



## **Kidz Star Club Policies**

### **ANNUAL REVISION**

1. Administration of Medicine
2. Arrival and Departure
3. Complaints policy and procedures
4. Confidentiality and GDPR
5. E-Policy
6. Emergency and Fire plan
7. Emergency evacuation
8. Food and Drink
9. Health and Hygiene
10. Health and Safety (Not an Ofsted requirement)
11. Incident Procedure Policy
12. Inclusion
13. Intimate care
14. Leaving the Floor policy
15. Lost Children Policy
16. Non-collection of children
17. Payment of fees
18. Recruitment, induction and retention
19. Safeguarding children
20. Special educational needs/disability
21. Staffing and employment
22. Trips and Outings
23. Violence and Intruder
24. Whistle-blowing

### **3 YEARLY**

25. Admissions
26. Behaviour Management (Not an Ofsted requirement)
27. Dignity and Respect at work
28. Dress code
29. Equal opportunities
30. Equality and Diversity (Not an Ofsted requirement)
31. Equipment and Resources
32. Moving and Handling
33. Settling in
34. Sickness & Absence

### **5 YEARLY**

35. Contingency Reserves
36. No smoking
37. Pre-employment screening and background checking
38. Recruitment of ex-offenders
39. Securing storage, handling, use retention and disposal of disclosures and disclosure information.
40. Student placement