

HANHAM TODDLERS PRE-SCHOOL

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1.0 Contents

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Approved	Print Name	S Rouch	Position:	Manager
	Signature	Signed copy held in Master Procedure Manual	Date:	23 March 2023
Authorised for Issue	Print Name	K Ricketts	Position:	Chair
	Signature	Signed copy held in Master Procedure Manual	Date:	23 March 2023
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2.0	<u>Index</u>		
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3.0	<u>General Procedures</u>		
P1-1	Generation, Approval and Distribution of Procedures....	Issue 6 – November 2022	
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P1-3	Petty Cash.....	Issue 4 – March 2021	
4.0	<u>Operational Procedures</u>		
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P2-4	Child Protection.....Withdrawn & replaced by P2-20	Issue 3 – November 2008	
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P2-13	Parental/Carer Involvement.....Withdrawn & replaced by P2-26	Issue 7 – February 2023	
P2-14	Play and Equipment.....	Issue 5 – February 2023	
P2-15	Staffing & Employment.....	Issue 5 – January 2014	
P2-16	Settling in at Pre-School.....	Issue 5 – February 2023	
P2-17	Confidentiality.....	Issue 6 – February 2023	
P2-18	Behaviour Management.....	Issue 3 – February 2023	
P2-19	Allegations Against Members of Staff.....Withdrawn & replaced by P2-25	Issue 6 – October 2015	
P2-20	Safeguarding Children..Withdrawn & replaced by P2-24	Issue 6 – October 2015	
P2-21-1	Safety (HMC*).....	Issue 3 – November 2022	
P2-21-2	Safety (HYC**).....	Issue 2 – November 2022	
P2-22-1	Health and Hygiene (HMC*).....	Issue 3 – November 2022	
P2-22-2	Health and Hygiene (HYC**).....	Issue 2 – November 2022	
P2-23-1	Lost Children (HMC*).....	Issue 2 – February 2023	
P2-23-2	Lost Children (HYC**).....	Issue 2 – February 2023	
P2-24	Safeguarding.....	Issue 6 – February 2023	
P2-25	Allegations.....	Issue 3 – March 2023	
P2-26	Partnerships With Parents.....	Issue 1 – February 2023	
P2-27	Special Educational Needs.....	Issue 1 – March 2023	
	* HMC – Hanham Methodist Church		
	** HYC – Hanham Youth Centre		
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Title	Procedure Manual Index	Reference	M1-1
5.0 <u>Control Copy Distribution</u>			
5.1 Master Copies		Registered Holder	
Master Procedure Manual.....		General Assistant	
5.2 Controlled Copy Procedures			
5.2.1 Manuals			
Copy 1.....		Committee Chair	
Copy 2.....		Notice Board (Methodist Church)	
Copy 3.....		Manager	
Copy 4.....		Manager	
Copy 5.....		Room 3	
Copy 6.....		Room 5	
Copy 7.....		Not Allocated	
Copy 8.....		Room 7	
Copy 9.....		Notice Board (Youth Centre)	
5.2.2 Individual Procedures			
All members of staff, not identified in Sections 5.1 and 5.2.1, shall be provided with personal copies of the following Procedures for their reference.			
P2-9 Key Persons			
P2-17 Confidentiality			
P2-18 Behaviour Management			
P2-24 Safeguarding			
P2-25 Allegations			
6.0 <u>Amendment Record</u>			
Issue 12:			
Insert Section 6 – <i>Amendment Record</i>			
Replace C Gibbs with L Sims as Chair			
Identify <i>Master Procedure Manual</i> holder as General Assistant in Section 5.1			
Reduce and modify distribution list in Sub-section 5.2.1			
Remove Sub-section 5.2.2 Management Committee distribution list			
Remove Page 4 and re-page number			
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	<p>Issue 13: Re-title Section 5.2 as <i>Controlled Copy Procedures</i> Re-title Paragraph 5.2.1 as <i>Manuals</i> Insert new Paragraph 5.2.2 as <i>Individual Procedures</i></p> <p>Issue 14: Raise in issue Index M1-1 Raise in issue Procedures P2-8, P2-15, P2-19 and P2-20 Insert new page 4</p> <p>Issue 15: Raise in issue Index M1-1</p> <p>Issue 16: Raise in issue Index M1-1 Raise in issue Procedures P1-1, P2-1, P2-2, P2-3, P2-13, P2-15 and P2-18 Removal of reference to Copy 7 previously kept in Room 6 from 5.2.1</p> <p>Issue 17: Raise in issue Index M1-1 Replace L Sims (Chair) with N Bowman Correct raise in issue of Procedures 2-11 to issue 6 and 2-15 to issue 5</p> <p>Issue 18: Raise in issue Index M1-1 Identify Procedures P2-3, P2-11, P2-12, P2-19 and P2-20 as withdrawn and raise in issue in Section 4 Identify replacement Procedures P2-21-1, P2-21-2, P2-22-1, P2-22-2, P2-23-1, P2-23-2, P2-24 and P2-25 in Section 4 Identify Copy 2 against the Methodist Church in Paragraph 5.2.1 Include Copy 9 and identify against the Children's Centre in Paragraph 5.2.1 Replace references to P2-19 and P2-20 with P2-24 and P2-25 in Paragraph 5.2.2</p> <p>Issue 19: Raise in issue Index M1-1 Raise in issue Procedures P2-22-1 and P2-24</p> <p>Issue 20: Raise in issue Index M1-1 Raise in issue of Procedure P2-21-1 in Section 4 Identify release of new Procedures P2-21-2, P2-22-1 and P2-23-2 in Section 4 Identify Copy 7 as <i>Not Allocated</i> in Section 5.2.1 Replace <i>Children's Centre</i> with <i>Youth Centre</i> for location of Copy 9 in Paragraph 5.2.1</p> <p>Issue 21: Raise in issue Index M1-1 in Section 2 Raise in issue of Procedures P1-2 and P2-24 in Section 4</p>		
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<p>Issue 22:</p> <p>Raise in issue Index M1-1 in Section 2</p> <p>Raise in issue of Procedures P2-2 and P2-9 in Section 4</p> <p>Issue 23:</p> <p>Replace L Bunting with S Rouch as Manager</p> <p>Replace L Sims with L Hansom as Chair</p> <p>Raise in issue Index M1-1 in Section 2</p> <p>Raise in issue of Procedures P1-2, P1-3, P2-7, P2-16, P2-17, P2-24 and P2-25 in Section 4</p> <p>Replace Deputy Manager with Manager against Copy 4 in Section 5.2.1 (to reflect the appointment of Joint Managers)</p> <p>Issue 24:</p> <p>Replace L Hansom with K Ricketts as Chair</p> <p>Raise in issue Index M1-1 in Section 2</p> <p>Raise in issue of Procedures P1-1, P2-21-1, P2-21-2, P2-22-1 and P2-22-2 in Section 4</p> <p>Issue 25:</p> <p>Section 2 - raise in issue Index M1-1</p> <p>Section 4 - raise in issue of Procedures P1-2, P2-1,P2-5, P2-6, P2-10, P2-13, P2-14, P2-23-1, P2-23-2 and P2-24 and first issue of Procedure P2-26</p> <p>Issue 26:</p> <p>Section 2 - raise in issue Index M1-1</p> <p>Section 4 - raise in issue of Procedures P2-8 and P2-25 and first issue of Procedure P2-27</p>			
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