consultation Letter
	SD14.1a	Interim Consultation Letter
	SD14.2	Example Redundancy Selection Assessment Form
	SD14.3	Acceptance of VR Letter
	SD14.4	VR Rejection Letter
SD15 Supervisory Skills Pack	SD15.0	Supervisory Skills Pack Contents
	SD15.1	Introduction to Supervisory Skills
	SD15.2	Performance Descriptions Addendum
	SD15.3	Leadership
	SD15.4	Management
	SD15.5	Team Building
	SD15.5a	Belbin Team Roles
	SD15.6	Communication
	SD15.6a	Methods of Communication
	SD15.7	Time Management
	SD15.7a	Priority Planner
	SD15.7b	Six Monthly Planner Tool
	SD15.7c	Monthly Planner Tool
	SD15.7d	Weekly Planner AM PM Tool
	SD15.8	Problem Solving
	SD15.8a	Problem Solving Spider chart
	SD15.9	Delegation
	SD15.10	Coaching & Mentoring
	SD15.10a	Coaching Questions
	SD15.11	Assertiveness
	SD15.12	Dealing with Difficult People Activities
	SD15.13	Motivation Overview with Activities
	SD15.13a	Tips to Encourage Staff Motivation
	SD15.13b	Your A Team Chart
	SD15.14	Change Management

NURSERY ADMINISTRATION DOCUMENT REFERENCE LIST

Area	Form Number	Documents
NA1 Ofsted	NA1.0	Operational Quality Statement
	NA1.1	Quality Expectations - Nursery
	NA1.1a	Quality Expectations - Out of School Club
	NA1.2	Quality Compliance Report Sheet - Nursery
	NA1.2a	Quality Compliance Report Sheet - Out of School Club
	NA1.3	Ofsted Registration Details Poster Template
	NA1.4	Guidance on Reportable Incidents
	NA1.5	Early Years Pupil Premium Checklist & Evaluation
	NA1.6	Ofsted Reporting Record
	NA1.7	Document Checklist
	NA1.8	Key Information Sheet
	NA1.9	Practitioner Reflective Practice
	NA1.10	Team Reflection - Self-evaluation
	NA1.11	Self-Evaluation Audit FIP, Action Sheet Template
	NA1.12	Focus Quality Improvement Plan & Action Sheet
	NA1.13	Tracked Child Checklist
	NA1.14	Being Ofsted Ready
	NA1.15	Setting Update Sheet
	NA1.16	Inspection Day Timetable
	NA1.17	EYFS Framework 2021
NA2 DBS Checks	NA2.0	DBS Policy
	NA2.1	DBS Procedure
	NA2.2	DBS Suitability DBS Update Notification
	NA2.3	Online Disclosures & Ofsted Reference Numbers
	NA2.4	DBS Updates What When Who
NA3 Staff Records	NA3.1	Staff Other Absence Form
	NA3.2	Leave Form For Child Illness
	NA3.3	Self Certification Sickness Form
	NA3.4	TOIL (Time off in Lieu) Policy
	NA3.5	TOIL (Time off in Lieu) Sheet
NA4 Communication	NA4.0	Managers Monthly Meeting Report
	NA4.1	Action Plan
	NA4.2	Meeting Action Sheet
	NA4.3	Anti-Bribery Policy
	NA4.3a	Anti-Bribery Record Sheet
	NA4.4	Brand Guidelines for Stationery
	NA4.6	Daily Briefing Sheet
NA5 Timesheets	NA5.0	Monthly Time Sheets
	NA5.1	Flexi Childcare Form
	NA5.2	Monthly Time Sheet Alternative
NA6 Staff Ratios	NA6.0	Staff Ratios Overview
	NA6.1	Staff Cover Process Flow Chart
NA7 Deployment of Staff	NA7.0	Staff Deployment Sheet
	NA7.1	Staff Lunches Rota
NA8 Payroll Administration	NA8.0	Pay Scale Guidelines

Area	Form Number	Documents
	NA8.1	Employee Summary Sheet
	NA8.2	Employee Attendance Record Front
	NA8.2a	Employee Attendance Record Reverse
NA9 Nursery Management	NA9.1	Parent & Child Change of Details Form
	NA9.2	Company Business Contingency Plan
	NA9.3	Opening Up Procedure
	NA9.4	Locking Up Procedure
	NA 9.5	Room Routine Example
NA10 Child Places	NA10.1	Registration Form & Parental Agreement
	NA10.2	About your Child Permissions Form
	NA10.3	Free Session Registration Form
	NA10.4	New Child Starting/Leaving Procedures
	NA10.5	Change of Booking Confirmation
	NA10.6	Holiday Club Booking Confirmation
	NA10.7	Cancellation Request Form
	NA10.8	Settling in Sessions
NA11 Archiving	NA11.1	Documents to Archive
	NA11.2	End of Year Routines
NA12 Computer, Camera & Tablet	NA12.0	Information Technology Policy
	NA12.1	Computer Internet Policy
	NA12.3	Photograph and Camera Use Policy
	NA12.4	Photograph Image Usage Consent Form
	NA12.5	Additional Photograph Consent GDPR
NA13 Fundraising – Christmas Bazaar	NA13.0	Guidelines for Tea Towels
	NA13.1	Tea Towel Reminder Poster for Parents
	NA13.2	Christmas Bazaar Stalls Plea for Goods
	NA13.3	Raffle Poster Example
	NA13.4	Santa Safety Notes
	NA13.5	Christmas Grotto Letter from Santa Example
NA13 Fundraising Photography	NA13.6	Photography Guidelines
	NA13.7	Photography Appointment Master Sheet
	NA13.8	Photography Checklist
NA13 Fundraising – Photography	NA13.9	Sponsored Bounce Fundraising Poster Example
	NA13.10	Sponsor Form
	NA13.11	Sponsored Bounce Record Sheet
	NA13.12	Sponsored Bounce Certificate
NA14 GDPR	NA14.0	GDPR Policy & Guidelines
	NA14.1	GDPR Information Document Register

FINANCIAL OPERATIONS DOCUMENT REFERENCE LIST

Area	Form Number	Documents
FO1 Budgets	FO1.0	Budget Policy
	FO1.1	Budget Sheet
FO2 Fees & Invoicing	FO2.1	Schedule for Invoices & Payments Sheets 2021
	FO2.2	Monthly Amendments Sheet
	FO2.3	Parent Payment Methods Leaflet
	FO2.4	Credit Card Handling Policy & Procedure
	FO2.5	Credit/Debit Card Reconciliation Form
	FO2.6	Credit Card Handlers Agreement
	FO2.7	Invoicing End of Month Process
	FO2.8	Schedule of Fees A5
	FO2.9	Flexible Funded Sessions A4
	FO2.10	Flexible Funded Sessions Spring & Summer A4
FO3 Sales Ledger	FO3.0	Sales Ledger Process
	FO3.1	Sales Ledger Monthly Preparation Sheet Nursery
	FO3.1	Sales Ledger Monthly Preparation Sheet Out of School
	FO3.3	Registration Form Reconciliation
	FO3.4	Nursery Education Funding Reconciliation and Journal
FO4 Cash Procedures	FO4.0	Cash Fees & Petty Cash Procedures
	FO4.1a	Cash Feed & Petty Cash Procedures Added Security
	FO4.1	Weekly Cash Receipt Book A5
	FO4.1a	Weekly Cash Receipt Book Front Cover A5
	FO4.2	Accounts Cash Receipt Book A6
	FO4.2a	Accounts Cash Receipt Book Front Cover A6
	FO4.3	Petty Cash Envelope Front Sheet A5
	FO4.4	Petty Cash Voucher
	FO4.5	Petty Cash Summary Sheet
FO5 Purchase Ledger	FO5.0	Purchasing Policy
	FO5.1	Purchase Ledger Process
	FO5.2	Supplier Information Sheet
	FO5.3	Company Credit Card Process
	FO5.4	Company Credit Card Summary Sheet
FO6 Education Grant & EYPP	FO6.0	Overview to Funding Sustainability
	FO6.1	Funding Losses Calculator
	FO6.2	Funded Sessions Tracker Mixed
	FO6.3	Flexible Funding Procedures
	FO6.4	How Flexible Funding Works
	FO6.5	Parents 30 hours PowerPoint
	FO6.6	April Leaflet for Grant Parents A5
	FO6.7	Parents Starting Funding Letter
	FO6.8	Flexible Funding Parental Agreement 2020-21
	FO6.9	How to change personalisation in Parental Agreement
	FO6.10	Flexible Funding Allocation Table
	FO6.11	Floating Days Calendar
	FO6.12	Early Years Pupil Premium Checklist & Evaluation Sheet
	FO6.13	Grant Funded Hours Processing
	FO6.14	Fees to Funding Calculator
	FO6.15	Golden Rules Checklist

Area	Form Number	Documents
FO7 Financial Routines	FO7.0	Accounts Routines
	FO7.1	Monthly KPI Scorecard
	FO7.2	Profit & Loss Forecasting
FO8 Debt Procedures	FO8.0	Debt Collection Process Flowchart
	FO8.1	Polite Reminder Letter
	FO8.2	7 Day Overdue Debt Letter
	FO8.3	14 Day Overdue Debt Letter
	FO8.4	21 Day Exclusion Letter
	FO8.5	28 Day Final Proceeding Notice Letter
	FO8.6	Parent Payment Plan (Monthly)
	FO8.6	Parent Payment Plan (Weekly)
	FO8.7	Agreement to Pay Acknowledgement
	FO8.8	Default Payment Letter
	FO8.9	CCJ Notice Letter
	FO8.10	10 Golden Rules for Credit Control
FO9 Payroll	FO9.0	Payroll Process
	FO9.1	Pay Scale Guidelines
	FO9.2	New Employee Payroll Information
	FO9.3	Employee Salary Calculator
	FO9.4	New Employee Payroll Entry Procedure
	FO9.5	Employee Monthly Summary Sheet
	FO9.6	Payroll Processing Procedure
	FO9.7	Leavers Payroll Information

CUSTOMER CARE DOCUMENT REFERENCE LIST

Area	Form Number	Documents
CC1 Customer Complaints	CC1.0	Complaints Policy & Procedure
	CC1.1	Record of Complaint Form
CC2 Child Welfare	CC2.1	Babies & Toddlers Welcome Pack
	CC2.1	Pre-School Welcome Pack
	CC2.2	Settling in Policy
	CC2.3	Key Person Policy
	CC2.4	Key Person Procedure
	CC2.5	Key Person Form
	CC2.6	Key Person Audit
	CC2.7	Daily Diary
	CC2.7a	Daily Diary Cover Sheet
	CC2.7b	Daily Diary Back Cover
	CC2.8	Daily Room Log & Communication Sheet Under 3's
	CC2.9	Daily Room Log Over 3's
	CC2.10	Out Of School Club Daily Log
	CC2.11	Child Information Chart
	CC2.12	Incident Record
	CC2.13	Incident Record Tracker
	CC2.14	Individual Support Plan
	CC2.14a	Staff Expectations of Children – 1-2yrs
	CC2.14b	Staff Expectations of Children - Toddlers
	CC2.14c	Staff Expectations of Children - Pre-school
	CC2.14d	Staff Expectations of Children's Behaviour - Club
	CC2.15	Routines within Routines Expectations Outdoor Play
	CC2.16	Supporting Transitions
	CC2.17	Toilet Training Poster
	CC2.18	Child Attendance Record
CC3 Inclusion	CC3.0	SEND CODE of Practice January 2015
	CC3.1	Equality & Diversity Policy & Procedure
	CC3.2	Special Educational Needs & Disability Policy
	CC3.2a	Role of the SENCO
	CC3.2b	SEN Register
	CC3.2c	SEN Monitoring Observation
	CC3.2d	SEN Parents Meeting
	CC3.2e	SEN Summary Sheet
	CC3.2f	Targeted Support Sheet
	CC3.2g	Our Special Educational Needs Co-ordinator Poster
	CC3.3	Aspergers Syndrome Fact Sheet
	CC3.4	EAL Strategy
	CC3.5	Self-Regulation Policy
	CC3.6	Self-Regulation Procedure
	CC3.7	Self-Regulation Support Plan
CC4 Social Events	CC4.0	Graduation Overview
	CC4.1	Graduation Certificate
	CC4.2	Parents Evening
	CC4.3	Parent Evening Appointment Master Sheet
CC5 Customer Experience	CC5.0	Customer Relationship Management Policy
	CC5.1	Building our Family & Community
	CC5.2	Building our Service
	CC5.3	Building our Quality

Area	Form Number	Documents
	CC5.4	Sales Process Guidance
	CC5.5	Sales Enquiry Process
	CC5.6	Telephone Answering Process – Sites
	CC5.6a	Telephone Answering Process – Head Office Enquiries Line
	CC5.7a	Sales Enquiry Form
	CC5.7b	Parent at Door Enquiry Form
	CC5.8	Contents of a Sales Pack
	CC5.8a	Sales Enquiry Letter
	CC5.8b	Sales Enquiry Letter Walk in
	CC5.8b	Sales Enquiry Letter Walk in – Covid Restrictions
	CC5.8c	Sales Enquiry Letter OSC
	CC5.9	Child Visit & Starting Record
	CC5.9a	Child Visit Tips Sheet
	CC5.10	Sales Follow Up Letter
	CC5.11	Thank You Confirmation Letter
	CC5.12	Newsletter Template
	CC5.13	Enquiry Entry Process onto Nursery Management Software
	CC5.14	Registration Process onto Nursery Management Software
CC6 Customer Surveys	CC6.0	Survey Schedule – What When Who
	CC6.1	Survey Tracker
	CC6.2	One Month Customer Survey (Manual)
	CC6.2a	One Month Customer Survey (Polish)
	CC6.3	Annual Nursery Parent Questionnaire (Manual)
	CC6.4	Annual OSC Parent Questionnaire (Manual)
	CC6.5	Children's Questionnaire Procedure
	CC6.6	Annual OSC Children Questionnaire
	CC6.7	Annual Pre-school Questionnaire
CC7 Additional Sales	CC7.0	Photography Guidelines
	CC7.1	Photography Appointment Master Sheet
	CC7.2	Photography Checklist
CC8 Marketing	CC8.0	Marketing Strategy & Procedures
	CC8.1	Marketing Calendar
	CC8.2	Parent Referral Form
	CC8.2a	Recommend a Friend Referral Process
	CC8.2b	Referral Confirmation Letter
	CC8.4	Visit Mystery Shopper Questionnaire
	CC8.5	Press Release Guidance
	CC8.6	Press Release Template
	CC8.7	Wordpress & Social Media Posts Process
CC9 Supporting Parents Needs	CC9.1	What to Expect in the EYFS 2021
	CC9.0	Parents as Partners Policy
	CC9.4	Access to Information & Confidentiality Policy
	CC9.5	Admissions & Waiting List Policy
	CC9.7	Missing Child Procedure
CC10 Strategic Vision	CC10.0	Vision & Mission Statement
	CC10.1	Quality Values
	CC10.2	Quality Values Poster
	CC10.3	Strategic Planning
	CC10.4	Vision Traction Document Template

CURRICULUM PROGRAMME DOCUMENT REFERENCE LIST

Area	Form Number	Documents
CP1 EYFS	EYFSCP1.0	Quality Of Education Guidance
	EYFSCP1.0	Welcome to Curious Learning
	EYFSCP1.1	The Vision for our Curriculum
	EYFSCP1.2	All About Me
	EYFSCP1.3	A Unique Child Plan
	EYFSCP1.4	Communication & Language Monitoring Tool
	EYFSCP1.5	Fluffy Duck Syndrome
	EYFSCP1.6	Loose Parts
	EYFSCP1.7	What is Curiosity?
	EYFSCP1.8	How to Use Open Ended Questions
	EYFSCP1.9	In the Moment Planning
	EYFSCP1.10	Provocations
	EYFSCP1.11	Schemas
	EYFSCP1.12	Well-being Scales
	EYFSCP1.13	Well-being Scales Tables
	EYFSCP1.14	Fundamental British Values in EYFS
	EYFSCP1.15	E-Learning Journal Guidelines
	EYFSCP1.16	Getting Started with E-learning Journals
	EYFSCP1.17	E-Learning Journal Strategy
	EYFSCP1.18	Planning Child Tracker
	EYFSCP1.19	Focused Week
	EYFSCP1.19a	Focused Week Example
	EYFSCP1.20	Teachable Moments Example
	EYFSCP1.21	Overview of Continuous Provision
	EYFSCP1.21a	Continuous Provision Sand
	EYFSCP1.21b	Continuous Provision Water
	EYFSCP1.21c	Continuous Provision Malleable
	EYFSCP1.21d	Continuous Provision Creative
	EYFSCP1.21e	Continuous Provision Construction
	EYFSCP1.21f	Continuous Provision Small World
	EYFSCP1.21g	Continuous Provision Role Play
	EYFSCP1.21h	Continuous Provision Graphics
	EYFSCP1.21j	Continuous Provision Book Area
	EYFSCP1.21j	Continuous Provision ICT
	EYFSCP1.21k	Continuous Provision Music
	EYFSCP1.21l	Continuous Provision Mathematics
	EYFSCP1.21m	Continuous Provision Snack
	EYFSCP1.21n	Continuous Provision Loose Parts
	EYFSCP1.21o	Continuous Provision Cooking
	EYFSCP1.21p	Continuous Provision Outdoor
	EYFSCP1.22	Mathematical Language
	EYFSCP1.23	Improving Maths
	EYFSCP1.24	Improving Writing
	EYFSCP1.25	Forest Time Handbook
	EYFSCP1.26	Tuff Trays for Communication and Curiosity
	EYFSCP1.27	Ideas, ideas, ideas...
	EYFSCP1.28	Letters & Sounds
	EYFSCP1.29	Enhanced Provision Map Under 2's
	EYFSCP1.30	Enhanced Provision Mapping 2-4yrs
	EYFSCP1.31	Curriculum Programme 0-1
	EYFSCP1.32	Curriculum Programme 1-2
	EYFSCP1.33	Curriculum Programme 2-3
	EYFSCP1.33	Curriculum Programme 3-4

Area	Form Number	Documents
	EYFSCP1.34	Communication & Language Programme
	EYFSCP1.35	Personal, Social & Emotional Programme
	EYFSCP1.36	Physical Development Programme
	EYFSCP1.37	Literacy Development Programme
	EYFSCP1.38	Mathematics Programme
	EYFSCP1.39	Understanding the World Programme
	EYFSCP1.40	Expressive Arts & Design Programme
	EYFSCP1.41	Planning around the children
	EYFSCP1.42	Reflections on Learning
CP2 Out of School Clubs	OSCP1.0	Contents List
	OSCP1.1	Playwork Principles
	OSCP1.2	The Seven Play Objectives
	OSCP1.3	Overview of the Delivery of the Play Curriculum
	OSCP1.4	The Playworkers Role
	OSCP1.5	Play Cycle
	OSCP1.6	Play Type
	OSCP1.7	Play Environment
	OSCP1.8	Requirements of the Play Environment
	OSCP1.9	Play Resources Menu
	OSCP1.10	Loose Parts Factsheet
	OSCP1.11	Play work Stuff-Loose Parts
	OSCP1.12	Weekly Play Opportunities
	OSCP1.13	Holiday Club Planning Outline
	OSCP1.14	Holiday Club Planning Guidelines
	OSCP1.15	Fundamental British Values and the Play Objectives
	OSCP1.16	Out of School Practice Guidelines
CP3 Outdoors	CP3.0	Outdoor Information to Parents Sheet
	CP3.1	Outdoor Daily Log
	CP3.1a	Outdoor Handbook
	CP3.2	Outdoor Log Book Cover
	CP3.3	Outdoor Sweep Log
	CP3.4	Outdoor Sweep log Book Cover
	CP3.5	Outdoor Policy
	CP3.5a	Outdoor Policy – Our Expectations
CP4 Resources & Display	CP4.0	Site Display Policy
	CP2.0	Equipment & Resources Policy
	CP2.2	Safety Checks
	CP2.3	General Information – T4Kids
CP5 Audit Tool	CP5.0	Audit Purpose
	CP5.1	Chronology Form for Audit
	CP5.1a	Audit Notes
	CP5.2	Entrance
	CP5.3	Daily Routine
	CP5.4	Practitioner
	CP5.5	Children
	CP5.6	Parents
	CP5.7	Baby Room Specific
	CP5.8	Toddle Specific
	CP5.9	Pre-school
	CP5.10	Storage
	CP5.11	Environment Audit

Area	Form Number	Documents
	CP5.12	Construction
	CP5.13	Creative Station
	CP5.14	Home Corner
	CP5.15	Malleable
	CP5.16	Movement & Physical Activity
	CP5.17	Musicality
	CP5.18	Open Ended Resources
	CP5.19	Small World
	CP5.20	Water Sand Digging
	CP5.21	Outdoors
	CP5.22	Planning
	CP5.23	Area's
	CO5.24	Inclusion & Diversity