



EARLY LEARNING AND CHILDCARE POLICIES



The list of Policies and Procedures below can be used for reference, each Service should think of their own setting, children, families and staff and ensure that the Policies and Procedures reflect there setting.

Local Authority Units should be using the Policies and Procedures from the Hub where relevant and Standard Circulars.

Argyll and Bute Hub –

- Recruitment Procedures and policies
- Equal Opportunities
- Complaints
- Staff Development

Standard Circulars

- Child Protection
- Emergency Closures
- Admissions, information contained within the Standard Circular
- ICT
- Administration of Medication
- Risk assessment

Private, Voluntary and Independent services may choose to use a sample Policy or Procedure if available.

Early Years Scotland <https://earlyyearsscotland.org/>

National Day Nursery Association <http://www.ndna.org.uk/>

Policies and Procedures should be shared with Staff, Families and Children if appropriate. The table below lists some key Policies and Procedures with links to National Guidance, Guidance is also available on the Care Inspectorate Hub <http://hub.careinspectorate.com/> If you require support and guidance when developing a Policy or Procedure please contact the Early Years' Service.

Policy/ Procedure	Relevant Links
Admissions	Link to new Standard Circular
Adverse Weather/ Early Closure	
Child Protection/Adult Protection	https://www.argyll-bute.gov.uk/abcpc
Complaints	http://www.careinspectorate.com/images/documents/167/Unhappy%20about%20a%20care%20service%20-%20Leaflet%20NEW%20May%202014.pdf

Confidentiality	
Curriculum	https://education.gov.scot/scottish-education-system/Early%20learning%20and%20childcare%20(ELC)
Fee Management	
Equal Opportunities	
Health and Safety	
Healthy Eating	http://www.healthscotland.com/documents/30341.aspx
ICT	
Infection Control	http://www.hps.scot.nhs.uk/resourcedocument.aspx?id=6606
Medication	
Missing Child	
Nappy Changing	http://www.careinspectorate.com/images/documents/4404/Nappy%20changing%20guidance%20for%20early%20years%20and%20childcare%20services.pdf
Outdoor	
Parental Liaison and Involvement	
Promoting Positive Behaviour	
Recruitment	
Responsive Care	
Risk Assessment	
Social Media	
Settling In	
Staff Development	http://learningzone.workforcesolutions.sssc.uk.com/
Students/ Volunteers	
Whistle Blowing	